



Waco, Texas

Respiratory Care Technology Program

STUDENT HANDBOOK

Program policies apply to all students and faculty.

McLennan Community College does not discriminate on the basis of gender, disability, race, creed or religion, color, age, or national origin.

CONTENTS

WELCOME	7
RSPT program officials.....	7
Respiratory Care Technology Program Information	8
Mission	8
Goal	8
Program History	8
Program Accreditation	8
Admission	10
Program costs.....	10
Financial Aid	10
Books – building your personal library.	10
Weekly schedule	10
Degree plan	10
Signature Documents	11
Degree requirements	11
Program Curriculum	12
Instructional Program:.....	13
Respiratory Care Technology Program skills and simulation lab.....	13
Provider Courses	13
Immunizations	13
Criminal background	13
Drug Screen	14
Remediation Plan – Academic Courses	14
Remediation Plan – Clinical Practicums	14
What does a respiratory therapist do?	15
Respiratory Care Technology Program Policies	16
Clinical Attendance Policy	16
Clinical Absence Policy:	17
Student Responsibilities following an absence:.....	18
Daily Evaluation of Absence: In the E-Value Affective section.....	18

Rotation Evaluation of Absences: In the E-Value Affective section:	18
End of Semester Evaluation of Absences:	18
Tardy Policy:	19
Daily Evaluation: In the E-Value Affective section	20
Rotation Evaluation of Tardy: In the E-Value Affective section:	20
End of Semester Evaluation of Tardy:	20
Academic Integrity: Process for Addressing Professional Behavior Violations (Consequences).....	20
First (1st) Academic Integrity Violation.....	20
Second (2nd) Academic Integrity Violation.....	21
Third (3rd) Academic Integrity Violation.....	21
Professional Behaviors: Process for Addressing Violations (Consequences)	21
First (1st) Professional Behaviors Violation	22
Second (2nd) Professional Behaviors Violation	22
Third (3rd) Professional Behaviors Violation	22
SPECIAL CIRCUMSTANCES:.....	23
Clinicals	23
Clinical Rotations:.....	23
Dress Code for Clinical Courses	23
Uniform	23
Personal Appearance.....	24
Tobacco Use During Clinical Assignments	25
Cellular telephones and personal telephone calls	26
Student liability insurance.....	26
Medical insurance	26
Student Health Insurance Requirement for Clinical Rotations Purpose:.....	26
Policy:.....	26
Students' interaction with patients	26
Patient safety	27
Infectious and environmentally hazardous materials and safety compliance	28
Conduct	28
Affective Behavior Criteria	28
Professional Conduct	29
Accountability and Accepting Responsibility	30
Accepting Constructive Guidance	30

“Best Clinical Practice” Strategies:.....	30
Communication with Faculty, Hospital Personnel, and Other Students.....	31
Unforgivable Behaviors (Clinical, Classroom, Lab, and Simulation (PT and Family Medicine)	32
Clinical supervision	33
Clinical Competence	33
Communication and Interpersonal Skills.....	33
Clinical evaluation	34
Daily Evaluations	35
Rotation Evaluations	35
Evaluation Feedback.....	36
Dismissal from Clinical Site	36
Removal or Refusal of a Student in the Clinical Site.....	36
Termination, Withdrawal and Readmission	36
Voluntary.....	36
Other	37
Student employment.....	37
Affiliates.....	37
Professional organizations	37
Optional clinical experiences.....	38
MCC Health Professions Division Policies	38
McLennan Community College Health Professions Division Policies & Procedures Professional Behavior.....	38
Policy:.....	38
Procedure:.....	39
Health Professions Division Criminal Background Check	40
Introduction	40
Purpose:	40
Policy:.....	40
Disqualifying Histories:.....	40
Costs for Background Checks	43
Screening Requirements	43
Disclosure.....	44
Records of Criminal Background Checks.....	44
Health Professions Division Drug Screen Policy	44
Purpose:	44

Policy:	44
Costs for Drug Screening	45
Disqualifications from Clinical Affiliation Participation	45
"For Cause" Screening (Zero Tolerance)	45
CBD Statement	46
Health Professions Division: Impaired Student Policy & Procedure	46
Health Professions: Student Clinical Immunization Requirements	48
Purpose:	48
Policy:	50
Procedures:	50
Health Professions Division Classroom Attendance Policy:	50
Purpose:	50
Policy:	51
MCC Policies	51
MCC Academic Integrity Statement:	51
Additional Academic Integrity Information:	52
Accommodations/ADA Statement	52
Title IX	53
Bad Weather Policy	53
Official MCC E-mail Communication Procedure (CR-II)	54
McLennan Community College Student Grievance Procedure	55
Appendices	59
Appendix A: MCC RCT Program APPROXIMATE Program Cost	60
Appendix B: Example of Clinical Schedule	62
Appendix C: Official Degree Plan RCT Program	63
Appendix D: Degree Plan Form	64
Appendix E: MCC Health Careers RCT Program Acknowledgement Form	65
Appendix F: Drug Screen, Health Insurance, Behaviors Forms	66
Appendix G: Ascension Providence Hospital Form	67
Appendix H: Baylor Scott and White Hillcrest Medical Center Form	68
Appendix I: MCC Health Careers Confidentiality Statement Form	69
Appendix J: Cheating and Plagiarism Form	70
Appendix K: HIPAA	71
Appendix L: RCT Program Student Information Form	73

Appendix M: Academic Professional Performance Alert (APPA) Form.....	74
Appendix N: Academic Professional Performance Improvement Plan (APPIP) Form.....	75
Appendix O N-95 Mask Fit Test Form	76
Appendix P: RSPT Facts Sheet	77

WELCOME

The administration, faculty and fellow students at McLennan Community College are happy to extend a warm welcome to each new student.

This handbook is prepared and offered as a guide to assist you in adjusting to the Respiratory Care Program, and to present the rules and regulations of the Program. The student policies were developed for the purpose of maintaining an environment conducive to learning as well as for student progress. The Program rules and regulations apply to all students regardless of location of instruction.

It is the responsibility of the student to read and abide by the Respiratory Care policies and to adhere to the rules and regulations set forth in the McLennan Community College and Student Handbook so that high standards of education may be achieved.

We are pleased that you have chosen McLennan Community College to assist you in reaching your goal of becoming a Respiratory Therapist.

The Faculty of the Respiratory Care Program

McLennan Community College provides equal educational opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment.

<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf>

RSPT program officials

Vice President of Instruction and Student Engagement – Chadwick Eggleston, PhD

Dean of Health Professions – Glynnis Gaines, MSHS

Program Director – Donna Mendoza, MSRC, RRT, RCP

Director of Clinical Education – Marighny Dutton, MSRC, RRT, RCP

Medical Director – Matthew T. Pattillo, MD

RESPIRATORY CARE TECHNOLOGY PROGRAM INFORMATION

Mission

The mission of the McLennan Community College Respiratory Care Technology Program is to provide a dynamic educational program for students interested in pursuing a career in respiratory therapy. The program offers a two-year associate in applied sciences degree. The program provides students with the necessary didactic and clinical experiences needed to prepare them to provide the highest quality patient care.

Goal

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

- Ability to comprehend, apply, and evaluate the clinical information relevant to their role as a registered respiratory therapist. (Cognitive)
- Technical proficiency in all skills necessary to fulfill the role of the registered respiratory therapist. (Psychomotor)
- Personal behaviors consistent with professional and employer expectations for the registered respiratory therapist. (Affective)

Program History

The program was first accredited in 1981 as a one-year certificate program. In 1996 the program expanded to include a two-year associate degree in respiratory care. The Certificate program was phased out in 2000 when the criteria for admission to the credentialing exams were revised by the NBRC to require a minimum of an associate degree as entry-level. Development of the curriculum is based on the role of the CoARC, the National Board for Respiratory Care (NBRC), the Texas Higher Education Coordinating Board, and the Workforce Education Course Manual (WECM). Local industry plays an important role in developing and reviewing the program curriculum.

Program Accreditation

The McLennan Community College Respiratory Care Technology Program, COARC program number 200438, AAS, Waco, Texas, holds Continuing Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com) 264 Precision Blvd., Telford, TN. 37690. Accreditation is valid until 11/30/2026. Graduates are eligible for credentialing exams for the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) administered by the National Board for Respiratory Care (NBRC). A copy of the letter from the Commission for Accreditation of Respiratory Care Programs (CoARC) is included on the next page of this document to establish that the program is accredited.



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

August 27, 2025

Donna Mendoza, MSRC, RRT, Program Director
Respiratory Care Program
McLennan Community College
1400 College Dr
Waco, TX 76708

RE: Program Number 200438

Dear Ms. Mendoza:

Thank you for submitting your 2025 Annual Report of Current Status and Resource Assessment Matrix. The Commission on Accreditation for Respiratory Care (CoARC) has reviewed this information to assess ongoing compliance with accreditation Standards and CoARC Accreditation Policies and Procedures. Based on the data provided, your program has met or surpassed all established thresholds for each required outcome measure.

Your program should be proud of this achievement. While no further action is needed currently, be sure to maintain your program's "Resource Assessment" and "Outcomes Assessment" activities for the next Annual Report, due **July 1, 2026**. If you have questions, be sure to contact the CoARC Executive Office.

The Commission commends your team's commitment to continuous quality improvement in education, as demonstrated by your participation in programmatic accreditation.

Sincerely,

Thomas R. Smalling, PhD, RRT, RRT-SDS, RPFT, RPSGT, FAARC
Chief Executive Officer

cc: Johnette McKown, EdD, President
Glynnis Gaines, MSHS, Dean

264 Precision Blvd • Telford • TN • 37690

www.coarc.com

(817) 283-2835 Office

(817) 354-8519 Fax

Admission

Admission to the program as a limited enrollment Health Sciences Program is based on completion of prerequisites with an overall GPA in those 5 prerequisites of 2.75. Minimum requirements for admission:

- By the application deadline (October 30) – completed or enrolled in the prerequisite courses. Achieve at least a C in each of the prerequisites with an overall grade point average in the prerequisite courses of 2.75. All the prerequisite courses must be completed for admission to the program.
- All applications for the Respiratory Care Technology Program will be reviewed by the Program Admissions Committee according to admission criteria. Applicants will be ranked according to a points system. Current admission criteria may be obtained by contacting the program director (254-299-8426).
- Meeting the minimum admission criteria does not guarantee admission to the program.

Program costs

Each student is provided an estimate of program costs. The document includes estimates for tuition, fees, books, uniforms, CPR, Fit Testing, immunizations, stethoscope, and uniforms/shoes. An example can be found in [Appendix A](#).

Financial Aid

Students are encouraged to meet with a representative from the MCC Financial Aid Office for explanations on how to plan for costs (tuition, fees, books, etc.) incurred during semesters in which the student is not a full-time student (< 12 credit hours) during the summer, as well as in general. A variety of financial assistance programs are available (scholarships, grants, loans, and work-study opportunities). For questions regarding financial aid call: 254-299-8689. The respiratory care curriculum is rigorous and consists of six semesters, including prerequisites, of a full-time course load. Students are discouraged from working full-time while enrolled in the program.

Books – building your personal library.

The faculty places emphasis on required and recommended textbooks for the courses. The textbooks, including costs, for each course, are posted on the MCC Bookstore website prior to the beginning of each semester.

Weekly schedule

An example of a course schedule for each semester emphasizes class work, labs, clinical courses, and study that accounts for about 50 hours/week in each of the four long semesters. An example of a schedule can be found in [Appendix B](#).

Degree plan

- The degree plan can be found in [Appendix C](#).
- The degree plan form can be found in [Appendix D](#).

Signature Documents

The following documents are signed by each student for the student's program records. Also see program policies and procedures. Copies of these documents are included in the [appendices](#).

1. Acknowledgment of eligibility for credentialing and licensing, [Appendix E](#)
2. Criminal Background Check and Drug Screen, [Appendix F](#)
3. Liability statements, [Appendix G](#) and [Appendix H](#)
4. Confidentiality, [Appendix I](#)
5. Cheating and plagiarism, [Appendix J](#)
6. HIPAA, [Appendix K](#)
7. Health insurance requirement, [Appendix F](#)
8. Professional Behavior Policy, [Appendix F](#)
9. Student Information/Emergency contact, [Appendix L](#)

Degree requirements

1. Grades: Students must maintain a grade point average of 2.00 to meet requirements for an AAS in Respiratory Care. Students must achieve a grade of C or better in each major course in the respiratory care program curriculum. A major course is a course that has the prefix (rubric) of the program (i.e., RSPT courses are major courses for the respiratory care program curriculum.) No more than one major course may be repeated and that course may be repeated only once, (i.e., a student will not be eligible to re-enroll in the program if the student fails two different major courses or fails the same major course twice.) Students have five academic years to complete the curriculum after official enrollment in the first program (major) course.
2. Official degree plan – the official degree plan can be found in [Appendix C](#).
3. Course grading scale:
 - A – 90 to 100%
 - B – 80 to 89%
 - C – 75 to 79%
 - D – 60 to 74%
 - F – Less than 60%

Students must achieve a course average of 75% or higher to receive credit (pass) for each of the RSPT (program) courses in the program.

4. 5-year requirement Graduation Requirements for the Associate Degree. Each student's course of study leading to an associate degree is determined by the degree requirements in effect at the time the student first enrolls in college-level courses at MCC. From the date of that initial enrollment, the student has five years to complete an associate degree (A.A., A.A.S., A.A.T., or A.S.). After five years, the student will be subject to any new degree requirements that may be in effect when the student enrolls next. Exceptions to these requirements must be approved by the appropriate Dean.

Program Curriculum

Curriculum – Approved by the Texas Higher Education Coordinating Board.

FIRST YEAR

Fall Prerequisites

- ENGL 1301 Freshman Composition I
- MATH 1314 College Algebra or MATH 1342 Elementary Statistical Methods
- RSPT 1371 Introduction to Respiratory Care
- BIOL 2404 Anatomy & Physiology or both BIOL 2401 & BIOL 2402
- RSPT 1227 Applied Physics for Respiratory Care

Spring

- RSPT 1266 Practicum – Respiratory Care
- RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology
- RSPT 1410 Respiratory Care Procedures I
- RSPT 2317 Respiratory Care Pharmacology

Summer

- RSPT 1260 Clinical – Respiratory Care
- RSPT 1411 Respiratory Care Procedures II
- RSPT 2310 Cardiopulmonary Disease

SECOND YEAR

Fall

- RSPT 1267 Practicum – Respiratory Care
- RSPT 2258 Respiratory Care Patient Assessment
- RSPT 2414 Mechanical Ventilation
- RSPT 2325 Cardiopulmonary Diagnostics
- PHIL 2306 Ethics

Spring

- RSPT 1241 Respiratory Home Care/Rehabilitation
- RSPT 2233 Respiratory Care Case Management
- RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care
- RSPT 2266 Practicum – Respiratory Care
- PSYC 2301 General Psychology

Summer

- RSPT 2230 Examination Preparation
- RSPT 2267 Practicum – Respiratory Care

Instructional Program:

- Didactic (cognitive) – classroom instruction
- Campus lab (transition from the classroom to the bedside – cognitive, psychomotor, and affective skills are emphasized)
- Clinical (cognitive, psychomotor, and affective skills are developed at clinical assignments)
- Students enrolled in the Respiratory Care Technology Program gain a wide variety of experiences through rotations at clinical sites in central Texas. Students are always supervised in the clinical setting by qualified clinical staff. Students complete approximately 1000 clinical hours during their enrollment. Students will gain experience working with state-of-the-art equipment during their clinical rotations, including short rotations in special clinical areas. It is the student's responsibility to arrange for transportation to the clinical sites.
- The students' clinical schedule includes 6:30AM to 3:00PM and 2:30PM to 11:00PM shifts.
- Travel to clinical assignments which are as far as 60+ miles, emphasizes the need for dependable transportation.
- Evaluation includes – classroom exams (cognitive), lab skills (psychomotor, cognitive, and affective), and clinical (psychomotor, cognitive and affective); the clinical affective evaluation includes these major categories, which are further described in the pertinent clinical syllabi– Dependability, Communication, Interpersonal, Clinical Competence and Professional Development.

Respiratory Care Technology Program skills and simulation lab

The students develop clinical skills in the Respiratory Care Technology Program skills and simulation lab, practicing on high and low-fidelity manikins.

Provider Courses

Provider courses, CPR – BLS for the Health Care Provider is required before the first clinical course (or during clinical orientation if instructor taught). The student must provide a copy to the Program Director or the Director of Clinical Education and no one else.

Immunizations

An immunization record is provided to each student to be completed by the week before the first clinical course. Immunizations must be current for varicella, measles, mumps, rubella, diphtheria/tetanus, seasonal flu, and Hepatitis B.

McLennan Community College does not require students in Health Professions programs to receive COVID-19 vaccinations. However, clinical affiliates may require students and clinical faculty to be vaccinated against COVID-19 or provide a college-approved exemption. Please refer to the [Division's Student Clinical Immunization Requirements](#).

Criminal background

The procedure for obtaining a criminal background check is explained in the [program policy and procedure for the criminal background check](#). The student will pay the screening costs online. After

enrollment in the program, the applicant must receive a negative report for a drug screen and must undergo a criminal background check before clinical courses begin.

A criminal background may prohibit a student from participating in clinical coursework and therefore from completing the program. A criminal background may prohibit a graduate from obtaining a license to practice respiratory therapy in Texas. <https://www.tmb.state.tx.us/>

Drug Screen

The procedure for obtaining a drug screen is explained in the [program policy and procedure for the drug screen](#). After enrollment in the program, the applicant must receive a negative report for a drug screen and must undergo a criminal background check before clinical courses begin. The student will pay the screening costs on-line. See the program policy and procedure for the drug screen.

Remediation Plan – Academic Courses

When a student is struggling in the classroom, the faculty will respond proactively. Students that consistently score less than 80% on their daily F2F quizzes or score less than 80% on any exam will be required to complete an activity of remediation assigned by the instructor of the course **immediately following**. The activity requirements will vary as they will be customized according to factors such as the student's needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved before the start of the following semester or the resulting grade will convert to an "F," and the student will not pass the course.

Remediation Plan – Clinical Practicums

When a student consistently struggles to apply psychomotor & cognitive skills to successfully complete a mastery competency, the clinical instructor will nominate the student for remediation. The instructor will request remediation via the E-Value Daily Evaluation form. Selecting the "Yes" remediation button at the bottom of the form generates an electronic notification to the Program Director, Director of Clinical Education, and the remediation faculty. The "Yes" response also requires a clinical instructor comment. The comment should include the **specific procedure** being requested, i.e., ABG sampling, Trach Care, etc. The clinical instructor will visit with the student regarding the requested remediation and instruct the student to contact the remediation faculty.

The student will make an appointment with the remediation faculty. The student is responsible for reviewing the procedure **prior to** meeting with the faculty.

The remediation faculty will work with the student in the RC lab. Once remediation is complete, the faculty will follow up with an e-mail notification to the requesting instructor, Program Director, and Director of Clinical Education.

What does a respiratory therapist do?

Essential functions (essential requirements and technical standards) and entry-level competencies are described. Each student enrolled in the Respiratory Care Technology Program must demonstrate the following abilities:

Technical Standards

- Observation – The student must be able to participate actively in all demonstrations, lab exercises, and clinical experiences in the professional program component and to assist and comprehend the condition of all patients assigned.
- Communication – Using the English language, the student must be able to communicate effectively, tactfully, and sensitively with patients in order to elicit information, assess nonverbal communications, and be able to effectively transmit information to patients, fellow students, faculty and staff, and all members of the health care team.
- Motor – The student must have sufficient motor (physical) function to elicit information from patients by appropriate therapeutic maneuvers; be able to perform basic tests; possess all skills necessary to carry out therapeutic and diagnostic procedures; be able to interpret appropriate examinations and procedural results; and be able to execute motor movements reasonably required to provide general care and emergency treatments to patients.
- Intellectual/Conceptual Integrative and Quantitative Abilities – The student must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of health practitioners, requires all the intellectual abilities.
- Behavioral and Social Attributes – The student must possess the emotional health required for full utilization of the student's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities, attendant to care of patients; and the development of mature, sensitive, and effective relationships with patients, fellow students, faculty and staff, and all members of the health care team.
- Students must also be able to tolerate expected workloads, function effectively under occasional stressful situations, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent to clinical problems as displayed by various patients. Compassion, integrity, concern for others, interest, and motivation are personal attributes that each student should possess.

Physical Standards:

- Lift up to 50 lbs., carry up to 25 lbs. and push or pull up to 250 lbs., (the weight of equipment on wheels).
- Stoop to adjust equipment, kneel to perform CPR, crouch to locate and plug in equipment and reach up to 5'6" above the floor to attach and operate equipment on the wall.
- Handle, retrieve, store, and move large and small equipment.
- Grasp and maintain the grasp of syringes, laryngoscopes, and endotracheal tubes.

- Stand for prolonged periods of time, working extended hours of 12 hours or more; walk for extended periods of time to all areas of a health care facility.
- Feel to palpate pulses, for arterial puncture and to sense body temperature; manipulate dials and controls (knobs) on various types of equipment.
- Hear verbal directions, pagers (voice messaging), as well as gas flow through equipment; hear breath sounds and heart sounds through a stethoscope.
- See patient conditions such as skin color, use of accessory muscles for breathing, or a mist from a nebulizer; see waveforms and other digital displays of patient measurements (e.g., blood pressure, heart rate and rhythm, blood oxygen saturation, etc.) on bedside monitors. Distinguish colors.
- Smell smoke, fumes, and other odors.
- Typing up to 60 WPM, usually on a computer keyboard.
- Use a calculator as well as solve simple math problems without a calculator.

The work environment requires the respiratory therapist to work:

- Alone and independently, work with others and work around others, entailing verbal and face-to-face contact.
- In confined areas, able to accommodate temperature changes and noise.
- Around and with electrical and pressurized equipment.
- In spite of fatigue

RESPIRATORY CARE TECHNOLOGY PROGRAM POLICIES

Clinical Attendance Policy

Regular and punctual attendance is expected of all students. Clinical instructors will maintain a record of attendance for each rotation. If a student misses a clinical day, he/she must present documentation of the reason for the absence to a committee of respiratory care faculty. If the student cannot provide documentation to meet the course requirements for absences, the student may be withdrawn from the course.

Students must “Time In” and “Time Out” on designated computers. Students may not clock in or out **via cell phone or personal computer**. Students may not clock in or out via hospital computers that have not been previously approved. Clinical Instructors will assess and document the IP addresses each day during the Daily Evaluation.

If student clocks in or out on a non-designated device (cell phone, personal computer), this will result in an **unsatisfactory daily evaluation** for the first offense. Repeat offenses will result in additional consequences listed under the Division Professional Behaviors policy and may result in **no credit** for the clinical course.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by:

1. Authorized participation in official College functions
2. Personal illness
3. An illness or a death in the immediate family
4. Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982
5. Any excused absences as outlined in [College policy FC-I](#)
 - a. observance of a religious holy day
 - b. military service

Students should NOT come to campus or clinic, when sick! Return only when:

- Afebrile (fever-free) for 24 hours
- No vomiting for 24 hours
- No diarrhea for 24 hours

If a student is ill when he/she reports to the clinical site and/or if the student is febrile, the faculty may dismiss him/her. The student will be considered, "absent" for the day. The student will appear before the Attendance Committee to discuss a make-up day (**MUD**). If the student objects to being dismissed, he/she may present the concerns to the attendance committee.

The attendance committee will be composed of the Program Director and the Director of Clinical Education. **The committee has the prerogative of determining whether a student may make up work missed due to absences for other reasons.** If the student accrues more than 16 total hours' absence, he/she will receive an "Unsatisfactory" Rotation Evaluation and may receive "No Credit" in the course.

Clinical Absence Policy:

All missed clinical hours (regardless of reason) must be rescheduled and completed before the end of the semester. If a student does not complete the required clinical hours by the end of the semester, he/she will be awarded an "I" for the course.

All absences must be "**Notified.**" A "**Notified**" absence is defined as: the student providing timely notification by phone (text notification is NOT acceptable) of the clinical absences to the following:

1. Assigned clinical site's phone,
2. Assigned clinical instructor's phone, and
3. Mrs. Dutton's' office voice mail (254) 299-8132, **prior to the start** of the clinical assignment assigned time. *Also see other requirements noted on the clinical schedule.*

Failure of the student to notify the clinical affiliate, the instructor, AND Mrs. Dutton's voicemail about that clinical absence within 1 hour and 1 minute of the assigned start time is defined as a "non-notified" absence. "Non-notified" absences for any clinical assignment are strictly prohibited and will automatically result in an unsatisfactory Affective Evaluation for that rotation and thus jeopardize the student's enrollment in the course.

The student will also be marked as “Unsatisfactory” on the E-Value Daily Evaluation with an explanation from the Clinical Instructor. The student must contact the Attendance Committee faculty for an appointment.

Student Responsibilities following an absence:

FIRST absence: the student should contact Mrs. Dutton to present documentation and schedule a make-up day (MUD).

SECOND absence: the student should request a meeting with the Clinical Attendance Committee. During the meeting, the student will explain the absences, present documentation, and discuss the possibility of a MUD. Students will also sign a contract, indicating that he/she understands that with one more absence, the Rotation Evaluation will be marked, “Unsatisfactory” and he/she may receive “No Credit” in the course.

THIRD absence: The student should request a meeting with Mrs. Dutton to present documentation and schedule a MUD if approved and permitted to do so.

Note: All MUDs must be completed with an MCC clinical instructor present at the clinical site unless otherwise approved by the Director of Clinical Education and the Program Director.

Daily Evaluation of Absence: In the E-Value Affective section

Absence will be marked as “Unsatisfactory.” The clinical instructor will also enter an E-Value “Sick Day” with an explanation re: the absence and proper notification.

Rotation Evaluation of Absences: In the E-Value Affective section:

ONE absence during a rotation should be ranked as “Area of Concern” – Student must contact the Director of Clinical Education.

TWO absences during a rotation should be ranked as “Needs Improvement” – Student must meet with the Attendance Committee.

THREE or more absences during the first rotation should be ranked as “Unsatisfactory” and the student may receive “No Credit” in the course. Student must meet with the Attendance Committee.

Three absences are considered excessive. Depending on the situation the student may receive “No Credit” for the course with 3 or more absences.

End of Semester Evaluation of Absences:

NOTE: If the student has no other Absences during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional absence during the second rotation, absences will be considered “cumulative.”

Absences from first and second rotation will be added together to determine end-of-semester evaluation.

Follow these examples:

First Rotation	Rotation Evaluation	Second Rotation	Total Absences	End Of Semester Evaluation
1 absence	Area of Concern	0 absences	0	Satisfactory
2 absences	Needs Improvement	0 absences	0	Satisfactory
3 absences	Unsatisfactory	0 absences	0	Satisfactory

1 absence	Area of Concern	1 absence	2	Needs Improvement
2 absences	Needs Improvement	1 absence	3	Unsatisfactory

1 absence	Area of Concern	2 absences	3	Unsatisfactory
2 absences	Needs Improvement	2 absences	4	Unsatisfactory

NOTE:

- Two or more consecutive absences, (serious illness, death in the immediate family, serious accident, etc.) may count as 1 absence in terms of the **Rotation evaluation**.
 - Ex: ill on Monday, miss Tuesday class, and ill on Wednesday will result in 1 absence and an Area of Concern on the rotational evaluation.
 - Ex. ill on Monday, come to class on Tuesday, ill on Wednesday will result in 2 absences and a Needs Improvement on the rotational evaluation.
- All absences must be made up, regardless of the reason for the absence. Student must present documentation (Doctor's note, Funeral program, obituary, etc.) in addition to following the proper protocol for being absent in this case.
 - A member of the immediate family includes a spouse; son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, parent, stepparent, parent-in-law, siblings, sibling-in-law; grandparent, and grandchild.
- Time for which the student is paid as an employee by a clinical affiliate cannot be used as clinical time.
- Additional clinical time does not remove clinical absences.
- If a student is absent from the pre-arranged MUD, he/she will go through the Attendance Committee **again**. Missed MUDs are considered an additional "absence."
- Leaving the clinical affiliate site will result in an absence. The student must receive authorization from the assigned clinical instructor AND the Director of Clinical Education prior to leaving the facility. If the student leaves the clinical site without notification or authorization, this will be considered a non-notified absence, and the student will receive an unsatisfactory evaluation.

Tardy Policy:

Students are expected to be at the clinical assignment on time. The student will be tardy when the student arrives at a clinical assignment after the assigned time. The student must notify the clinical

instructor immediately when he/she arrives at the clinical site. If the student arrives an hour after the assigned time, the student will be counted absent, be dismissed from the clinical assignment and additional clinical time will be required.

Daily Evaluation: In the E-Value Affective section

Tardy will be marked as “Unsatisfactory.” The clinical instructor will also post comments explaining the tardy.

Rotation Evaluation of Tardy: In the E-Value Affective section:

1. tardy during a rotation should be ranked as “Area of Concern.”
2. tardies during a rotation should be ranked as “Needs Improvement.”
 - a. Student must meet with the Attendance Committee.
3. tardies during a rotation should be ranked as “Unsatisfactory.”
 - a. Student must meet with the Attendance Committee.

End of Semester Evaluation of Tardy:

NOTE: If the student has no other tardies during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional tardy during the second rotation, tardies will be considered “cumulative.” Tardies from the first and second rotation will be added together to determine the end-of-semester evaluation.

Academic Integrity: Process for Addressing Professional Behavior Violations (Consequences)

Integrity and **ethics** are Core Values of the Respiratory Care Technology Program. Violations of Academic Integrity demonstrate that the student is not willing to demonstrate those core Values. The goal of the process is to help the student develop a plan that will foster growth in the areas of Integrity and Ethics.

All faculty members shall have the right to examine materials in the student’s possession during any academic Exercise.

If a student is found to be in violation of the Respiratory Care Technology Program’s Handbook, or RSPT course Instructor Plans/Syllabi policies defining academic integrity and professional behaviors, the following process will be followed, and consequences will be enacted.

For any academic integrity issues (Examples include but are not limited to cheating, use of AI to complete any work, deliberate plagiarism, writing down test information following a quiz or exam, discussing specific quiz or exam questions outside of the testing environment).

First (1st) Academic Integrity Violation

The first (1st) Academic Integrity violation process/consequences:

Step 1: In instances of academic integrity misconduct, the faculty will immediately suspend the student from further work on the academic exercise. Faculty will assign a grade of zero (0) for the assignment.

Step 2: Faculty Advisor will complete an Academic/Professional Performance Alert (APPA) form and review the form with the student. See [Appendix M](#) for the APPA form.

Step 3: Students will complete and obtain faculty approval for an Academic/Professional Performance improvement Plan (APPIP) within the designated timeline (not more than 5 business days). See [Appendix N](#) for the APPIP form.

Step 4: Both the APPA and APPIP will be placed on file with the following: McLennan Community College Student Conduct/Discipline office Program Director's office to be placed in the student's file.

Step 5: The student will follow up with the faculty, Program Director, and any designated college representative as instructed to verify the progress or completion of the plan set out in the APPIP.

Second (2nd) Academic Integrity Violation

The second (2nd) Academic Integrity violation process/consequences occurring ANYTIME during the Program will follow:

Steps 1 – 5: See previous.

Step 6: The student MUST meet with the Program Director whose signature will be required on the APPA and APPIP forms.

Step 7: The student MUST meet with the MCC Conduct/Discipline professional and request that the office of discipline confirms the conference/scheduled meeting with the Program Director.

Third (3rd) Academic Integrity Violation

The third (3rd) Academic Integrity violation process/consequences occurring ANYTIME during the Program will result in a failure of the course involved. All Respiratory Care courses are concurrent. Failure of one course will require immediate withdrawal from all courses following college procedures. Any fees, tuition, financial aid, drop count, or other consequences because of the academic integrity violation are at the expense of the student. The college keeps a record of repeat offenders for determination of future consequences. Students who are withdrawn from the program due to academic integrity violations may not be eligible for readmission.

Professional Behaviors: Process for Addressing Violations (Consequences)

The MCC Core Values are People matter, Integrity matters, Communication matters, Excellence matters, and Inclusiveness matters. Professional behaviors are demonstrations of each of those values. To foster an environment that supports the development of our core values, the Respiratory Care Technology Program will follow all of the policies depicted in the Health Professional Behaviors policy and General Conduct policy of McLennan Community College. Our students are also expected to

adhere to the concepts of civility and professionalism outlined in the Respiratory Care Technology Program's student handbook.

For Violations related to Professional Behaviors the process will be as follows. Failure on the part of the student to follow through with any step will elevate the process and the recorded number of violations to the next step:

First (1st) Professional Behaviors Violation

The first (1st) Professional Behaviors violation process:

Step 1: Faculty will ask the student to stop the behavior and/or leave the room. If a grade is involved at the time, faculty will assign a grade of zero for the assignment (0).

Step 2: Faculty will complete an Academic/Professional Performance Alert (APPA) form and review the form with the student. The student must actively participate in this meeting. See [Appendix M](#) for the APPA form.

Step 3: Students will complete and obtain faculty approval for an Academic/Professional Performance Plan (APPIP) within the designated timeline (not more than 5 business days). See [Appendix N](#) for the APPIP form.

Step 4: Both the APPA and APPIP will be placed on file in the Program Director's office to be placed in the student's file.

Step 5: The student will follow up with the faculty, Program Director, and anyone else as instructed to verify the progress or completion of the plan set out in the APPIP. Refusal to actively participate in this process will result in a second (2nd) violation and will escalate to the third level of consequences.

Second (2nd) Professional Behaviors Violation

The second (2nd) Professional Behaviors violation occurring ANYTIME within the Program will follow:

Steps 1 – 5: See previous.

Step 6: The student MUST meet with Program Director whose signature will be required on the APPA and APPIP forms.

Step 7: All documents will be placed on file in the college discipline and reporting system. Documentation will be placed in the student file in the Program Director's office. The Conduct Office, Care Team, Law Enforcement, Safety, or other college personnel may reach out and begin a separate process outside of the Respiratory Care Technology Program.

Third (3rd) Professional Behaviors Violation

The third (3rd) Professional Behaviors violation occurring ANYTIME within the Program will result in a failure of the course involved. All Respiratory Care Technology courses are concurrent. Failure of one course will require immediate withdrawal from all courses following college procedures. Any fees, tuition, financial aid, drop count, or other consequences resulting from an academic integrity violation/s are at the expense of the student. The college keeps a record of repeat offenders for

determination of future consequences. Students withdrawn from the program due to professional behavior violations may not be eligible for readmission.

SPECIAL CIRCUMSTANCES:

As depicted in the Health Professions Professional Behaviors Policy and the General Conduct policy for MCC, certain behaviors are completely unacceptable and will escalate the violation process to third-level consequences which require the failure of the course in which the violation occurred. These violations include but are not limited to bullying/cyberbullying, terroristic threats, and physical harm to another student, faculty, self, or patient.

CLINICALS

Clinical Rotations:

The goal of the clinical portion of this program is to introduce the student to skills necessary to become a competent, effective respiratory therapist. The clinical courses are designed with ample time for students to complete assignments each semester.

Dress Code for Clinical Courses

It is essential that all students present themselves in the clinical facilities in proper professional dress. The student is required to be in a complete, clean, and neat uniform. The patient, physician, and others form their first impression of the student from the student's appearance; therefore, the student's appearance is very important. The student's dress and appearance are always expected to be appropriate.

The student's uniform will consist of the following:

Uniform

- Appropriate solid red top with black pant scrubs. Note: The red tops must be purchased from an approved vendor (patch and embroidery already applied). A black or white t-shirt may be worn under scrub top. T-shirt must be short sleeve or $\frac{3}{4}$ length sleeve. Lab coats not allowed.
- MCC name badge within a badge holder.
- Guidelines for clinical footwear provide a standardized policy and procedure for protective footwear in all clinical areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the shoe, tripping hazards, or splashing from body fluids.

Clinical areas are recognized as high-risk areas for exposure to blood and body fluids. Standards for the footwear of students must be provided to ensure protective footwear is worn to provide protection from potential needle sticks, splashing from blood or other potentially infectious material.

Students must comply with the hospital footwear guidelines.

- Vinyl or leather shoes (no mesh, canvas, or other soft material)
- Shoes must be kept clean and in good repair.
- Shoes must have slip-resistant type soles.

- Shoes must be worn with socks or hose.
- Sandal-type shoes, clogs or “flip flops” shall not be worn in clinical areas.
- Shoes with open heels, open toes, vents in the side, ports, or holes on top shall not be worn in clinical areas, i.e. No “Croc” type shoes.
- No shoe jewelry permitted.

NOTE: Students should not drink alcoholic beverages during clinical hours or while in uniform. Students should not smoke, chew, or vape during clinical or while in uniform. If you go out to eat after class or clinical, please change clothes. **Consequences for not following uniform and clinical policies may result in a recommendation for college discipline and/or suspension.**

Personal Appearance

Students shall maintain a professional appearance.

- Nails must be short and clean. The nails should be shorter than the fingertips when observed from the palm side. Artificial nails or tips are NOT permitted. Regarding nail color: No bejeweling. NO nail polish.
- The student is not to chew gum while in clinical areas.
- The student will work closely with the patient, doctor, and other personnel. Poor hygiene will create an unpleasant environment. Observe basic personal care, including daily baths, unscented deodorant/antiperspirant, regular shampooing with “unscented shampoo or conditioner,” and brushing teeth. Avoid excessive smoking, which causes offensive breath. Avoid strongly flavored foods, especially foods seasoned with garlic or onions, before going to the clinical area.
- IMPORTANT: Do not use colognes, perfumes, scented powders, or lotions, as the odors can precipitate respiratory problems in patients.
- Hair shall be neat and clean.
 - Hair must be pulled back when providing patient care.
 - Beards and mustaches must be neatly trimmed during clinical assignments.
 - Appropriate matching-colored ribbons or bows may be used to tie hair back.
 - Don’t use unnatural hair colors while attending clinical assignments, i.e., no pink, purple, or blue.
- No jewelry may be worn on the uniform.
 - A wedding band or set is the only ring that may be worn.
 - Necklaces or chains must be appropriate (no more than one chain or necklace). No bracelets. No grills.
 - Earrings: Select matched pair(s) of small studs or hoops (no larger than quarter size). If two (2) sets are worn, one (1) set must be studs. No more than 2 sets of earrings are allowed.
 - Body rings or piercing jewelry should not be displayed during the student's clinical assignments.

- Males are required to remove earrings during clinical assignments.
- Tattoos: No exposed tattoos.
- During clinical practice, hoodies, coats, lab coats, or sweaters shall not be worn over the scrubs. Appropriate white or black undershirts may be worn to provide additional warmth and must be tucked in the pants.
- The uniform is to be worn only during student clinical practice. Students employed after school hours shall not wear their school scrubs, name badge, or any other items that identify the student with MCC.
- The entire uniform must be worn during clinical which also includes PT on campus.
- The proper name badge should be worn appropriately on the upper part of the scrub top; the name badges should not have any pins or decorations on them.
- A stethoscope will be required every day, beginning with the first semester.
- A simple calculator and watch with a second hand (no smart watches allowed) are also required each clinical day.
- In addition, the student must abide by the dress code guidelines established by the participating clinical affiliates.

The student will abide by the dress code during all clinical activities, including on campus during Proficiency Testing and Family Medicine Simulations. If the student fails to abide by the dress code guidelines or the student's appearance is not acceptable, the instructor or department head of the clinical facility shall dismiss the student from the clinical area for that day, resulting in an absence. Good personal hygiene and grooming are always expected. The student may be asked to leave the clinical site if he/she smells of cigarette smoke, resulting in an absence.

Tobacco Use During Clinical Assignments

Patients and colleagues can easily detect smoke odors. Some patients will become ill and/or bronchospastic in the presence of smoke odors. Students are strongly encouraged to refrain from smoking during the clinical portion of this program. Under no circumstances will students be allowed to chew or dip tobacco products during clinical hours, including lunch or breaks.

Students may NOT leave the clinical site to smoke. Hospital affiliates enforce strict “No Smoking” policies for everyone. The student will not smoke until he/she leaves the clinical affiliate’s campus at the end of the day.

Students should refrain from smoking in a car while traveling to the clinical site. Smoke odors are extremely unpleasant after smoking in a small, enclosed area. This policy is like that of prohibiting the use of perfumes and colognes during clinical. The student's smoking privileges must not jeopardize the patient's health, comfort, and well-being. This policy is non-negotiable. Students who smell of smoke will be immediately dismissed from the clinical site and be documented as being absent. The hospital and program expect the student’s complete and full compliance with this and all other program’s policies and procedures.

Cellular telephones and personal telephone calls

Cell phones, smart watches, and Fitbits, (smart devices) are **NOT** permitted in patient care areas. "Patient care" areas include any location in which patients are treated or other health care professionals work. Examples include (but are not limited to) general floor areas, nurses' stations, specialty care units, patient gymnasiums, sleep labs, etc. Students may NOT use cell phones to "study." Cell phones MUST be turned OFF or on silent (NOT on vibrate) when left in the Respiratory Care Department. The health careers secretary, Director of Clinical Education, or Program Director will notify a student of an emergency. No personal phone calls (non-emergency) will be accepted.

Student liability insurance

The student pays a special fee for liability insurance that is included in the clinical courses.

Medical insurance

Student Health Insurance Requirement for Clinical Rotations Purpose:

Health Professions students are required to complete clinical rotations at local and regional healthcare facilities. To comply with established affiliation agreements with our clinical partners, the Health Professions division requires all students entering a program to carry health insurance.

Policy:

All students enrolled in Health Professions programs at McLennan Community College are required to have health insurance coverage for the duration of their enrollment.

Documentation of student health coverage must be uploaded into the documentation tracking system (Complio) or provided to the Program Director or Director of Clinical Education according to program practice and policy.

Students who do not provide documentation of current health insurance coverage will not be allowed to attend clinical rotations and may compromise progression in the program. Neither the college nor the clinical affiliates assume responsibility for an injury to the student during clinical hours.

The student must report any injury to the Clinical instructor at the time of injury. In addition, please ensure a report of the injury occurrence is submitted to MCC faculty as quickly as possible.

Students' interaction with patients

- Students are to be reassuring, temperate, and considerate to patients at all times.
- Students must be tactful in handling difficult situations.
- Do not personally take anything the patient may say.
- Do not become angry or disorganized in front of the patient.
- Arguing with patients will not be tolerated.
- Students must not allow personal problems, attitudes, or prejudices to affect the way patients are treated. Students' problems are not the patient's problems.

- Students must maintain a therapeutic (professional) relationship at all times and must not become overly attached to or emotionally involved with patients.
- Students must explain all therapeutic procedures fully to the patient prior to the initiation of therapy.
- Explain the procedure to the patient.
- Explain how the patient cooperates.
- Explain, within the limits of the student's understanding, why the patient is receiving the therapy.
- The patient must be treated with respect.
- The patient has a right to know what therapy students are giving him or her, who ordered it, and why the patient is receiving this therapy.
- The patient has the right to refuse any therapy. Any refusal must be recorded on the chart with the reason for refusal and immediately reported to the student's instructor.
- The patient has the right to the privacy and confidentiality of the medical record.
- Students are NOT, under ANY circumstances, to discuss patients and their problems with friends outside or inside the clinical area. If a student needs to discuss a patient, the student must seek guidance from the instructor.
- Clinical assignments will be made without regard to the sex, disability, creed, or religion color, age, national origin, or disease condition of the patient. Therefore, students will be required to provide safe care for any patient assigned to the student's level of responsibility.

Patient safety

- Assure all respiratory care orders.
- Always check all physicians' orders before the initiation of any therapy. Also check for any orders to discontinue therapy.
- If no order can be found, notify the clinical instructor immediately.
- Check all medications prior to administration.
- Check the physician's orders for proper dosage, dilution, frequency, etc.
- Always assure the 7 R's
 1. The Right Patient
 2. The Right Medication
 3. The Right Dosage
 4. The Right Time of Administration
 5. The Right Route
 6. The Right Documentation
 7. The Patient's Right to Refuse
- Check the identification of the patient before therapy is administered.
- Check the chart to be sure the order is written for the correct patient.
- Check the wrist identification band to identify the patient.

- ALWAYS consult with the clinical instructor responsible for the care of the assigned patients before any changes in medications, mechanical ventilation parameters or therapeutic regimens are made.
- Do not endanger the patient or fellow students by any actions or failure to act.
- If in doubt, call the MCC clinical instructor or hospital staff.
- Be on the alert for dangerous conditions.
- Report dangerous or potentially dangerous conditions immediately.
- Do NOT try to conceal errors. Immediately report errors to the clinical instructor or MCC instructor.

Infectious and environmentally hazardous materials and safety compliance

Infectious and environmental safety is explained during first-year student orientation, prior to the beginning of clinical rotations. This on-campus session describes the Materials Safety Data Sheets (MSDS), Hazardous Materials Labeling, Personal Protective Equipment (PPE), Emergency Medical Plan, Internal Emergency Codes, Fire Safety, Hospital Utility Systems (water, electrical, equipment), and Biohazard Disposals, including Sharps Containers. Students also attend hospital-sponsored orientation sessions in which the Infection Control and Safety Departments expound upon institutional-specific details regarding infectious hazards and safety.

Conduct

Clinical, classroom, Skills Lab, and clinical simulations – [See Division Professional Behaviors Policy](#).

The student's conduct is expected to be positive, mature, responsible, and professional. The students are expected to always be courteous and respectful to all faculty, classmates, staff, and clinical sites.

Affective Behavior Criteria

The student is expected to develop the behaviors of a professional respiratory therapist. Students are required to adhere to affective behavioral criteria that include the following:

- Dependability
 - Adheres to attendance guidelines.
 - Adheres to punctuality guidelines.
 - Adheres to preparation guidelines.
 - Proper notification of absences.
- Communication skills
 - Adheres to minimal standards in verbal and non-verbal language skills.
 - Adheres to minimal standards in written communication skills:
 - Legibility
 - Accuracy
 - Content
- Interpersonal qualities
 - Participates in teamwork.
 - Adheres to standard, acceptable conduct.

- Adheres to a standard, acceptable attitude.
- Clinical Competence – Adheres to a minimal, standard, acceptable competence:
 - Follows instructions and directions.
 - Adequately planning, organizing, and completing assignments.
 - Develops the ability to complete patient care assignments without direct supervision.
 - Correlates standards of care and therapeutic goals with patient care objectives to maximize patient care outcomes.
 - Determines appropriate patient care plan from pertinent patient data.
 - Recommends modification of patient care plan, when necessary
 - Uses common sense, exercises good judgment, and ensures patient safety.
 - Seeks help when necessary.
 - Exhibits self-confidence and understands limitations.
- Other competencies that reflect clinical competence include the student:
 - Follows instructions and directions, developing clinical skills with minimum amount of coaching.
 - Plans, organizes, and completes assignments on an acceptable schedule.
 - Develops the ability to complete patient care assignments without direct supervision.
 - Correlates standards of care (applies the AARC Clinical Practice Guidelines when the AARC-CPGs are applicable) and therapeutic goals with patient care objectives, evaluating appropriateness of prescribed care to maximize patient outcomes.
 - Identifies and analyzes pertinent patient care data to determine an appropriate patient care plan to maximize patient care outcomes.
 - Recommends modification of the patient care plan when necessary.
 - Uses common sense and exercises good judgment to ensure patient and others' safety and well-being in the context of patient care guidelines and standards of care.
 - Recognizes a clinical management problem that is unfamiliar and seeks help.
 - Demonstrates self-confidence, understands his/her limitations, attempts to perform those clinical skills for which the student is prepared, and seeks assistance when the patient care assignment exceeds his/her current level of preparation.

Professional Conduct

- Resourceful and uses time to facilitate learning.
- Follows dress code guidelines, and personal hygiene is acceptable.
- Accepts guidance.
- Takes responsibility.
- Exhibits concern for the welfare and dignity of the patient.
- Ensures patient confidentiality.
- Exhibits an active interest in subject-related activities.
- Cooperative, flexible, and open to suggestions.
- Composed under stressful conditions.

- Solves problems, overcomes obstacles, and considers alternatives to complete clinical objectives.
- Considers professional membership to be productive and relevant.
- Considers participation in professional activities to be productive and relevant.
- Self-directed and self-motivated.
- Demonstrates professionalism and kindness to all faculty, classmates, staff, and clinical sites (Professional Behaviors Policy)

Accountability and Accepting Responsibility

- Performs promptly all assigned tasks and paperwork as specified.
- Always follows established department and school policies.
- Always utilizes the procedure taught by the MCC instructor or assigned clinical instructor.
- Performs all work or assignments as designated.
- Always is prepared by bringing all necessary materials (pens, calculator, scissors, stethoscope, watch) to the clinical site.
- Always reports for clinical assignments and classes **on or before the designated time**.
- Leave all work areas neat and clean.
- Always informs the clinical faculty at the earliest available opportunity of absences, tardiness or any circumstance that requires the student to leave his/her assigned clinical duties / clinical assignment or the facility.
- Always arrives on time to scheduled activities (clinical conferences, teaching rounds, clinical affiliates.)
- Demonstrates the level of achievement required by each instructor in each course.
- Seeks remediation with MCC instructors if required achievement is not demonstrated early in the course.
- Always attempts to conserve and protect hospital and school supplies and equipment.
- When in doubt, asks the clinical instructor.
- **Accepts full accountability and responsibility for performance and evaluation, regardless of attending circumstances.**
- Personal business and doctor's appointments are to be scheduled after class and clinical hours.

Accepting Constructive Guidance

- Constructive guidance is offered to facilitate learning.
- Students should accept constructive guidance without emotional display.
- Constructive guidance should be heeded, and any behavioral deficiencies corrected promptly.

“Best Clinical Practice” Strategies:

- Obtain clinical staff or MCC instructor authorization prior to proceeding to other unassigned clinical areas (This specifically includes CPR situations.)
- Participate in “Report” without talking unless conveying pertinent patient information.
- Follow E-Value competency guidelines during “check-off.”

- Be attentive and respectful to instructors and physicians.
- Follow HIPAA guidelines to protect patient privacy. Discussion of patient's condition, name, diagnosis, or prognosis should be limited to the respiratory care department. Do not discuss patient care in public areas, hallways, elevators, cafeteria, or other areas off the clinical site.
- Always arrive on time to planned clinic days as well as other physician lectures, orientations, presentations, and meetings.
- Always maintain professional behavior. Avoid slang and trash talk.
- Ask permission to make personal calls during your break. All personal calls should be made on personal cell phones rather than hospital or departmental phones.
- Students must send a request to the clinical instructor when he/she is ready to be evaluated at the Mastery level.
- Be prepared for the "check-off" procedures by reviewing all steps prior to the evaluation.
- Check E-Value reports often to ensure mastery of all required competencies according to schedule. Procrastination will lead to unnecessary stress.
- Respect your fellow student's privacy when he/she is being "checked off."
- All clinical days will be held as scheduled. Early release is not an option.
- Obtain clinical instructor permission before leaving the clinical site, i.e., going to your car.
- Chart the patient care you provided but not patient care provided by another student.
- Leave cell phones turned off, with your personal belongings in the department. Cell phones are not permitted in patient care areas, including nurses' stations, corridors, and elevators.

Communication with Faculty, Hospital Personnel, and Other Students

- ALWAYS be courteous and respectful when relating to faculty and hospital personnel.
 - Be respectful of hospital employees or other duties and workload.
 - Profanity, abusive, or disrespectful language anywhere in the hospital is unacceptable.
 - Students may address faculty and staff as "Mr., Miss, Mrs., Ms., or Dr."
 - Unkind and false comments are unacceptable.
- Always use tact in handling difficult situations and remain calm and reserved.
- Always cooperate with instructors, hospital personnel, and other students for the betterment of patient care.
- Support the "Health Care Team" concept by avoiding negative comments about other areas of healthcare (e.g., nursing department, other hospital, etc.).
 - Any problems a student may encounter during the clinical assignment may be discussed with the MCC faculty.
- Professionalism requires that students put aside personal concerns during clinical duties.
 - Do not discuss personal problems with patients or hospital staff.
- The student is not to seek free medical advice during the clinical assignment.
- Maintain excellent communication with the clinical instructor.
- The clinical instructor should always know the student's location.

- **NO** personal phone calls or visits are to be made or received at the clinical affiliate. If an emergency call is necessary, the family of the student should know to route this call to the Director of Clinical Education's office, 254-299-8132, or the Program Director's office, 254-299-8426, where the student schedules are posted.
 - Every effort will be made to locate the student. If an emergency occurs after hours, the students may be contacted through the hospital switchboard; ask for the respiratory therapy dept. supervisor.
- If a visit to a hospitalized friend is desired, it must be made at other times than during the scheduled clinical period, and not in the MCC student uniform.
- Eating & chewing gum is not permitted in the clinical areas.
 - The cafeteria at each hospital is open to Respiratory Care students.
 - Lunch and break times will be taken at the convenience of the clinical affiliate only after notification of the clinical instructor.
- The student will inform the McLennan Community College Respiratory Care faculty of problems during the clinical experience especially if these problems preempt the student's completion of their assignments.
- The student will adhere to clinical facility policies, including no-smoking, parking, and dress code policies.
- Never argue with instructors or other hospital staff.
- Never exhibit anger with any students, patients, family members, faculty, or staff.
- Students must accept and adhere to constructive guidance from faculty, instructors, or staff without emotional displays.

Unforgivable Behaviors (Clinical, Classroom, Lab, and Simulation (PT and Family Medicine))

The following behaviors will result in immediate dismissal from clinical, lab, classroom, or campus simulation (PT or Family Medicine) and the student will not return for subsequent assignments until the student has met with the Program Director for counseling. These types of behaviors are unacceptable and will not be tolerated. This list is not all-inclusive and will escalate the violation process to third-level consequences which require the failure of the course in which the violation occurred.

1. Physical abuse.
2. Verbal abuse.
3. Sexual harassment.
4. Any type of verbal or nonverbal behavior that is intimidating.
5. False documentation including but not limited to leaving the clinic early/without permission, clocking in or out from a computer outside of the hospital, falsely documenting/lying about any patient therapy, etc.

6. Accessing medical records in the clinic that are not pertinent to patient care, e.g., family, friends, neighbors, or anyone else that the student has no business accessing.
7. Being under the influence of alcohol or drugs
8. Other special circumstances in the Division Professional Behaviors Policy

If the student fails to adhere to the criteria outlined for performance and behaviors during the clinical, classroom, Lab, or campus simulation, a counseling session will be convened; verbal or written counseling will be issued (depending on the nature and/or severity of the behavior). If the counseled behaviors recur, the student is subject to specified penalties (Academic Integrity Violation and Professional Behavior process/consequences) or termination from the program, which will be based on faculty recommendations.

Clinical supervision

Clinical instructors (MCC faculty) or hospital staff will supervise students. As the student progresses through the program, less direct supervision should be required as the student achieves higher levels of self-direction. The student is obligated to seek direction from the MCC respiratory care technology program faculty concerning clinical assignments and clinical objectives.

Clinical Competence

- The student follows instructions and directions, developing clinical skills with a minimum amount of coaching.
- The student plans, organizes, and completes assignments on an acceptable schedule.
- The student develops the ability to complete patient care assignments without direct supervision.
- The student correlates standards of care (applies the AARC Clinical Practice Guidelines when the AARC-CPGs are applicable) and therapeutic goals with patient care objectives, evaluating the appropriateness of prescribed care to maximize patient outcomes.
- The student identifies and analyzes pertinent patient care data to determine an appropriate patient care plan to maximize patient care outcomes.
- The student recommends modification of the patient care plan when necessary.
- The student uses common sense and exercises good judgment to ensure patient and others' safety and well-being in the context of patient care guidelines and standards of care.
- The student recognizes a clinical management problem that is unfamiliar and seeks help.
- The student has self-confidence, understands his/her limitations, attempts to perform those clinical skills for which the student is prepared, and seeks assistance when the patient care assignment exceeds his/her current level of preparation.

Communication and Interpersonal Skills

- **Teamwork:** The student participates with other members of the health care team to achieve patient care objectives.

- **Conduct:** The student demonstrates courtesy, respect, tact, and consideration for others.
- **Attitude:** The student demonstrates a friendly and positive attitude, especially under duress.
- Perform promptly all assigned tasks and paperwork as specified.
- Always follow established department and school policies.
- Always utilize the procedure taught by the MCC faculty.
- Perform all work or assignments as designated.
- Always be prepared by bringing all necessary materials (pens, calculator, scissors, stethoscope) to the clinical site.
- Always report for clinic and classes on or before the designated time. Leave all work areas neat and clean.
- Always inform the clinical faculty at the earliest available opportunity of absences or tardiness.
- Always arrive on time for scheduled activities (clinical conferences, teaching rounds, clinical affiliates.)
- Demonstrate the level of achievement required by each instructor in each course.
- Seek consultation with MCC instructors if required achievement is not demonstrated early in the course, so that the instructor may help the student achieve success.
- Always attempt to conserve and protect hospital and school supplies and equipment.
- When in doubt, ask the MCC faculty or hospital staff.
- Accept full responsibility for performance and evaluation, regardless of attending circumstances.
- Personal business and doctor's appointments are to be scheduled after class and clinical hours.
- Constructive guidance is offered to facilitate learning.
- Students should accept constructive guidance to facilitate their learning. Constructive guidance should be heeded, and any behavioral deficiencies corrected promptly.
- Displays professional conduct regardless of circumstances.

Clinical evaluation

Student evaluations will be scheduled at the end of each day (Daily Evaluation) as well as at the end of each clinical rotation (Rotation Evaluation). The clinical instructor will designate a specific time to complete the evaluation process.

The student will be evaluated regarding the completion of competencies (according to E-Value records), patient summary reports, documentation of physician interaction, and organizational skills. The student's behavior will also be assessed (see Daily Evaluation form).

The student's progress throughout the semester will then be rated as:

- Satisfactory
- Area of Concern
- Needs Improvement or

- Unsatisfactory – requires remediation and/or conference with the Director of Clinical Education.

Students receiving Areas of concern, Needs Improvement, or Unsatisfactory are expected to correct the deficiency for the remainder of the clinical course.

Daily Evaluations

Daily evaluations will include:

- Satisfactory evaluation is defined as no deficiencies.
- The first occurrence of a deficiency results in an area of concern, unless it is one of the unforgivable behaviors which will result in an unsatisfactory.
- The second occurrence of the same deficiency results in a needs improvement.
- The third occurrence of the same deficiency results in an unsatisfactory.

Rotation Evaluations

Rotation evaluations will include:

- Satisfactory rotation evaluation is defined as no deficiencies on any daily evaluations.
- The first occurrence of a deficiency results in an area of concern unless it is one of the unforgivable behaviors which will result in an unsatisfactory.
- The second occurrence of the same deficiency results in a needs improvement.
- The third occurrence of the same deficiency also results in an unsatisfactory rotation evaluation.

NOTE:

The fourth occurrence of the same deficiency results in no credit in the clinical course. The student must address a plan for improvement, specifying the course of action, while the faculty will identify probable consequences if improvement does not occur. When a student disagrees with the faculty's clinical evaluation or wishes to explain unusual circumstances that may have affected the evaluation, the student is encouraged to do so in writing. The students must acknowledge and sign the evaluation, whether the student agrees with it. However, the student is given an opportunity to comment on the area provided.

During the rotation evaluation, the student is responsible for E-Value competency completions. The Clinical Instructor and the student will ensure the following documents are complete:

1. Patient summary reports each day.
2. E-Value documentation to include:
 - a. Time Clock
 - b. Daily Evaluations
 - c. Competencies
 - d. Physician Interactions

Evaluation Feedback

To earn “CREDIT” for a clinical course, the student must achieve a satisfactory evaluation in at least one of the 2 rotation evaluations during each clinical course. If a student receives two unsatisfactory evaluations **in one clinical course**, the student will receive a grade of **no credit**. **If a student accumulates three unsatisfactory clinical evaluations for three different rotation evaluations, the student will be withdrawn from the program and will be required to wait 5 years before reapplying.**

In addition, specific **unacceptable/unforgivable behaviors** may be sufficient grounds for receiving an unsatisfactory semester grade (no credit), thus jeopardizing the student’s enrollment in the program.

Dismissal from Clinical Site

Students who are dismissed from the clinical area for specific reasons (e.g., no name tag, dress code violation, hygiene, illness, etc.) shall receive an absence that will require a meeting with the attendance committee. If the student is dismissed due to no name tag, a dress code violation, or hygiene, the student will be counted tardy if they are able to correct the violation and return within 1 hour. Students should contact the Director of Clinical Education immediately upon dismissal to schedule an appointment.

Removal or Refusal of a Student in the Clinical Site

Clinical sites have the right to ask that a student be removed from their facility at any time. Clinical sites have the right to refuse a student access to their clinical site if that student was a former employee and was denied or released from employment at that facility. The MCC Respiratory Care Technology program is required to honor the wishes of the clinical site. If this happens, the student will be informed of this decision, and other arrangements will be made if possible. This does not guarantee that an alternative clinical site will be available to the student, which may result in the student being removed from the program. Additionally, students may be removed from the clinical setting if the program faculty feels it is not a positive learning environment. All instances will be reviewed on a case-by-case basis.

Termination, Withdrawal and Readmission

For detailed information: <https://www.mclennan.edu/records/records-student-resources/withdraw.html>

Voluntary

It is understood that certain circumstances arise that may force a student to withdraw from the program and possibly from the college all together. Before withdrawing from the course or from the program, the student should first speak with the instructor of the course. The student must also notify the Program Director and sign an **Exit Agreement** prior to withdrawing because withdrawing from courses will prevent the student from progressing in the program. Students may initiate a withdrawal through the Office of Admissions/Registrar.

Other

All students must achieve a 75% average (a "C") in all RSPT courses. If a student fails any course during the program, the student must meet with the Program Director and sign an **Exit Agreement**. If a course needs to be dropped due to the chance of failure, the student may be required to have faculty permission before dropping the course. The student must meet with the Program Director and sign an **Exit Agreement**. Any student who is unsuccessful in an academic (grade below 75% [C]) or clinical course is no longer able to progress in the Respiratory Care Technology program.

Students who exit the program (for personal or academic reasons) at any time after enrollment will audit, retake, or prove competency in all previously taken and passed RSPT courses regardless of the outcome the first time. This may include passing comprehensive Final Exams with a minimum score of 75% (C) and passing skills competencies as determined by the RSPT faculty and admissions committee. No Exceptions.

Students are subject to disciplinary action for unacceptable behaviors described in the MCC student handbook and the Division Professional Behavior Policy.

A student who has failed two RSPT courses or the same course twice is not eligible for readmission. The student must wait five years from the date of initial entry into the Respiratory Care Technology program and apply as a new student. The student will compete as a new applicant at that time.

Student employment

All health science programs are conducted on a full-time basis; outside employment is discouraged. If the student chooses to work, his/her employment shall not interfere with the program curriculum or clinical assignments. **The student may not get paid during any clinical time or MUD.** It is entirely the responsibility of the student to arrange his/her work schedule to accommodate the course schedule. The student is not permitted to wear the MCC respiratory care technology program uniform, name tag, or other identification while employed.

Affiliates

Directory/directions for affiliates are posted on Brightspace for each of the clinical courses.

Professional organizations

The program is designed to offer students a comprehensive learning experience not only with didactic, laboratory and clinical instruction but is committed to the growth of the student as a professional. To that end, the program has a student organization, Rho Kappa Pi, in which students are required to hold a membership during their enrollment in the program. Students are also required to become members of the state society (TSRC) and the national association (AARC) while in the program as a part of their integration into the profession (verification pg. 65)

Optional clinical experiences

Professional activities may be offered at various times during the clinical courses. Each student is eligible to attend such approved events, subject to the following provisions:

- The student has sufficiently completed current/up-to-date clinical objectives.
- Authorization by the Director of Clinical Education is obtained.
- The student submits a written request a minimum of a week prior to the scheduled event.
- The student shall be required to submit documentation of attendance at the optional clinical experience to provide credit toward their clinical education.

MCC HEALTH PROFESSIONS DIVISION POLICIES

McLennan Community College Health Professions Division Policies & Procedures Professional Behavior

Subject: Professional Behaviors

Effective date: March 22, 2023

Responsibility: Faculty, Program Directors, Clinical Coordinators

Purpose: To define standards & expectations of professional behavior necessary for success in Health Professions programs, disciplines, and the workforce, as well as provide a mechanism for reporting and addressing deficits in professional behavior.

Policy:

Students enrolled in Health Professions (HP) programs at McLennan Community College are expected to maintain a professional decorum in the classroom, clinical, lab, and simulation setting that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Students in McLennan Health Professions programs have willingly applied for and entered into a professional degree program that prepares them for entry into the workforce, as well as readiness for licensure or certification. Implicit in professional degree programs is the need to develop professional behaviors as well as entry level competencies.

Professional behaviors include, but are not limited to, commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem solving, professionalism, responsibility, critical thinking, and stress management.

Each HP program will evaluate students on a continual basis throughout the program in the classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of professional behaviors, program faculty will utilize discipline specific tools and forms to review and assess deficiencies, as well as develop a plan of action with constructive feedback with the intent to improve professionalism and performance in all settings. Professional performance improvement is considered a collaboration between the student and the

faculty. Students are expected to actively participate in the improvement process when deficits are identified.

Deficits in professional behaviors include, but are not limited to:

- Lack of integrity and honesty in the classroom, clinical, lab, and simulation setting (e.g., cheating, falsifying documentation, deliberate plagiarism, practicing outside of defined scope).
- Failure to demonstrate professional demeanor or concern for self, peer, faculty, or patient safety (e.g., use of offensive language & gestures, self-harm, deliberate inappropriate use of equipment, being under the influence of alcohol or drugs in the classroom, clinical, lab, or simulation setting)
- Unmet professional responsibility (e.g., poor attendance, tardiness, disruptive, distracting or insensitive behavior in the classroom, lab, clinical, or simulation setting; unpreparedness or refusal to participate in skills demonstrations or tasks in the classroom, clinical, lab, or simulation center, whether in individual or in group settings; failing to show up for scheduled meetings without notification (no call/no show).
- Exhibiting disruptive behavior, incivility (e. g., inappropriate gestures, cursing, verbal or non-verbal intimidation, belittling or demeaning language, making statements attacking peers, faculty, or staff, the use of social media, chat rooms, or other venues to gossip, belittle, provoke fear, or stir emotions of or about peers, faculty, staff, or college leadership, etc.)
- Lack of effort toward self-improvement & adaptability (e.g., resistance or defensive attitude toward constructive feedback, failing to complete assigned improvement plans [outside of coursework], or follow up as instructed with meetings, assignments, check-ins, emails, phone calls, or forms [regardless of course assignments]).
- Lack of respect for cultural diversity (e.g., disrespecting others regarding age, culture, race, religion, ethnic origin, gender, sexual orientation).

Any student who persists with the same deficiencies without positive actions to stop or measurably improve, or multiple repeated deficits in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior. Failure to actively participate in any performance improvement plan (academic/classroom, clinical, skills, simulation) will indicate a lack of interest in professional behavior improvement and will result in the escalation of the consequences of this policy to program dismissal. This policy is in effect throughout enrollment in any HP program, across all courses, program-related activities, and clinical work as professional behavior extends across all aspects of the program.

Procedure:

Complaints regarding a breach of professional behavior may be initiated by Health Professions students, faculty, or staff. External partners who wish to file a complaint should use the “Outside of Due Process” procedure.

HP Programs should follow discipline-specific policy to address deficits in professional behaviors. Written documentation and a plan of action should be in place for a breach of professional behavior. Initial complaints should go immediately to the program director with written documentation. All subsequent complaints are to be sent to the program director and copied to any other members of the college discipline and leadership teams as instructed.

SPECIAL CIRCUMSTANCES:

As depicted in the Health Professions Professional Behaviors Policy and the General Conduct policy for MCC, certain behaviors are completely unacceptable and will escalate the violation process to third-level consequences which require failure of the course in which the violation occurred. These violations include but are not limited to bullying/cyberbullying, terroristic threats, and physical harm to another student, faculty, or self, and engaging in activities that constitute cheating or deliberate plagiarism on quizzes, assignments, exams, or other assigned activities.

Health Professions Division Criminal Background Check

Introduction

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual's criminal history.

Purpose:

This policy is designed to protect the community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health Professions division to be in compliance with clinical affiliation agreements.

In compliance with HB 1508, students are advised that a criminal background could prevent licensure by the State of Texas. Students are further advised to consult with the program director or faculty member for guidance. Students also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Policy:

Successful completion of a criminal background check is required for admission and continuation in all Health Professions Programs. Students will be given specific directions from the program about how to obtain the background check.

Background checks may be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of a Health Professions class. A break in enrollment is defined as nonattendance of one full semester or more. The above information must be verifiable through the college/school, and an attestation will be provided to the clinical agency. Individual programs may require more frequent background checks to meet clinical requirements.

Disqualifying Histories:

- Murder

- Capital murder
- Manslaughter
- Criminally negligent homicide
- Hate crimes
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping
- Continuous sexual abuse of a young child or children
- Indecent exposure
- Indecency with a child
- Improper relationship between educator and student
- Improper photography or visual recording
- Sexual assault
- Aggravated assault
- Aggravated sexual assault
- Intentional, knowing, or reckless injury to child, elderly individual, or disabled individual
- Intentional, knowing, or reckless abandonment or endangerment of child
- Deadly conduct
- Terroristic threat
- Aiding suicide
- Prohibited sexual conduct (incest)
- Agreement to abduct child from custody
- Violation of certain order in family violence case
- Violation of protective order preventing hate crime
- Sale or purchase of child
- Arson
- Robbery
- Aggravated robbery
- Burglary
- Online solicitation of minor
- Money laundering
- Fraud
- Identity theft
- Cruelty to animals
- Compelling prostitution
- Causing sexual performance by a child
- Possession or promotion of child pornography
- Any other offense for which registration as a sex offender is required

- Moral turpitude

The following histories would disqualify an individual from consideration for admission if the conviction occurred within the last five (5) full calendar years*:

- Assault punishable as a Class A misdemeanor or felony.
- Drug-related issues
- Theft
- Misapplication of fiduciary property or property of financial institution punishable of Class A misdemeanor or felony
- Securing execution of a document by deception punishable as a Class A misdemeanor or felony (document tampering)
- False identification as a peace officer
- Disorderly conduct

*Any terms of probation must be complete prior to admission to a health professions program.

The following histories would disqualify an individual from consideration for admission if the conviction occurred within the last 12 months*:

- Driving while intoxicated (DWI or DUI)
- Theft by check
- Public intoxication
- Minor in possession

*Any terms of probation must be complete prior to admission to a health professions program.

For students accepted to a clinical program with access to a licensing/registry body review process:

If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be able participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers:

- Successful completion of a criminal background check for a Health Professions Program does not ensure eligibility for licensure or future employment.
- Individual Health Professions programs may require more frequent or multiple background checks in order to meet clinical requirements.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Costs for Background Checks

All costs for criminal background checks are the responsibility of the student entering or enrolled in a Health Professions program at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required by that agency for

Screening Requirements

Successful completion of a criminal background check is required for admission and continuation in all Health Professions programs at McLennan Community College. Admission to a Health Professions program is considered conditional until the results of the criminal background check are approved by the program director. Students will be given specific instructions from the program about obtaining the background check.

Drug screens and criminal background checks must also be completed within thirty (30) days prior to a student's initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program.

Verification of a negative drug screen and a satisfactory criminal background check must be received prior to the first clinical day in the student's program. The results may be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

Each student must report within three business days to the Program Director and the Dean of Health Professions any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who changes programs or stays out of a Health Professions program at McLennan Community College for 12 months will be required to submit a new criminal background check and drug screen upon re-entry to the Health Professions Division.

The Health Professions division will provide an attestation of the background check and drug screen to clinical affiliates prior to each rotation. Clinical facilities may submit a written request for additional information regarding background checks and drug screens for students and faculty participating in clinical rotations.

Disclosure

Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the Health Professions program: **Have you ever been convicted of a crime other than a minor traffic violation? (Circle one) YES NO**

Please note that **Driving Under the Influence (DUI)** and **Driving Under Suspension (DUS)** are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

Records of Criminal Background Checks

Criminal background checks and drug screens are reviewed securely through the provider's website. Any printed records of criminal background checks will be kept in a secured file in the office of the program director of that student's Health Professions program. It will be accessible only to the program director, the program clinical coordinator, the Dean of Health Professions, any of the College Vice Presidents, the President of the College, the college attorneys, and any college judicial panel which may be created to review a student's case.

Health Professions Division Drug Screen Policy

Purpose:

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students participating in clinical rotations in the facility. Competency extends beyond technical skills to include screening for drug use.

Policy:

Drug screens must be completed within thirty (30) days prior to a student's initial entry into the clinical assignment portion of their respective Health Professions program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen must be received prior to the first clinical day in the student's program. The results will be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more.

Attendance must be verifiable through the College.

Individual programs may require more frequent screening to meet clinical affiliation requirements.

The Substance Abuse Panel 12 (SAP 12) tests for:

- Amphetamines
- Barbiturate
- Benzodiazepines

- Cannabinoids Cocaine
- MDMA [Urine Testing]
- Methadone
- Methaqualone
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene

Costs for Drug Screening

Cost of the drug screen will be the responsibility for any students entering a Health Professions Program at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own testing time at the agency and will be required to follow all procedures required by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the Health Professions program in which they are admitted or enrolled.

Disqualifications from Clinical Affiliation Participation

A student will not be allowed to participate in clinical affiliations if he or she is found to have a positive drug screen on the Substance Abuse Panel 12 (SAP 12). If the student feels that the positive result is in error, he or she will be able to request a Medical Review through the testing agency and pay an additional fee for that service. The testing agency will have its Medical Review Officer assess the screen and follow through with an appropriate investigation. The student will be responsible for the cost of the medical review. A student will not be allowed to participate in clinical activity (removed from program) in any MCC Health Professions program for twelve (12) months following a verified positive drug screen. The student will then be required to undergo an additional drug screen which must be negative, prior to a clinical assignment, per the stated policy above.

"For Cause" Screening (Zero Tolerance)

At any time during classroom, lab, or clinical portions of a health science program, the student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to be tested for drugs and/or alcohol. If the clinical facility has the capability of doing the screen on site, the facility may use that service. The student is responsible for any cost of the screening. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency.

Failure by the student to comply with these policies is grounds for dismissal from the Health Professions program in which the student is enrolled. A positive drug or alcohol test is also grounds for dismissal from the program in which the student is enrolled.

CBD Statement

Using CBD products with 0.3 percent or higher levels of THC may cause a positive result for marijuana metabolites on the clinical drug screen. Students who test positive for marijuana metabolites are not eligible for clinical placement and may not progress in the program.

Health Professions Division: Impaired Student Policy & Procedure

According to the Allied Health Division policy, students attending clinical while under the influence of any substance affecting their ability to respond in a reasonable and acceptable manner, is considered inappropriate behavior, unsafe practice and is grounds removal from the clinical environment.

Faculty who suspects any student of attending clinical while under the influence of any substance affecting the student's ability should abide by the following procedure:

1. If the clinical environment is on McLennan Community College campus:
 - a. Faculty or designated professional is required to stay with student throughout the following process.
 - b. If a student needs medical evaluation, the student will be referred to the Emergency Department of a local hospital, and family/friend will be notified of their visit to the emergency room and asked to pick them up following the exam. Students will be responsible for charges incurred.
 - c. Have another professional witness student behavior.
 - d. The student should not be allowed to void prior to urine specimen collection.
 - e. The student may not return to the clinical experience for the remainder of the scheduled clinical day.
 - f. Notify Campus Police at 8911 or (254) 299-8911 of the current situation.
 - g. Notify A&D Testing at (254)399-8378 to provide an on-site screening.
 - i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer
 - ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.
 - iii. A&D Testing will send MCC Health Professions Division an invoice for the services performed.
 - h. For positive results
 - i. Student will be advised to contact the Director of Clinical Education and Program Director, by next business day, to schedule an appointment for review of occurrence.

- ii. The student will call family/friend to pick them up immediately from the clinical environment. Note: The student will be advised that they may not drive themselves.
 - iii. Clinical hours missed will count as an absence.
 - iv. The student will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. The student must follow the readmission procedures of the program. Students are not guaranteed re-entry into the program.
 - i. For negative results
 - i. Student will call family/friend to pick them up immediately from the clinical environment. Note: The student will be advised that they may not drive themselves.
 - ii. Clinical hours missed will count as an absence.
 - iii. The student will be counseled by the Director of Clinical Education and Program Director regarding impaired behavior and subsequent occurrences.
 - j. Notify the Director of Clinical Education of occurrence.
2. If the clinical environment is not on McLennan Community College campus
- a. Faculty or designated professional is required to stay with the student throughout the following process.
 - b. If student needs medical evaluation, the student will be referred to the Emergency Department and family/friend will be notified of their visit to the emergency room and asked to pick them up following the exam. The student will be responsible for charges incurred.
 - c. Have another professional witness student behavior.
 - d. The student should not be allowed to void prior to specimen collection.
 - e. Notify the facility's security department regarding the student.
 - f. Notify A&D Testing at (254)399-8378 to provide an on-site screening.
 - i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer
 - ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.
 - iii. A&D Testing will send MCC Health Professions Division an invoice for the services performed.
 - g. For positive results

- i. Student will be advised to contact the Director of Clinical Education and Program Director, by next business day, to schedule an appointment for review of occurrence.
 - ii. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will not be advised that they can drive themselves.
 - iii. Clinical hours missed will count as an absence.
 - iv. Students will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.
- h. For negative results
 - i. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.
 - ii. Clinical hours missed will count as an absence.
 - iii. Student will be counseled by director and clinical education and program director regarding impaired behavior and subsequent occurrences.
- i. Notify the Director of Clinical Education of occurrence.

Health Professions: Student Clinical Immunization Requirements

Division Policies & Procedures

Subject: Student Clinical Immunization Requirements

Effective date: 8.7.2019

Responsibility: Program Directors, Clinical Coordinators

Review date: 11.16.2023

Purpose:

Texas Administrative Code Rule §97.64 requires that students enrolled in non-veterinary health-related programs with direct patient care and/or potential exposure to blood or body fluids complete the following immunizations:

1. Tetanus-Diphtheria-Acellular Pertussis Immunization. All students must have proof of a tetanus/diphtheria/acellular pertussis (Tdap) immunization within the last 10 years. One dose of a tetanus containing vaccine (Td) is an acceptable substitute if Tdap is medically contraindicated.
2. Measles, Mumps, Rubella Vaccines.
 - a. Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of two doses of a measles-containing vaccine administered since January 1, 1968 (preferably MMR vaccine).

- b. Students born on or after January 1, 1957, must show, prior to patient contact acceptable evidence of vaccination of two doses of a mumps vaccine.
 - c. Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.
3. Hepatitis B Vaccine. Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care. An accelerated schedule, as recommended by the CDC, may be followed, with the first dose administered, followed by second dose in 4 weeks; and followed by 3rd dose at least 4 months from initial dose and 8 weeks from 2nd dose.
4. Varicella Vaccine. Students are required to have two doses of varicella vaccine.

Additionally, students enrolled in health professions programs at McLennan Community College will be required to complete annual tuberculosis screening and seasonal influenza vaccination as required for clinical rotations.

Students enrolled in veterinary programs are required to complete the following immunizations:

1. Rabies Vaccine. Students whose coursework involves direct contact with animals or animal remains shall receive a complete primary series of rabies vaccine prior to contact. Serum antibody levels should be checked every two years, with administration of a booster dose as needed according to CDC guidelines.
2. Hepatitis B Vaccine. Students are required to receive a complete series of hepatitis B vaccine prior to the start of coursework that involves potential exposure to human or animal blood or bodily fluids.
3. Tetanus-Diphtheria-Acellular Pertussis Immunization. All students must have proof of a tetanus/diphtheria/acellular pertussis (Tdap) immunization within the last 10 years. One dose of a tetanus containing vaccine (Td) is an acceptable substitute if Tdap is medically contraindicated.

COVID-19 Vaccines:

McLennan Community College does not require students in Health Professions programs to receive COVID-19 vaccinations. However, some clinical affiliates may require students and clinical faculty to be vaccinated against COVID-19 or provide a college approved exemption. If an assigned clinical site requires COVID-19 vaccinations, Health Professions programs will accept any documented series of COVID-19 vaccine authorized, approved, or otherwise in compliance with CDC and FDA guidelines.

Lack of Documentation:

Students who claim to have had a complete series of vaccinations, as described above, but have not properly documented them, cannot participate in course work activities that involve direct patient contact with potential exposure to blood or bodily fluids in an educational or medical facility, or direct contact with animals or animal remains until such time as proper documentation has been submitted and accepted by the program.

Provisional Enrollment

Texas Administrative Code §97.64 permits students to be provisionally enrolled if the student has received at least one dose of each specific vaccine prior to enrollment and completes each series as quickly as medically feasible according to CDC Adult Immunization schedule.

Provisionally enrolled students may not participate in direct patient care or animal care until full vaccination series have been administered.

Limited Exceptions:

Serological Confirmation of Immunity

Students may provide serologic confirmation of immunity (titer) to measles, rubella, mumps, hepatitis A, hepatitis B, or varicella. (TAC §97.65) A valid laboratory report must indicate confirmation of either immunity or infection and must be provided prior to participation in coursework.

There is no exemption process for immunizations required by Title 25, Texas Administrative Code 97.64.

Policy:

Students must provide proper documentation of all vaccinations prior to coursework involving patient or animal contact according to Texas Administrative Code and Division Policy. Students may not participate in coursework until proper documentation has been submitted and accepted.

Procedures:

TB Testing:

McLennan Health Professions students and faculty must complete TB blood testing (interferon-gamma release assay or IGRA). There are currently two FDA approved blood tests, the QuantiFERON TB Gold Plus (QFT Plus), and the T-Spot TB test (T-spot).

Students who are continuously enrolled and faculty who are continuously employed will only require one blood test and then completion of an annual TB symptom screening form.

A health care provider will draw blood and send it to a laboratory for analysis and results. Students are responsible for uploading results into Complio.

Positive TB blood test: This means that the person has been infected with TB bacteria. Additional tests are needed to determine if the person has latent TB infection or TB disease.

Negative TB blood test: This means that the person's blood did not react to the test and that latent TB infection or TB disease is not likely.

Health Professions Division Classroom Attendance Policy:

Purpose:

McLennan Community College expects regular and punctual class attendance from all students. In Health Professions programs, regular class attendance is expected as a demonstration of professional workplace behavior, and late arrival and/or early departure is considered absenteeism.

Students, whether present or absent, are ultimately responsible for all material presented or assigned in the classroom and will be held accountable for these materials in the determination of their grade. Absences from didactic classes prevent the Health Professions student from receiving the full benefit of the course, diminish the quality of group interaction in the classroom setting and may interrupt progression in the program.

Policy:

A McLennan Health Professions student in an on-campus course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by:

- (1) authorized participation in official College functions
- (2) personal illness
- (3) an illness or a death in the immediate family
- (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982
- (5) any excused absences as outlined in [College policy FC-IC](#)
 - observance of a religious holy day
 - military service

In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Students are responsible for any work missed regardless of the cause of absence, as indicated in the institutional attendance policy. The student must initiate the conversation with the instructor in a timely fashion, as defined by the program, and complete work according to timelines established with each course instructor.

MCC POLICIES

MCC Academic Integrity Statement:

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website <https://www.mclennan.edu/Accommodations-Title-IX/academic-integrity/index.html>, your Highlander Student Guide, and the Division Professional Behaviors policy.

Additional Academic Integrity Information:

Academic dishonesty (cheating) of any kind will not be tolerated in this class. Cheating includes (but is not limited to):

- (1) sharing information from exams with students who have not yet taken the exam
- (2) examining old exams from this course
- (3) borrowing information from another source during the exam, either from a fellow student or from a written source (textbook, notebook, or anatomical parts, i.e., hands)
- (4) use of any unauthorized assistance in taking examinations
- (5) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- (6) videotaping or taking digital pictures of old exams
- (7) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

All exams are closed book and proctored. If faculty suspect that a student is cheating, the student will be asked to leave the class immediately and will be dismissed from the course with an F for the course grade. The Director of the Respiratory Care Technology Program and Student Discipline Department will be notified, in writing, of the incident. The report becomes a part of the student's permanent record.

MCC policies and procedures are outlined in the Respiratory Care Student Handbook and the [General Catalog & Highlander Guide](#).

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodation to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodation unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX

<https://www.mclennan.edu/titleix/>

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcome behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Claudette Jackson (Title IX Coordinator) at 299-8465. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>

Mclennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Bad Weather Policy

- If MCC cancels classes, all clinical assignments are canceled, and faculty and students should stay home.
- If MCC opens late, faculty and students should report to their clinical assignments at the stated time, e.g., if MCC opens at 10:00 then clinical assignments will start at 10:00 and end at the normal time. The same guideline applies if MCC closes early.
- If MCC remains open, students may be excused from their clinical assignments if the school district in which their clinical assignment occurs closes; the same guideline applies if the school district opens late. In this case (MCC remains open), the student must call their clinical assignment facility and Mrs. Dutton's office phone to notify them that they won't be attending due to the weather. It is OK if students can safely attend their clinical assignments when the school district closes (not when MCC closes).
- If a student chooses to stay home and not attend their clinical assignment, even when the school district and MCC are open, the student must make the appropriate phone calls, and they will be required to make up the missed day.
- Students will not be required to make up missed clinical days when MCC closes classes or when a school district where the clinical assignment occurs closes.

Official MCC E-mail Communication Procedure (CR-II)

Official Email Communication Procedure CR-II

- All students are provided an official e-mail address.
- MCC student e-mail addresses will be the **only** e-mail authorized to communicate official college information or business.
- Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages.
- Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses.
- A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately.
- College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

Use of College e-mail must comply with the following policies:

- "Responsible Use of College Computing Resources" (E-XXXI); and
- "General Conduct Policy" (E-VIII).

McLennan Community College Student Grievance Procedure

United States

Constitution

A governmental entity, including a college district, shall take no action abridging the freedom of speech or the right of the people to petition the governing board of the entity for redress of grievances. [See FLA] U.S. Const. Amend. I, XIV

The governing board may confine its meetings to specified subject matter and may hold nonpublic sessions to transact business. But when the governing board sits in public meetings to conduct public business and hear the views of citizens, it may not discriminate between speakers on the basis of the content of their speech or the message it conveys.

Rosenberger v. Rector & Visitors of Univ. of Virginia, 515 U.S. 819, 828 (1995); City of Madison v. Wis. Emp. Rel. Comm'n, 429 U.S. 167, 174 (1976); Pickering v. Bd. of Educ., 391 U.S. 563, 568 (1968)

Texas Constitution

The citizens shall have the right, in a peaceable manner, to assemble together for their common good; and to apply to those invested with the powers of government for redress of grievances or other purposes, by petition, address, or remonstrance. Tex. Const. Art. I, Sec. 27

The governing board of a community college is not required to negotiate or even respond to complaints. However, the governing board must stop, look, and listen and must consider the petition, address, or remonstrance. Prof'l Ass'n of College Educators v. El Paso County Cmty. [College] Dist., 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref'd n.r.e.)

Challenge to

Education Records

An educational agency or institution, including a college district, shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. [See FJ] 34 C.F.R. 99.21

**Appeals to the
Coordinating Board**

In accordance with 19 Administrative Code Chapter 1, Subchapter E, students may file written complaints with the Coordinating Board on institutions. 19 TAC 1.111(a)

If a student complaint form concerns compliance with the statutes and regulations that the Coordinating Board administers and the Coordinating Board has not referred the complaint to another entity, the Coordinating Board will initiate an investigation, as described in 19 Administrative Code 1.116(b)–(h). 19 TAC 1.111(a), .116(a)

Exhaustion of

Administrative Remedies

Prior to initiating an investigation, the Coordinating Board shall require the complainant to exhaust all grievance and appeal procedures that the institution has established to address student complaints. Complainants will be encouraged to consult the institution's website and student handbook, or to contact the institution's student ombudsman, Office of Student Affairs, Office of the General Counsel, or other appropriate administrative official, for information regarding the institution's processes for resolving complaints. Upon exhaustion of the institution's procedures, the complainant shall inform the Coordinating Board of the outcome of the grievance and appeal procedures and provide all documentation concerning same. 19 TAC 1.116(b)

Exceptions

The following is a non-exhaustive list of student complaints that are not reviewed by the Coordinating Board:

1. The Coordinating Board does not handle, investigate, or attempt to resolve anonymous complaints.
2. The Coordinating Board does not intervene in matters solely concerning an individual's grades, examination results, or evaluation of academic performance, as these are within the sole purview of the institution and its faculty.
3. The Coordinating Board does not intervene in matters solely related to student life such as student housing, dining facilities, food service, violations of the Student Code of Conduct, or student activities and organizations, as these issues are within the sole purview of the institution.

4. The Coordinating Board does not handle, investigate, or attempt to resolve complaints in matters that are or have been in litigation.
5. The Coordinating Board does not handle, investigate, or attempt to resolve complaints about religious institutions relating solely to their religious (as opposed to secular) standards and religious programs of study.
6. The Coordinating Board does not handle, investigate, or attempt to resolve student complaints against institutions not authorized by the Coordinating Board to operate in Texas. Institutions authorized by the Coordinating Board to operate in Texas are listed on the following websites:
 - a. Texas Higher Education Data¹
 - b. Texas Higher Education Coordinating Board²
7. The Coordinating Board does not handle, investigate, or attempt to resolve complaints regarding tribal institutions.
8. The Coordinating Board does not handle, investigate, or attempt to resolve complaints about criminal matters, and in-
9. stead encourages students to contact local law enforcement authorities regarding these complaints.

19 TAC 1.113

Resolution

After receiving the Coordinating Board staff's recommendation, the commissioner shall consider the recommendation regarding the complaint and render a written determination thereon. If the commissioner finds the complaint is without merit, the commissioner shall dismiss the complaint. If the commissioner finds the complaint has merit, the commissioner may require the institution to take specific action(s) to remedy the complaint. In the commissioner's sole discretion, complaints regarding institutional integrity may be forwarded to the Coordinating Board for its consideration and determination. The Coordinating Board shall send a copy of the commissioner's or the Coordinating Board's, as appropriate, written determination to the complainant and the institution. As necessary, the Coordinating Board may take all appropriate actions to enforce its determination. *19 TAC 1.119*

Posting Required

Each institution, including each college district, shall post information regarding the complaint procedure outlined in 19 Administrative Code Chapter 1, Subchapter E, on its website. Such information shall:

1. Contain, at a minimum, contact information for filing student complaints with the Coordinating Board, a description of the complaint procedure outlined in Subchapter E, and the Uniform Resource Locator (URL) for Subchapter E on the Texas Secretary of State's website;
2. Be accessible from the institution's internet website home page by use of not more than three links;
3. Be searchable by keywords and phrases;
4. Be accessible to the public without requiring registration or use of a user name, a password, or another user identification; and
5. Be updated as soon as practicable if the information changes.

Each institution shall also provide each individual student of that institution with written information regarding the complaint procedure outlined in Subchapter E at the beginning of each academic year, such as in the school's catalog. Such information shall contain, at a minimum, contact information for filing student complaints with the Coordinating Board and a description of the complaint procedure outlined in Subchapter E.

19 TAC 1.112

Note: See GDA for provisions concerning students barred from campus.

¹ Texas Higher Education Data: <http://www.txhighereddata.org>

² Texas Higher Education Coordinating Board:
<https://www.highered.texas.gov/>

APPENDICES

Appendix A: MCC RCT Program APPROXIMATE Program Cost

(revised 2023)

	McLennan County Resident	Texas Resident	Out of State or International Student
Prerequisites			
Tuition and Fees	1830	2100	2955
Lab Fees	15	15	15
Special Fees	15	15	15
Total	1860	2130	2985
Spring Semester 1st year			
Tuition and Fees	1464	1680	2364
Lab Fees	25	25	25
Special Fees	64	64	64
E value	130	130	130
Total	1680	1896	2580
Summer Semester 1st year			
Tuition and Fees	1098	1260	1773
Lab Fees	25	25	25
Total	1123	1285	1798
Fall Semester 2nd year			
Tuition and Fees	1708	1960	2758
Lab Fees	25	25	25
Special Fees	238	238	238
TOTAL	1971	2223	3021
Spring Semester 2nd year			
Tuition and Fees	1464	1680	2364
Special Fees	685	685	685
TOTAL	2149	2365	3049
Summer Semester 2nd year			
Tuition and Fees	488	560	788
Lab Fees	25	25	25
Special Fees	120	120	120
TOTAL	633	705	933
Grand Total	9,419	10,607	14,369

Books – Search the MCC web site MCC Bookstore for current book process and for the required textbooks for each course on the degree plan.

<http://www.bkstr.com/mclennanccstore/shop/textbooks-and-course-materials>

Estimate of new books required by semester –

Prerequisites	\$1,027
Spring 1 st year	\$ 201
Summer 1 st year	\$ 243
Fall 2 nd year	\$ 357
Spring 2 nd year	\$ 333
Summer 2 nd year	LJ manual Included in fees
Total for books	\$2,161

Other costs in the first semester:

- Rho Kappa Pi member each long semester \$20
- AARC and TSRC member \$25 per year
- Criminal Background Check and Drug Screen \$95
- Vaccinations vary ~ \$165
- Uniform – 2 tops and 2 pants, shoulder patch, scissors, and shoes \$200
- Watch with a second hand \$25
- Stethoscope \$70 to \$165
- Thumbs Up Compliance Respiratory Fit testing \$50

There are other costs for supplies – paper, duplicating, travel, etc.

Appendix B: Example of Clinical Schedule

ORIENTATION										PROVIDENCE										HILLCREST										SCOTT & WHITE											
JAN				confirmed		h/firmed		FEB		h/firmed		h/firmed				BLS				MAR								APR													
M 11	W 13	M 18	W 20	M 25	W 27	M 1	W 3	M 8	W 10	M 15	W 17	M 22	W 24	M 29	W 2	M 7	W 9	M 14	W 16	M 21	W 23	M 28	W 30	M 4	W 6	M 11	W 13	M 18	W 20	M 25	W 27										
• MEET N GREET 2nd YEARS • ON CAMPUS •																				• Spring B										• Spring B											
Camp		Camp								Camp	E	Rehab	Camp	D	E			H	E	D	D	D	E	PV	MX	D	Rehab	E	D	E	MX										
Camp		Camp								Camp	Rehab	D	Camp	E	E			D	H	D	E	E	PV	E	MX	E	D	D	D	MX	Rehab										
Camp		Camp								Camp	D	E	Camp	Rehab	E			D	E	H	E	PV	D	E	D	D	MX	E	D	Rehab	MX										
Camp		Camp								Camp	E	E	Camp	GW	Rehab			E	D	E	H	D	D	D	E	D	MX	D	Rehab	MX	E										
Camp		Camp								Camp	E	GW	Camp	E	D			PV	E	E	D	D	E	D	Rehab	MX	D	MX	E	D	D										
Camp		Camp								Camp	GW	D	Camp	E	D			D	D	E	PV	E	D	D	E	MX	E	Rehab	D	MX	E										
Camp		Camp								Camp	D	E	Camp	D	D			E	D	PV	D	E	D	H	E	Rehab	E	MX	E	D	MX										
Camp		Camp								Camp	D	E	Camp	E	GW			D	E	D	D	H	E	D	D	E	Rehab	MX	MX	E	D										
Camp		Camp								Camp	E	D	Camp	D	D			E	PV	D	E	D	E	Rehab	MX	D	E	MX	E	D											
										3D/4E 3D/4E 3D/4E 4D/3E										4D/3E 3D/4E 4D/3E 4D/3E 4D/3E 4D/3E 4D/3E 2D/3E 3D/2E 3D/2E 2D/3E 4D/2E 2D/3E 3D/2E																					
ORIENTATION										HILLCREST										SCOTT & WHITE										PROVIDENCE											
JAN						FEB								BLS						MAR								APR													
M 11	W 13	M 18	W 20	M 25	W 27	M 1	W 3	M 8	W 10	M 15	W 17	M 22	W 24	M 29	W 2	M 7	W 9	M 14	W 16	M 21	W 23	M 28	W 30	M 4	W 6	M 11	W 13	M 18	W 20	M 25	W 27										
• MEET N GREET 2nd YEARS • ON CAMPUS •										• Spring Brea										• Spring Brea																					
Camp		Camp								Camp	Camp	E	PV	D	E			Rehab	E	MX	D	E	D	MX	E	D	Rehab	GW	D	D	E										
Camp		Camp								Camp	Camp	D	D	E	PV			E	D	MX	MX	D	E	Rehab	D	E	D	Rehab	E	E	GW										
Camp		Camp								Camp	Camp	D	H	E	D			D	E	D	E	MX	Rehab	MX	D	D	E	D	Rehab	E	E										
Camp		Camp								Camp	Camp	D	D	E	H			MX	D	E	Rehab	E	MX	E	Rehab	GW	E	D	E	D	D										
Camp		Camp								Camp	Camp	H	D	E	D			MX	E	D	E	Rehab	MX	D	E	Rehab	GW	D	E	E	D										
Camp		Camp								Camp	Camp	E	E	PV	D			E	MX	Rehab	MX	D	D	E	D	E	D	E	GW	D	D										
Camp		Camp								Camp	Camp	PV	E	D	E			Rehab	MX	E	MX	D	E	D	E	E	D	E	D	D	D	GW	Rehab								
										3D/2E 3D/2E 2D/4E 3D/2E										1D/2E 2D/3E 2D/2E 1D/2E 3D/2E 2D/2E 2D/2E 3D/3E 3D/2E 2D/3E 4D/1E 2D/3E 3D/3E 3D/2E																					
ORIENTATION										SCOTT AND WHITE										PROVIDENCE										HILLCREST											
JAN						FEB								BLS						MAR								APR													
M 11	W 13	M 18	W 20	M 25	W 27	M 1	W 3	M 8	W 10	M 15	W 17	M 22	W 24	M 29	W 2	M 7	W 9	M 14	W 16	M 21	W 23	M 28	W 30	M 4	W 6	M 11	W 13	M 18	W 20	M 25	W 27										
• MEET N GREET 2nd YEARS • ON CAMPUS •										• Spring Brea										• Spring Brea																					
Camp		Camp								Camp	D	Camp	E	Rehab	MX			D	GW	Rehab	E	D	D	E	H	E	D	D	E	PV	E										
Camp		Camp								Camp	Rehab	Camp	E	MX	D			D	D	GW	Rehab	E	E	D	E	H	D	E	E	D	D										
Camp		Camp								Camp	MX	Camp	D	ehab	E			D	E	D	D	Rehab	D	E	D	E	H	E	D	E	PV										
Camp		Camp								Camp	D	Camp	ehab	E	MX			D	E	D	D	E	Rehab	GW	E	D	E	H	PV	D	E										
Camp		Camp								Camp	MX	Camp	Rehab	E	D			GW	D	E	E	D	D	Rehab	PV	D	E	E	D	E	H										
Camp		Camp								Camp	E	Camp	D	MX	ehab			Rehab	D	E	D	E	GW	D	E	PV	D	D	E	H	E	D									
Camp		Camp								Camp	Rehab	Camp	MX	D	E			E	E	D	D	GW	E	D	D	D	PV	E	H	E	D										

Appendix C: Official Degree Plan RCT Program
Official Degree Plan Respiratory Care Technology Program McLennan Community College

LAST NAME	FIRST NAME	M	ID #	DATE

Program Requirements	Course Sub	Final Grade	2 nd Year Fall Semester	Course Sub	Final Grade
RSPT 1227 Applied Physics for Respiratory Care			RSPT 1267 Practicum – Respiratory Care		
ENGL 1301 English Composition I			RSPT 2258 Respiratory Care Patient Assessment		
MATH 1314 College Algebra <u>or</u> MATH 1342 Elementary Statistical Methods			RSPT 2414 Mechanical Ventilation		
RSPT 1371 Introduction to Respiratory Care			RSPT 2325 Cardiopulmonary Diagnostics		
BIOL 2404 Anatomy and Physiology			PHIL 2306 Ethics		
1 st Year Spring Semester	Course Sub	Final Grade	2 nd Year Spring Semester	Course Sub	Final Grade
RSPT 1266 Practicum – Respiratory Care			RSPT 1241 Respiratory Home Care/Rehabilitation		
RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology			RSPT 2233 Respiratory Care Case Management		
RSPT 1410 Respiratory Care Procedures I			RSPT 2266 Practicum – Respiratory Care		
RSPT 2317 Respiratory Care Pharmacology			RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care		
			PSYC 2301 General Psychology		
1 st Year Summer Semester	Course Sub	Final Grade	2 nd Year Summer Semester	Course Sub	Final Grade
RSPT 1260 Clinical – Respiratory Care			RSPT 2230 Examination Preparation		
RSPT 1411 Respiratory Care Procedures II			RSPT 2267 Practicum – Respiratory Care		
RSPT 2310 Cardiopulmonary Disease					

Appendix D: Degree Plan Form

1. **COURSE SUBSTITUTIONS:** All course substitutions must be approved by the Program Director. BIOL 2401 and BIOL 2402 may substitute for BIOL 2404. There are no course substitutions for ENGL 1301, MATH 1314, MATH 1342, PSYC 2301 or PHIL 2306.
2. **GRADES AND GPA:** Students must maintain a grade point average of 2.00 to meet requirements for an AAS in Respiratory Care. Students must achieve a grade of C (75%) or better in each major course in the respiratory care program curriculum. A major course is a course that has the prefix (rubric) of the program (i.e., RSPT courses are major courses for the respiratory care program curriculum.) **No more than one major course may be repeated and that course may be repeated only once,** (i.e., a student will not be eligible to re-enroll in the program if the student fails two different major courses or fails the same major course twice.) **Students have five academic years to complete the curriculum after official enrollment in the first program (major) course.**

I plan to receive the Associate in Applied Science Degree in Respiratory Care. I understand this degree plan will determine my eligibility for graduation. Students under the TSI (Texas Success Initiative) mandate must meet all TSI requirements.

REMARKS: _____

Advisor's Signature

Date

Student's Signature

Date

Subject to Change Disclaimer

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

Appendix E: MCC Health Careers RCT Program Acknowledgement Form

**McLennan Community College
Health Careers
Respiratory Care Technology Program**

Date: _____

I understand that although I have been accepted to the Respiratory Care Technology Program at McLennan Community College, it is my sole responsibility to determine my eligibility for state licensure and/or national certification or registry. I further acknowledge that I will hold McLennan Community College blameless if I find that I am ineligible to take my licensing or certification examinations.

Student Signature

Program Director's Signature

AARC member # _____

Rho Kappa Pi verification of membership:

President's signature: _____ Date: _____

Appendix F: Drug Screen, Health Insurance, Behaviors Forms

Health Professions Division Criminal Background Check and Drug Screen Policy

I have read and understand the Health Professions Division Criminal Background Check and Drug Screen policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

Student Signature

Date

Student's Printed Name

Student ID Number

Student Health Insurance Requirement for Clinical Rotations

I have read and understand the Student Health Insurance Requirement for Clinical Rotations policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

Student Signature

Date

Student's Printed Name

Student ID Number

Health Professions Division Professional Behaviors Policy

I have read and understand the Health Professions Division Professional Behaviors policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

Student Signature

Date

Student's Printed Name

Student ID Number

Appendix G: Ascension Providence Hospital Form

ASCENSION PROVIDENCE HOSPITAL

EXHIBIT A

I, _____, understand that I will be entering into a clinical rotation in the MCC Respiratory Care Program, at Ascension Providence Hospital. I am aware and understand that during such rotation, I may be exposed to various communicable diseases, for which I agree to be solely responsible for any necessary treatment and in consideration of my rotation, I hereby expressly release Providence Hospital from any liability or potential liability to me arising out of such exposure and required treatment and/or damages sustained by me.

By the execution of this document, I waive any claim or potential claim against Providence Hospital; including, but not limited to, claims based on negligence of the Hospital, its agents, servants or employees, or any other person or entity; and, herewith agree to indemnify and hold Providence Hospital harmless from and of any claims brought by any party or parties providing medical care, services or treatments, or any other party or parties claiming by or through me, arising out of such clinical rotation and exposure to communicable diseases.

STUDENT SIGNATURE: _____

WITNESS: _____

DATE: _____

Appendix H: Baylor Scott and White Hillcrest Medical Center Form

BAYLOR SCOTT AND WHITE HILLCREST MEDICAL CENTER

STUDENT RELEASE

FOR AND IN CONSIDERATION OF the right given to me to participate in the Respiratory Care Program, (the "Program") at **BAYLOR SCOTT & WHITE HILLCREST MEDICAL CENTER**, the undersigned hereby **RELEASES BAYLOR SCOTT & WHITE HILLCREST MEDICAL CENTER**, its Board of Trustees, officers, agents, employees and representatives (all referred to together as "Baylor Scott & White Hillcrest Medical Center"), from any and all claims which I otherwise may assert against Baylor Scott & White Hillcrest Medical Center by reasons of, or arising out of, my participation in the Program, unless the event(s) giving rise to the claim is/are caused solely by the negligence of Baylor Scott & White Hillcrest Medical Center.

I hereby **RELEASE MCLENNAN COMMUNITY COLLEGE**, its Board of Trustees, officer, agents, employees and representatives (all referred to together as "MCC"), from any and all claims which I otherwise may assert against MCC by reasons of or arising out of, my participation in the Program, unless the event(s) giving rise to the claim is/are caused solely by the negligence of MCC.

I understand and agree that I will be provided with access to hospital facilities in which persons having injuries or disease will be present and I understand that the possibility exists that I will contract an infectious disease. I hereby expressly **RELEASE both Baylor Scott & White Hillcrest Medical Center and MCC from any claim for sickness or disease which I may get by reason of my being in the Program, regardless if Baylor Scott & White Hillcrest Medical Center and/or MCC is negligent or not.**

Student

Date

McLennan Community College Health Careers

CONFIDENTIALITY STATEMENT

I understand and agree that in the performance of my duties as a student, I must hold medical information in confidence. Further, I understand that intentional or involuntary violation of confidentiality may result in my being expelled from the Respiratory Care program.

Date

Signature

Subject to Change Disclaimer

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

Acknowledged:

Student: _____
Printed name

Signature

Date

Appendix J: Cheating and Plagiarism Form

CHEATING AND PLAGIARISM

Any student found to have committed the following misconduct (acts of dishonesty) is subject to suspension from the Respiratory Care Program. Acts of dishonesty include cheating or plagiarism as defined in the McLennan Community College Highlander's Guide (MCC Student Handbook).

Cheating: "...includes , but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff."

Plagiarism: "...includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials."

This policy will be applied in every RSPT course.

Student: _____ Signature: _____
Printed name

Date: _____

Witnessed: _____ Date: _____

Appendix K: HIPAA

HIPAA

Health Insurance Portability and Accountability Act <http://www.hhs.gov/ocr/privacy/>

- Restrict how protected health information (PHI) is used and disclosed
- Give patients greater access and control over their PHI

PHI use: sharing, applying, utilizing, examining, analyzing PHI within the facility

PHI disclosure: release, transfer, allowing access, or divulging in any other manner of PHI outside the facility

As a student, you have access to patient's PHI; therefore, you should familiarize yourself with HIPAA regulations and follow them.

Failure to comply with HIPAA regulations may result in civil and criminal penalties for the institution and the healthcare worker or student. Violations of patient privacy can result in disciplinary action, including immediate termination of employment/student clinical affiliation.

Protected Health Information (PHI) is all clinical, billing, and demographic information that reasonably identifies a patient. It is personal health information as well as individually identifiable health information.

PHI exists in/on

- verbal discussions
- medical records and chart
- laboratory results/reports
- computer screens

All PHI must be kept private and secure.

Assume that any information that reasonably identifies a patient is PHI. This includes all clinical, demographic, and billing information that relates to

- Provision of health care to a patient
- Physical or mental condition
- Payment for provision of health care to a patient

HIPAA requires written authorization before a patient's PHI may be used or disclosed, with exceptions. No authorization is required for use or disclosure for treatment, payment, or healthcare operations.

Always take reasonable measures to guard PHI

- verbal information
- written information
- faxes, e-mails, texting, social media, etc.

The "minimum necessary" standard requires that only the minimum amount of PHI necessary for your job performance be used or disclosed.

Each health care facility will have written policies regarding HIPAA. Each department will have specific procedures. You should familiarize yourself with and follow both. Each facility will also appoint a Compliance officer.

TIPS:

- Do not discuss PHI with anyone unless it is absolutely necessary to perform your job.
- Do not leave patient information unattended, paper or electronic.
- Do not access information that is not necessary for you to perform your job.
- Report suspected privacy violations to your supervisor.

To de-identify patient information so that it does not identify a patient, you must remove

- Name
- All geographic subdivisions smaller than state
- All elements of dates, except year, including date of birth, admission, discharge, death, and ages >89
- Telephone number
- Fax number
- Email address
- Social security number
- Medical record number
- Health plan number
- License number
- Vehicle identification
- Device identification; serial number
- Photograph of face

End of work day

- Dispose all hand-written notes in designated trash cans
- Do NOT remove hand-written notes, patient load sheets, or other working documents from the department.

Student Name: _____ Date: _____

Signature: _____

Appendix L: RCT Program Student Information Form

McLennan Community College Respiratory Care Technology Program Student Information Sheet

Student ID# _____

Date: _____

Name: _____ Male: _____ Female: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Alternate Email: _____

Date of Birth: _____ Age: _____

Favorite candy: _____

IN AN EMERGENCY PLEASE NOTIFY:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

I give the MCC faculty permission to contact my emergency contact in case of an emergency.

☐ Yes

☐ No

Signature: _____

Updated 09/12/22

Appendix M: Academic Professional Performance Alert (APPA) Form

Academic/Professional Performance Alert (APPA) Form:

Student Name:	ID#:
Semester and Course:	
Faculty:	Date of Conference:

ACADEMIC REASON FOR THIS ALERT:

☐ Concerning Exam/Assignment Score (≤ 75) ☐ Poorly written assignments ☐ Excessive absences	☐ Pattern of late assignment submission ☐ Unprepared for class ☐ Poor class participation ☐ Low overall average
---	--

☐ Other Academic Reason (Please explain):
--

**THE PROFESSIONALISM CONCERNS LEADING TO THIS ALERT:

☐ Incivility in the classroom, clinic, or on campus (select from the list and provide additional information as needed)
--

☐ Rude remarks ☐ Walking out of class ☐ Non-verbal cues (eye-rolling) ☐ Vulgarity	☐ Disrespect of students ☐ Grandstanding ☐ Inappropriate device use ☐ Profanity	☐ Disrespect of faculty ☐ Off-Topic comments ☐ Bullying (cyber or in person)
☐ Other acts of incivility:		

☐ Academic Integrity: Cheating on Quiz or Exam	☐ Academic Integrity: Plagiarism on Assignment
☐ Academic Integrity: Cheating on Assignment	☐ No-call/No-show to Remediation or MUD appointment
☐ Concerns of impairment	☐ Clinical Concerns

☐ Other Professionalism Concerns:
--

ACTION PLAN:

Follow up meeting with:	
☐ Program Director ☐ Student Counseling Services ☐ Complete Academic/Professional Performance Improvement Plan	☐ Faculty ☐ Remediation Assignment ☐ Other (on back/attached)

☐ Other Action Steps:
--

Action Plan to be completed by	Date:	
Follow up with documentation on	Date:	With:

Faculty Signature	Date:
Student Signature	Date:
Insight ALERT filed ☐ Yes ☐ NO	

Appendix N: Academic Professional Performance Improvement Plan (APPIP) Form

Academic/Professional Performance Improvement Plan (APPIP) form:

Student Name:	ID#:
Semester #:	Course:
Faculty:	Date of Occurrence:

I understand that the reason for the Academic/Professional Performance Alert was:
Areas of Greatest Concern (concepts, topics, or behaviors):
Academic/Personal Barriers to Success:
Program-related barriers to Success:
Goals related to this performance:
Action steps to achieve my goals (list at least 3):

Student Signature

Date

Appendix O N-95 Mask Fit Test Form



McLennan Community College's Health Professions Division requests Qualitative Fit Testing (QLFT) for:

_____, a student enrolled in the _____
program at the college.

Student Information:

Student Name:
Student ID Number:
Date:
Testing Location:

Testing Location Information

Testing Location:
Date:
Respirator Type (Make, Model, Certification #):
Results (Pass/Fail):

Signature of Person Administering Test

1400 College Drive, Waco, Texas 76708 • 254.299.8622 • McLennan.edu
An Equal Opportunity Institution

Appendix P: RSPT Facts Sheet

McLennan Community College RESPIRATORY CARE TECHNOLOGY PROGRAM GENERAL INFORMATION

The Respiratory Care Technology Program at McLennan Community College is a **two-year associate degree program**. The McLennan Community College Respiratory Care Technology Program holds **Continuing Accreditation from the Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Blvd., Telford, TN 37690**.

Graduates of the program will be eligible to take the Therapist Multiple Choice exam (TMC) and the Clinical Simulation exam (CSE) administered by the National Board for Respiratory Care. The Respiratory Care Technology Program admits one class per year beginning in the Spring semester. Class size is limited, and admission is based on specific criteria.

The Bureau of Labor Statistics projects 12% employment growth for respiratory therapists between 2024 and 2034. Approximately 8,800 jobs are projected to become available annually for Respiratory Therapists. This is because of substantial increases in growth of the middle-aged and elderly population, a development that will heighten the incidence of cardiopulmonary disease. Growth in demand will also result from the expanding role of respiratory therapists in case management, disease prevention, emergency care, and the early detection of pulmonary disorders. Opportunities are expected to be highly favorable for respiratory therapists with cardiopulmonary care skills and experience working with infants. Although hospitals will continue to employ most therapists (81%), a growing number of therapists can expect to work outside of hospitals in home health agencies, physician offices, or nursing homes.

Median annual earnings for respiratory therapists were \$80,450 in 2024:

<https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>

Salaries range from \$65,530 to \$88,820. <https://money.usnews.com/careers/best-jobs/respiratory-therapist>

APPLICATION PROCESS

Application Deadline is **October 30**

Minimum Requirements: All program prerequisites must be completed with a minimum of a C in each course with an overall grade point average of 2.75 or better in the prerequisite courses.

All applications for the Respiratory Care Technology Program will be reviewed according to admission criteria. The Respiratory Care Technology Program Admissions Committee decides which students will be admitted into the program.

Please note: Meeting the minimum admission criteria does not guarantee admission to the program.

For More Information: Contact the Program Director at **254-299-8426**, or you may also e-mail **Donna Mendoza** at dmendoza@mclennan.edu to schedule an appointment to discuss detailed information concerning admissions and course advising.

McLennan Community College provides equal educational opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment.

<https://www.mclennan.edu/employees/procedure-manual/docs/F/FA-II.pdf>



CLINICAL TRAINING

As part of the Respiratory Care Technology Program curriculum, students must complete clinical training in several different central Texas hospitals or healthcare facilities. Students are always supervised in the clinical setting by clinical adjunct faculty or hospital staff. It is the student's responsibility to arrange for transportation to the assigned clinical sites.

Professional liability insurance is required of all students enrolled in a clinical course. The insurance is purchased through the college, and the fee is included with other registration costs.

COST

As various expenses may change, applicants are encouraged to contact the program director for the most up-to-date information regarding costs such as tuition, fees, books, and uniforms.

FINANCIAL ASSISTANCE

A variety of financial assistance programs are available (scholarships, grants, loans, and work opportunities). For questions related to financial aid, call: 254-299-8698

IMMUNIZATIONS / DRUG SCREENS / BACKGROUND CHECKS

Immunizations must be current for varicella, measles, mumps, rubella, diphtheria/tetanus, and hepatitis B. A current TB blood test is required upon admission to the program.

Students are also **required** to have personal health insurance and a seasonal flu shot. After enrollment in the program, the applicant must receive a negative report for a drug screen, and all applicants must undergo a criminal background check before clinical courses begin. For students in Health Professions programs who may have a criminal background, please be advised that the background check could keep you from being licensed by the State of Texas. **If you have a question about your background and licensure, please speak with your faculty member or program director.** You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

CURRICULUM OUTLINE (AAS Degree – 66 hours)

First Year

Prerequisite courses

ENGL 1301 English Composition I

MATH 1314 College Algebra **OR**

MATH 1342 Elementary Statistical Methods

RSPT 1371 Introduction to Respiratory Care

BIOL 2404 Anatomy and Physiology **OR** both BIOL 2401 & BIOL 2402

RSPT 1227 Applied Physics for Respiratory Care

Spring

RSPT 1266 Practicum – Respiratory Care

RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology

RSPT 1410 Respiratory Care Procedures I

RSPT 2317 Respiratory Care Pharmacology

Summer

RSPT 1260 Clinical – Respiratory Care

RSPT 1411 Respiratory Care Procedures II

RSPT 2310 Cardiopulmonary Disease

Second Year

Fall

RSPT 1267 Practicum – Respiratory Care

RSPT 2258 Respiratory Care Patient Assessment

RSPT 2325 Cardiopulmonary Diagnostics

RSPT 2414 Mechanical Ventilation

PHIL 2306 Ethics

Spring

RSPT 1241 Respiratory Home Care/Rehabilitation

RSPT 2233 Respiratory Care Case Management

RSPT 2266 Practicum – Respiratory Care

RSPT 2353 Neonatal/ Pediatric Cardiopulmonary Care

PSYC 2301 General Psychology

Summer

RSPT 2230 Examination Preparation

RSPT 2267 Practicum – Respiratory Care