



IMPROVING LIVES. IMPROVING COMMUNITIES.

# **Respiratory Care Practitioner Resource Guide 2025-2026**

**Kingman Detroit Avenue Center**

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## **Department of Health and Public Services**

### **Mission**

“Inspire students to advance their knowledge, skills, and attitudes to strengthen our communities.”

### **Vision**

“Building capacity in our communities by empowering individuals through innovative, quality education.”

### **Philosophy**

The Department of Health and Public Services staff and faculty believe it is our job to walk beside the student on their journey to becoming a member of their chosen profession. Each student will be provided with the knowledge and resources needed to be successful. The programs are developed with the adult learner in mind. Activities and assignments are developed using active and creative learning strategies. The faculty act as Professional Guides but ultimately learning is the responsibility of the student. Student success is our focus and every interaction between staff, faculty, and students is intended to motivate and inspire learning.

### **Goal**

The goal of the Department of Health and Public Services is to ensure graduates of any of the Health and Public service programs are safe and ethical professionals.

## **Associate of Applied Science (AAS) Respiratory Care Practitioner**

### **Description**

This 18-month program is designed to prepare students to be confident in the respiratory care skills and knowledge necessary for eligibility to take the National Board for Respiratory Care Exams. This program includes traditional and remote learning opportunities, offsite clinical experiences, and onsite clinical simulations with some of the best equipment available to the industry. Topics of fundamentals of respiratory care for adult, pediatric, and neonate patients are covered. The staff and faculty are dedicated professionals who are passionate about the success of each student. The AAS degree provides the graduate with an educational foundation for articulation into the university setting.

### ***RCP Program Goal***

“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).”

## ***Occupational Information***

- A. Students completing graduation requirements for the AAS Respiratory Care Practitioner Degree are eligible to apply for testing to the National Board of Respiratory Care at [Home The National Board for Respiratory Care \(nbrc.org\)](https://www.nbrc.org)
- B. The graduate is educated as a generalist who may deliver respiratory care to clients and has competencies related to the art and science of respiratory care. The Respiratory Care Practitioner may be employed in a variety of acute, long-term, and community-based health care settings.
- C. Licensed Respiratory Care Practitioners function within the legal scope of practice and use professional standards of care when caring for clients.
- D. “Employment of Respiratory Care Practitioners is projected to grow 13% from 2022 to 2032, much faster than the average for all other occupations. About 8,600 openings for respiratory therapists are projected for each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.” (2024, bls.gov.) Details may be found at [Respiratory Therapists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook/handbook/therapists/)
- E. Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the Arizona State Board of Respiratory Care. For all questions about eligibility for licensure and the documentation required, contact the Arizona State Board of Respiratory Care at: <https://respiratoryboard.az.gov> or 602-542-5995.

## ***Accreditation***

- A. Mohave Community College and the Respiratory Care Practitioner program is currently in the process of seeking CoARC accreditation for a respiratory care program. However, Mohave Community College can provide no assurance that accreditation will be granted by the CoARC.” CoARC accreditation verification is available to the public via: [Accredited Program - CoARC - Commission on Accreditation for Respiratory Care](https://www.coarc.org/)
- B. Per Arizona state statute, the state of Arizona approves any respiratory therapy training program that is accredited by the Committee on Accreditation for Respiratory Care. [445\\_\(17-1\)\\_9pgs.fm \(azsos.gov\)](https://www.azsos.gov/445_17-1_9pgs_fm)

MCC and the Center for Teaching and Learning has a mission to promote evidence based instructional practices that will provide for advanced learning and professional development. The process of program and curriculum development is rigorous and absolute to all programs.

1. Curriculum planning, course selection and coordination of instruction is to be developed by the program directors and faculty, in collaboration with the Dean of Health Professions.
2. Developed curriculum is submitted to the Academic Curriculum Review and Evaluation System (ACRES). The Curriculum and Assessment Department reviews and makes recommendations for further development; respective of program learning outcomes, course learning outcomes, course objectives, key assessments and level of mastery. Upon approval from the Curriculum and Assessment process, the program and curriculum are promoted to the Curriculum Committee for review and evaluation.
3. The curriculum committee is an interdisciplinary instructional (curricular)group, in consultation with the non-instructional (co-curricular) group, charged with reviewing, evaluating, approving and making recommendations to the President's Cabinet. The Curriculum Committee conducts its work under the auspices of the college President and the Policies and Procedures of the college. Programs and Curriculum are then promoted to the President's Cabinet for further scrutiny and approval.
4. The President's Cabinet includes the President, Executive Vice-President, Executive Directors, Academic Deans, and Presidents of Advisory to Faculty, Staff, and Student Councils of Mohave Community College. Programs and Curriculum are approved by the cabinet. All new programs are then escalated to the MCC Board of Governors' and the Higher Learning Commission for final approval.
5. The approved Respiratory Care Practitioner Program curriculum shall be evaluated annually. The annual evaluation will be based on the most recent Therapist Multiple Choice (TMC) and Clinical Simulation Examination (CSE) Sub Scores by Content Domain reported by the National Board for Respiratory Care.
6. The Program Director and Faculty will develop action plans addressing weaknesses identified in the evaluations.
7. The Program Director and Faculty will reassess the design and delivery of the course contents for the purpose of enhancement of the curriculum based on student, graduate, and instructor course evaluations.

8. The Program Director and Faculty will meet on a regular basis to follow-up and assess the outcomes of all curricular revisions and to discuss necessary modifications.
9. The Director and Faculty meeting minutes shall be retained for five (5) years as required by CoARC Standard 1.04.

### ***Program Outcomes***

1. 80% of graduates will pass the NBRC credentialing exam on the first attempt.
2. 80% of graduates will obtain a job in the field of Respiratory Care.
3. 80% of students will graduate on-time.

### ***Program Student Learning Outcomes***

1. Apply clinical information relative to anatomy, physiology, and the role of the Respiratory Care Practitioner.
2. Demonstrate the technical use of all applied modalities.
3. Describe the classifications, indications, benefits and adverse reactions of medication administration.
4. Analyze the results of diagnostic studies to determine appropriate patient care.
5. Utilize professional communication and behavior that meets the expectations of the Respiratory Care Practitioner.
6. Employ infection control measures for the purpose of disease prevention.

### **RCP Suggested Program Course Pathway**

Curriculum has been developed to include content in oral and written communication skills, social and behavioral sciences, biomedical and natural sciences, as well as respiratory care.

<b>Term</b>	<b>Course #</b>	<b>Courses</b>	<b>Credits</b>	<b>Clock Hours</b>
<b>1st Semester</b>  <b>*Prerequisites for admission to RES courses</b>  <b>**Required for degree conferral</b>	BIO 160*	Anatomy and Physiology of Human Structure and Function	4	64
	MAT 121*	Intermediate Algebra	4	64
	PSY 101**	Introduction Psychology	3	48
	ENG 101**	English Composition	3	48

		Semester Total	14	224
<b>2<sup>nd</sup> Semester</b>	BIO 205**	Microbiology	4	64
	COM 121**	Interpersonal Communications	3	48
		Semester Total	7	112
<b>3<sup>rd</sup> Semester</b>	RES 101** 1 <sup>st</sup> 8 wks	RCP Intro to Respiratory Care and Human Disease	4	64
	RES 102** 1 <sup>st</sup> 8 wks	RCP Pharmacology	4	64
	RES 103** 2 <sup>nd</sup> 8 wks	RCP Therapeutics and Equipment with Lab	4	48 Didactic 48 Lab
		Semester Total	12	224
<b>4<sup>th</sup> Semester</b>	RES 105** 1 <sup>st</sup> 8 wks	RCP Clinical I	3	135
	RES 202** 1 <sup>st</sup> 8 wks	RCP Perinatal/Neonatal/Pediatric	2	32
	RES 104** 2 <sup>nd</sup> 8 Wks	RCP Principal Applications of Mechanical Ventilation and Life Support with Lab	2+2	32 Didactic 96 Lab
		Semester Total	9	295
<b>5<sup>TH</sup> Semester</b>	RES 201**	RCP Clinical II	7	315
		Semester Total	7	315
<b>6<sup>th</sup> Semester</b>	RES 203** 1 <sup>st</sup> 8 wks	RCP Clinical III	4	180
	MEA 100** 1st 8 Wks	Medical Law and Ethics	3	48
	RES 205** 2 <sup>nd</sup> 8 wks	Advanced Diagnostics	2	32
	RES 204** 2 <sup>nd</sup> 8 wks	RCP Transition to Professional Practice	2	32
		Semester Total	11	292



	Total Prerequisite *Courses	8	
	Total General Education **Courses	9	
	Total Non-Gen Education *Courses	7	
	Total Respiratory Care Theory	22	
	Total Respiratory Care Clinical	14	
	Program Total	60	1462

#### A. General education course requirements

The following courses are strongly recommended to be taken in the sequence indicated in the RCP Program Course Pathway. In all instances, it is the responsibility of the student to complete all required coursework prior to graduation.

1. PSY 101 Introduction to Psychology
2. ENG 101 English Composition
3. BIO 205 Microbiology
4. COM 121 Interpersonal Communication
5. MEA 100 Medical Law and Ethics

#### Technical Standards

##### Physical skills:

1. Push, pull or carry up to fifty (50) pounds (oxygen cylinders, ventilators and patient beds).
2. Standing and/or walking for up to eight (8) hours per day.
3. Arm reaching above/below the level of the shoulders/hips.
4. Bending, stooping and squatting.
5. Walking up and down stairs.
6. Swift walking in patient care areas.

**Sensory and Observatory skills:**

1. Hearing and comprehending sounds of alarms, monitors, breath sounds and heart tones.
2. Detect and distinguish environmental odors.
3. Palpation and detection of human tissues for the purpose of assessments.
4. Observation of patients and environment for abnormal or emergent conditions.
5. Efficient function in varying degrees of light.
6. Differentiation of various colors.
7. Reading and comprehending instructional materials.
8. Identify and distinguish differing body language cues of pain and/or discomfort.

**Communication skills:**

1. Communicate verbally with clarity and respect.
2. Comprehend and apply verbal and written instructions.
3. Active participation in group conversations.
4. Communicate with non-English speaking persons using interpretation devices.
5. Write legibly and comprehensibly with correct spelling, grammar and punctuation.

**Program Policies and Procedures**

Policies and activities for respiratory care program students and faculty are congruent with the governing organization. They are non-discriminatory, publicly accessible in the Student Handbook, and consistently applied to all students and faculty.

***Professional Conduct***

- A. The RCP Program faculty believe that standards of professional conduct are an inherent part of professional socialization and expects students enrolled in the RCP program to adhere to the standards.
- B. Students practice within the boundaries of the Arizona State Board of Respiratory Care under the supervision of Licensed Program Directors, Faculty, Preceptors, Clinical Educators, and the MCC Student Handbook. and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Violations of Laws, Policies and/or Regulations will result in disciplinary action up to and including expulsion from the RCP program.
- C. Unprofessional behavior including, but not limited to, academic dishonesty, angry outbursts, use of vulgar or obscene language in any educational setting or menacing/threatening behavior will result in disciplinary action up to and including expulsion from the RCP program.

- D. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in Respiratory Care.
- E. The RCP Program Director, designee, and/or instructor will complete a Student Learning Contract describing the behavior and documenting the actions to be taken.

**Standards of Professional Conduct** include:

- **Confidentiality:** Respects the privacy of clients and respects privileged information.
- **Accountability:** Is answerable for one's action; answers to self, the client, the profession and the institution.
- **Responsibility:** Executes duties associated with the Respiratory Care Practitioner role.
- **Agency's Policies and Procedures:** Reads and adheres to the agency policies and procedures.
- **Veracity:** Truthfulness; adherence to precision and honesty.
- **Punctuality and Promptness:** Is on time for all class, lab, and clinical assignments.
- **Dependability:** Is trustworthy and reliable.
- **Respect:** Treats others with consideration and courtesy.
- **Professional Appearance:** Adheres to established dress code in all clinical and professional activities.
- **Ethical:** Adheres to the Code of Ethics for Respiratory Care Professionals per the AARC Statement of Ethics and Professional Conduct guidelines. (AARC 2024) [statement-of-respiratory-therapists-as-cardiopulmonary-care-managers.pdf](https://www.aarc.org/statement-of-respiratory-therapists-as-cardiopulmonary-care-managers.pdf) ([aarc.org](https://www.aarc.org))
- **Legal:** Operates within the standards of care related to the "student" Respiratory Care Practitioner role.
- **Safety:** Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- **Civility:** All students in the RCP program are expected to contribute to a positive learning environment. RCP students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language will not be tolerated and may result in removal from the course and/or expulsion from the RCP program.

***Clinical Uniform Requirements***

- A. RCP Program uniform for lab, simulations, and clinical rotations:
  - 1. MCC Cherry Red V-neck scrub top with MCC approved white embroidery on left chest.

2. Black scrub, cargo, or jogger pants.
3. Optional: Black scrub jacket with MCC approved white embroidery on left chest.

B. Ordering uniforms

1. Students must purchase their own uniforms.
  - Only vendors listed on the MCC webpage and clinical uniform ordering guide have the approved MCC Respiratory Care logo, all embroidery must be done by one of those vendors. Vendors will be able to order correct uniform pieces as well.
  - Students can order as many pieces as they want.

***Professional Presence***

The following guidelines are mandatory for students to remain in compliance with the dress code:

- A. Students are to wear the official Respiratory Care program uniform whenever they are engaged in RCP program activities and as requested by the college, unless setting or agency requires other clinical attire.
  1. This includes lecture (both on-ground classes and virtual Zoom classes), lab, testing, simulations, and clinical rotations.
  2. For lecture and testing environments only, students may wear Cherry Red scrub top, or Respiratory Care t-shirt, with their black scrub pants.
- B. Picture ID badge must be worn at all times on the upper right shoulder area of the uniform with the picture facing forward.
- C. Students are expected to present themselves in a professional manner at all times while enrolled in the RCP program.
- D. In all cases, the student must comply with the professional appearance policy of the clinical agency.
- E. Students must comply with the professional dress code guidelines at all times.
- F. Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
  - a. Pant hems should be tailored as to not drag on the floor when walking or standing.
  - b. Students may wear a black t-shirt under the uniform.

- ✦ No other colors are permitted.
  - ✦ The t-shirt may be sleeveless, short or long-sleeve.
  - ✦ Black turtlenecks are permitted.
- c. The official student uniform jacket may be worn over the uniform.
- ✦ Sweaters, hoodies, or similar apparel are not permitted in the clinical or lab settings.
- G. Closed-toe and closed-heel shoes with non-porous tops. No open toes, backless shoes, boots, or sandals. Clogs with a back strap are permitted. All footwear shall be slip resistant.
- H. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
- I. The only jewelry that may be worn with the uniform is a wedding/engagement ring, a wristwatch and one pair of small post earrings (in earlobes only).
1. Wristwatch must be analog with a second hand.
  2. No other body piercing jewelry is allowed to be visible.
    - If necessary, a small skin toned bandage is permitted to cover a visible piercing.
  3. Necklaces must be kept under clothing and not visible.
    - In certain clinical rotations, it may be advisable to not wear any jewelry at all.
    - Earlobe gauges must be filled or covered in flesh tones.
    - No objects of any type may be worn in the tongue, lip or nose.
- J. Tattoos must be covered per facility policy.
- K. Hair must be clean, combed, natural color (not pink, blue, etc.), worn up and off the collar, and secured back from the face so it does not fall forward; to meet health and safety standards.
1. Unconventional hair styles are not permissible in lab or clinical settings.
  2. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety.
  3. No hair adornments may be worn in the hair in the clinical/lab setting (i.e. artificial flowers, scarves, or jewels) unless approved due to cultural/religious reasons.

- L. Makeup should be minimal and conservatively applied.
- M. No chewing tobacco, gum, or vape will be allowed while in the laboratory or clinical setting.
- N. Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- O. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, acrylic nails, gel polish, nail wraps, dip nails, or extenders are not permitted in the lab or clinical setting.
- P. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies.

### ***Student Expectation in Reporting Unprofessional Conduct***

During the course of study in the RCP program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report these behaviors or actions to the instructor or Director of Respiratory Care Programs at the college.

### ***Professional Boundaries***

Students enrolled in a program of study in Respiratory Care must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

#### **1. Student and Faculty:**

- a. Faculty and students will maintain a professional relationship.
- b. Students will address faculty and administration with proper titles and last name (Professor Smith, Dr. Smith, Director Smith, Mr./Ms./Mx. Smith, etc.).
- c. Students should not expect any faculty member to act as personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
- d. Students should not ask or expect the faculty to join an individual, group, or class in any social situations while the course is in progress.
- e. Students should not offer the faculty gifts or money as gratitude for instruction.

- f. Faculty may accept cards or notes when students wish to thank the instructor.

## 2. Student and Client:

- a. Students will maintain a professional RCP-client relationship.
- b. Professional Boundaries “are the spaces between the RCP student’s power and the patient’s vulnerability.”
- c. Students providing respiratory care must strive to inspire the confidence of clients, not create dependencies.
- d. Students must treat all clients, as well as other health care providers, professionally.
- e. Clients can expect those providing respiratory care to act in their best interests and respect their dignity.
- f. The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.

### ***Channels of Communication***

### ***\*Institutional policy\****

- A. Mohave Community College faculty members are accessible to students outside of class hours. Full-time faculty members maintain office hours during which they are available to confer with individual students. Adjunct faculty members are available by appointment. Instructor contact information is available on the course homepage in the Learning Management System.
- B. There is an expectation of mutual respect between faculty and students. If an issue should arise, the student schedules a meeting to discuss the issue with the faculty member. Issues are often resolved by direct communication between the faculty member and the student.
- C. Students are required to follow chain of command and take all questions and concerns directly to their assigned Faculty. If there is an issue that remains unresolved after speaking with the Faculty, students may escalate their concern to the appropriate Program Director. If the issue still remains unresolved, students may escalate to the Dean of Health Professions.

### **General information**

- A. Academic advisement is available at each campus.
- B. The RCP program courses are sequential and the successful completion of each course is a prerequisite for progression to the next semester.
- C. It is the responsibility of the student to complete all co-requisite courses prior to graduation.

## **Student Representation**

## **\*Institutional policy\***

- A. Students are provided opportunities to offer input on decisions including admission standards, curriculum, student services, and the teaching/learning process.
- B. Students are invited to become active in student groups, associations and organizations, both on campus and in the community.
- C. The following list includes a sample of ways that students can become involved in governance:
  - a. Complete End of Course, End of Program, Student Forum, and Alumni surveys.
  - b. Provide honest and fair feedback when asked to complete instructor and course evaluations.
  - c. Volunteer for committee participation by serving on the committees available at the college. Examples of these committees could include but are not limited to:
    - 1. Curriculum,
    - 2. Community Advisory,
    - 3. Student Conduct and/or Student Affairs Committees.
- D. Provide input when peers are representing issues at Advisory committee meetings and student forums.

## ***Information Technology***

- A. RCP students will be required to use online resources and are expected to have the following:
  - 1. A reliable computer or laptop (not a Google Chromebook because it will not work with some software used within the RCP Program).
  - 2. Reliable Internet access.
  - 3. Video camera (Camera must be on during all Zoom sessions).
  - 4. Microphone.
- B. Applications commonly utilized in the RCP Department may include:
  - 1. Lindsey Jones University
  - 2. Zoom
  - 3. Canvas
  - 4. Platinum Planner
- C. Mobile Devices



Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

1. Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, smart watches, laptops or other electronic devices.
2. These may be used only when authorized by faculty and for clinical activities, not personal use.
3. Cell phones and all mobile devices must be on “silent” mode and turned into the designated area of the classroom during class, lab, and simulations.
4. All mobile devices must be turned off and turned into the designated area of the classroom or testing center during all exams.
5. Under no circumstances should a student have a cell phone or mobile device in use while caring for patients during clinical rotations.
  - A verbal warning will be given for the first violation of using the mobile device for socializing during clinical time.
  - A second violation may result in removal from the clinical setting which results in a missed clinical day.
6. Be respectful to the client at all times and ensure that your entire attention is focused on the client when you are in the client’s room.
7. Students must protect the confidentiality of patient information at all times in accordance with Health Insurance Portability and Accountability Act (HIPAA).
8. Students may not take any photographs of clients or client records, nor print or make copies of client records. HIPAA violations may result in the student being ineligible for state licensure.
9. Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action. HIPAA violations may result in the student being ineligible for state licensure.
10. For additional information on how to use social media without professional or personal repercussions, visit the [MCC Student Handbook](#).

### ***Attendance Guidelines***

1. Students must be registered for the class in order to attend.

2. It is the responsibility of the student to notify their Advisor and assigned Faculty if they wish to drop or withdraw from a course.
3. Students will be held to Mohave Community College policies and procedures related to attendance (see [MCC Student Handbook](#)).
4. Students are required to attend all classes in their entirety.
5. Expectations for all virtual class, lab or clinical sessions:
  - a. Expectations will be posted and reviewed on day one (1) of class. All parties will be held accountable for upholding these expectations.
  - b. Class will begin promptly on the hour as designated. Please notify the instructor if you will be late or absent.
  - c. All video cameras must be activated so the instructor can see you.
  - d. Present yourself as if you were in the traditional classroom.
  - e. Participate as if you were in a traditional classroom.
6. Students who do not meet the attendance requirements as outlined in the MCC Student Handbook will be unsuccessful in the course.
7. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may be dropped.
8. Students who do not attend class for two (2) consecutive weeks may be administratively withdrawn (WR1).
9. Absence is defined as missing or rescheduling your regularly scheduled class, lab or clinical date.
10. RCP Program courses prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional RCP role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival.
11. Laboratory and clinical hours are difficult to make up and students must not expect makeup time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade in the course.
12. In the event an absence is necessary due to serious illness of the student or family member, the student shall notify the program director and/or faculty as soon as humanly possible.
13. The absence policy of the RCP program includes but is not limited to:

- a. **Theory / didactic sections:** Students are expected to attend all classes. If an absence occurs the student is responsible to obtain class notes and assignments.
    - Students may not arrive late or leave early as these behaviors disrupt the learning environment.
    - A faculty member has the right to deny entrance if a student is late.
    - Students arriving late for an exam will be denied entrance.
    - Arrangements must be made with the Faculty to reschedule the exam.
  - b. **Laboratory / Clinical Sessions:** Students must attend all laboratory and clinical sessions. Makeup time for skills taught in lab or practiced in clinicals may not be possible.
    - Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills prior to care.
    - If there is no availability to make up missed time before the end of the term and the student does not meet the required hours for the course, the student will not receive a passing grade for the course.
    - Students may be provided the option to withdraw.
    - If a student is administratively withdrawn (WR1) it will count as a course failure.
    - Clinical shifts include scheduled clinical days only.
14. All students must complete all clinical site orientation requirements prior to beginning clinical rotations.
    - a. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation.
  15. Late arrival or leaving early from the clinical experience will result in a clinical miss, disciplinary action, and may put the student at risk for failing to achieve the course competencies.
  16. Any student who arrives more than 10 minutes late for a lab or clinical experience will be sent home and this will be considered an absence.
  17. Clinical schedules will be created by the RCP Director of Clinical Education and Clinical Compliance Officer. Clinical schedules will be posted the last week of the preceding semester for student review.
    - a. Students requesting changes to the schedule should present the request to the program DCE no later than the Monday preceding the start of the clinical rotation.

- b. No one other than the DCE or Clinical Compliance Officer shall make changes to the schedule. Late requests will not be considered.
  - c. Clinical orientations shall not be missed and cannot be repeated. Therefore, no changes will be made to the clinical schedule once the clinical orientations are completed.
18. In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the Clinical Instructor, Preceptor or DCE in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.
19. The RCP program does not guarantee “make-up” clinical hours.
20. “Make-up” clinical hours shall be approved by the DCE. Make-up clinical hours cannot be scheduled for a time of other didactic or lab.
21. “Make-up” clinical hours must be supervised by an approved clinical preceptor. **NO EXCEPTIONS**

### **Lab and Offsite Clinical Expectations**

1. The purpose of the clinical rotation is to offer the student in-person exposure to what will be expected of credentialled respiratory therapists in the field. The student will be required to travel to facilities outside Mohave County to encounter some respiratory care specialties.
2. Grades are Pass/Fail. Students are required to pass the lab and offsite clinical portions of the course in order to progress to the next course.
3. Students are required to arrive to the lab and offsite clinical site on time and be prepared to provide safe, quality care.
4. Students must be appropriately supervised at all times during their clinical education coursework and experiences.
5. Students are required to be dressed in their proper uniform for all lab and offsite clinical shifts.
6. Students are required to bring their RCP care packs to all lab classes.
7. Students are required to bring their “Clinical Skills Check-Off” list to each clinical shift.
8. If a student is unable to keep a lab appointment, they must notify the Instructor and/or Clinical Skills Faculty as soon as possible. Make-up time is not guaranteed.

### ***Skills Check-Offs***

1. Before a skill can be performed in the offsite clinical setting the student must successfully demonstrate competency in the lab, except where that skill is not available in the lab environment.
2. Students must submit any completed forms, evaluations and assignments from their clinical shift to the Lab instructor or DCE by the assigned due date.

### **Medication Administration Guidelines**

Students are expected to function at the level of education and experience according to each course competencies. Students are accountable to demonstrate competencies of previously learned content. All students must review the agency's medication policies prior to administering medications in the unit.

### ***General Guidelines for all students administering medications***

All Students must...

- a) Follow the principles of safe medication administration.
- b) Adhere to the clinical site policies and procedures for medication administration.
- c) Demonstrate competency in administering medications.
- d) Immediately report all medication errors, including near misses, to the Clinical Instructor or Preceptor.
- e) Complete the appropriate documentation.
- f) In all cases, the instructor reserves the right to limit a student's medication administration experience.
- g) Students must always be supervised by a licensed RCP to administer medication.

### **Director of Clinical Education**

1. Director of Clinical Education (DCE) can be reached via text, phone or email. Students are to communicate immediately with the DCE via phone or text to report absences or tardiness to class, lab or clinical sites.

### **Student Evaluation and Grading Policies**

Program evaluations serve to demonstrate that students have achieved student learning and program outcomes. The respiratory care program has systematic plans for lesson development and evaluations that contain specific, and measurable indications of student achievements. The program will use current MCC systems for:

- a. Systematic development of lesson plans including key assessments for each student learning outcome.
- b. Regular intervals of assessments for all student and program progressions.
- c. Assessment data recordings and review by program faculty for the purpose of identifying opportunities for improvement.
- d. Analysis of assessment data by faculty for the purpose of developing action plans for the maintenance and improvement of student learning and program outcomes.
- e. Documentation demonstrating the use of assessment data in program decision-making for the maintenance and improvement of each student learning and program outcome.

**The RCP faculty of core courses of study will utilize the following grading scale:**

A = 90% - 100%

B = 80% - 89.9%

C = 70% - 79.9%

D = 60% - 69.9%

F = 59.9% or less

1. RCP core courses are not graded on a curve or rounded; grades are earned without regard to scores of other students.
2. Failing the onsite (lab) or offsite clinical components of a course will result in a grade of “D” or “F” for the course.
3. A minimum of 80% is required to progress to the next RCP course. *This policy may be different than the college policy.*

### ***Grade Weighting for Didactic and Lab Courses***

The following grading policy applies to: RES 101, 102, 103, 104, 202, 204, 205

<b>Course Requirements for Grade Calculations</b>	<b>Required Weighting</b>
Proctored Quizzes	15%
Proctored Unit Tests	20%
Proctored Comprehensive Final Exam(s) - NO RETAKE	30%
<b>Weight of Total Proctored Points</b>	<b>65%</b>
Non-Proctored Assessments	25%
Academic Preparedness & Professional Identity	10%

<b>Weight of Total Non-Proctored Points</b>	<b>35%</b>
<b>Total</b>	<b>100%</b>
Perfect Attendance	+5%

### ***Grade Weighting for Clinical Rotations***

The following grading policy applies to: RES 105, 201, 203

Assignments	Weight
Patient Assessments	20%
Competency Practice/Procedure Count	20%
Competency Evaluations	30%
Doctor Interactions	20%
Student/Preceptor Evaluations	10%
<b>Total</b>	<b>100%</b>
Perfect attendance	+5%

### ***Testing Policy***

- A. Tests (course or standardized) will be on campus and proctored.
  1. If not proctored in class, on-campus testing centers can be utilized. Students will need to schedule their test during the approved testing window at the preferred campus testing center.
- B. Students must give prior notice, when possible, if they need to miss or be late to an exam. It is the students' responsibility to plan with the Faculty to take the exam. If the student fails to notify the instructor before the exam begins, the student will be given a zero for the exam.
  1. If a student is more than 10 minutes late to an exam, they will not be able to enter the classroom during testing session. Students will need to arrange to take the exam at a different time.
- C. If a student does not take the exam on scheduled day or during the scheduled testing window, the exam will have 10% deducted per day late until the exam is taken.
- D. All exams will be timed.
  1. Test items are each given 1.5 minutes towards the total time limit.
  2. Calculation test items are given 2 minutes towards the total time limit.

E. Students can use an approved calculator for quizzes if desired.

1. A sheet of scratch paper will be given to each student by faculty for in-class exams and quizzes.
2. The scratch paper is to be turned in to the faculty member at the end of the exam or quiz.

F. To ensure test security, the following guidelines will be followed:

1. No personal electronic devices, including cell phones, watches, earbuds, tablets, or iPads will be permitted.
2. Cell phones are to be turned off and placed in the designated holder.
  - Cell phones may only be retrieved once all students have completed the exam.
  - Cell phones may be retrieved if students will not be returning to the classroom after completion of the exam.
3. No food or drinks are allowed in the classroom during testing.
4. Students must use laptops or desktops provided by MCC or the testing center.
  - No personal computers or devices are allowed.
5. The faculty or testing center will provide pencils, and scratch paper.
6. All student belongings must be kept at the front of the classroom or designated area.
7. No hats, ballcaps, bulky clothing, hoodies or sunglasses will be permitted.
8. Students may leave the classroom after testing at the discretion of the faculty.
9. Students may return to the classroom once all students have completed the exam.

G. Students will receive their exam results after all the exams have been reviewed by faculty and the Program Evaluation team.

1. Preliminary results may be available immediately after completion of exam, however, are subject to change upon review by faculty and Program Evaluation team.
2. To ensure integrity of exam items, specific exam questions will not be reviewed or discussed with students.

H. Only students with documented needs for accommodation who have been evaluated and approved by the Student Accommodation Support Services department will be provided with special testing arrangements.

1. This includes extended testing time and placing students in a separate room because of noise or temperature of environment.



I. Standardized benchmark practice exams will be administered in class or in a proctored testing center.

1. RCP courses will include several unit-based exams and standardized benchmark exam(s).
2. RCP courses will include a comprehensive final exam of all essential respiratory care theory and all lab / clinical content to determine student achievement of all course competencies.
3. Comprehensive exams shall be taken at the scheduled time and location. NO EXCEPTIONS
4. There is NO retake option for comprehensive final exams.

J. All exams must be taken in a classroom or approved testing center. In the case of an extreme emergency where an exam needs to be given remotely, administration of exam will require a remote proctoring software.

1. Permission for remote proctoring of an exam will be on a case-by-case basis and must be granted by the RCP Program Director.
2. Directions will be posted in the Learning Management System (LMS) for downloading and using remote proctoring software needed for your class and minimum system requirements for the software.
3. Students are expected to download the software and participate in a mock exam before their first exam to test the use of software and compatibility with their laptop, camera and microphone.
4. All remote proctoring test sessions are video recorded and reviewed by RCP faculty and leadership.
  - Any suspicious activity may result in a zero (0) grade for the exam and will require a meeting with the faculty, student and administration for review.
5. No collaborative testing will be permitted for exams taken remotely.
6. Requirements when taking an online proctored exam:
  - Select a location that is well-lit and meets guidelines for the proctoring software used.
  - Exams should not be taken while at work or in an environment where an interruption may occur during the exam.
  - Before starting the exam, know how much time is available for exam, and that you've allotted sufficient time to complete it.
  - Turn off all mobile devices, phones, smart watches, etc. and don't have them within reach.
  - Clear your area of all external materials — books, papers, other computers, or devices.
  - Remain at your desk or workstation for the duration of the test.

- The proctoring software will prevent the student from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

### **Progression and Retention in the RCP programs**

- A. To progress in the RCP program a student must:
  - a. Achieve a minimum overall course grade of 80% on didactic material and testing.
  - b. Obtain an overall pass rating on all lab and clinical experiences.
  - c. Meet all course requirements as described in the course syllabus.

Students whose grades fall below 80% will be required to meet with a student success coach for course guidance until a grade of 80% or higher is achieved and maintained.

### ***Deferring a term***

- A. A student must contact the RCP Program Director to advise of the intent to defer before the end of the add/drop week for that semester. A deferral from any respiratory care course or semester is a deferral from the current Respiratory Program cycle, including any concurrent Respiratory courses.
- B. If a student defers out for the remainder of the current program cycle, the student will be permitted, without penalty, to register for the class and semester deferred from in the next program cycle. Each student will only be permitted to defer once. If a student fails to enroll into the deferred class and semester, s/he must apply as a new student to the next program cycle, meet the current admission criteria, and repeat all relevant RCP courses including lab and offsite clinical activities to pursue a Respiratory Care Practitioner Degree.

### ***Course Retake Guidelines***

- A. Because there will only be one (1) Respiratory Care Program cohort per academic school year, a student who needs to repeat a Respiratory course, because of a withdrawal, administrative withdraw (WR1), or a course failure, will not be permitted to continue the concurrent Respiratory course or the remainder of the Respiratory Care Program cycle. The student may be approved to enroll in the next equivalent course(s) and semester of the next program cycle for a course(s) and semester retake and continuance of the program. Such student will not be permitted to continue the program until the incomplete course(s) and semester has been successfully completed.
- B. No other course can be failed for the remainder of the Respiratory program. If the student is unsuccessful in the 2<sup>nd</sup> attempt from the course(s) they are repeating or any other subsequent course, they will be dismissed from the program and may apply as a new student to the next Respiratory program cycle, meet the current admission criteria, and repeat all relevant RCP

courses including lab and offsite clinical activities to pursue a AAS Respiratory Care Practitioner Degree.

### ***Dismissal from Program***

- A. The inability to place the student in a clinical facility will result in a clinical and course failure and subsequent dismissal from the program.
- B. Students who are dismissed from any RCP course and subsequent program should meet with their advisor to discuss available options.
- C. If a student wishes to continue pursuing a career in Respiratory Care, they may complete a request to be reviewed by a committee for consideration and recommendation for readmittance to the program.

### ***Appeals Process***

- A. A student wishing to continue in the RCP program may request an appeal through their advisor.
- B. The committee that reviews the appeal will make an individualized recommendation to the student as to their best path to success based on their progress in the program and options available to the student.
  - 1. The committee can consist of RCP faculty and/or staff, advisors, student success coaches and financial aid.
    - This committee membership includes the RCP Program Director, the Director of Clinical Education, a Student Success Coach, and a representative from Advising.
    - The decision of the committee is final and there will be no escalations.
  - 2. Factors which may be considered for readmission include, but are not limited to, final RCP course grades, benchmark scores, exam scores, and clinical evaluations.
  - 3. The committee may specify additional required or recommended criteria for readmission. Criteria may include completion of academic courses, proof of work experience, remediation, counseling, or other activities to promote success of the student.
  - 4. The Director of Respiratory Care Programs and the Health Professions Leadership team reserve the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or dismissal from a college or clinical facility.

- No student is guaranteed readmission.
5. All readmissions are subject to space availability and approval of the Director of Respiratory Care Programs.

## **Graduation Requirements**

### ***AAS degree students***

- A. Semester four (4) students must complete a Graduation Application prior to the date listed in the college catalog. This is required whether the student plans to participate in commencement or not.
- B. Students must meet the general education course and RCP course requirements for the Associate in Applied Science (AAS) Respiratory Care Practitioner Degree.
- C. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.
- D. The AAS degree must be posted on the student's transcripts before authorization is given to the National Board for Respiratory Care to take the credentialing exam.
- E. Notification of RCP Program Completion is electronically provided to the National Board for Respiratory Care once the Registrar's Office awards the student's degree.
- F. Eligibility to take the NBRC credentialing exam requires students have proof of graduation from a CoARC accredited Respiratory Care program.
- G. Completion of the RCP program and graduation from a college does not guarantee a passing score on the NBRC credentialing exam.
- H. Application for NBRC credentialing exam is the sole responsibility of the student.

### ***NBRC Preparation***

- A. Lindsey Jones University and other useful products and services are utilized to support students in preparation for successfully passing the NBRC exam on the first attempt.
- B. Utilizing such programs are the sole responsibility of the student.

### ***Investigative and/or Disciplinary Actions of Regulatory Boards***

- A. All students enrolled in the RCP Program courses who are certified and/or licensed in any other professional capacity must remain in good standing with the governing board of their current profession. Students with certification and/or licensure from allied health regulatory boards are included under this provision.
- B. Students receiving any investigative or disciplinary actions against their certificate or license must notify the RCP Director within five (5) program attendance days. Failure to remain in good standing may result in restriction or withdrawal from RCP courses and subsequent dismissal from the RCP Program.

- C. Once admitted, any student who has the fingerprint clearance card suspended or revoked while enrolled in the program will not be permitted to continue in the program.

### **Health and safety guidelines**

1. All students entering RCP program courses must meet all Health and Safety requirements to maintain enrollment in the program.
2. Students who do not meet all health and safety requirements by the required date will not be approved for clinical rotations. Students who are not compliant by the first week of the term will not be able to attend clinicals, which impacts their ability to pass the clinical component of the course, resulting in a course failure and subsequent dismissal from the RCP Program.
3. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be registered or allowed to continue in RCP clinical courses and subsequently dismissed from the RCP Program.
4. A physician note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety.
5. Immunization variance is available due to religious or medical reasons. The RCP Director must be informed of the need for an immunization variance prior to the student's acceptance into the program. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however, if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her cohort, and, in some circumstances, may not be able to complete the program of study.
6. In all instances, a confirmation of Tuberculosis (TB) screening is required, and verification of immune status is required by proof of titers for all required elements.
7. For a medical variance, appropriate documentation from a licensed health care provider is required. Some facilities require and influenza vaccination and waivers are not accepted. In those instances, a student without required immunization(s) will not be able to attend clinicals in that facility.
8. A Level One Arizona Fingerprint Clearance Card (FCC) is required for enrollment in RCP clinical courses. Students unable to maintain a current FCC will be withdrawn from clinical RCP courses. If the FCC is suspended or revoked at any time during the RCP program, the student has the duty to report this event to the DCE or RCP Program Director within five (5) business days and may not continue in the program until the FCC is reinstated. The student must be able to show his or her FCC during the clinical rotations upon request.

***\*Health and Safety requirements are subject to change without notice depending on clinical agency requirements.***

## ***Health Insurance***

Students are required to have health insurance as a condition of enrollment in any of the RCP program clinical courses.

## ***Accidental Exposure***

- A. Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick or skin lesion/non-intact mucosal membrane.
- B. The accidental exposure of a faculty member or student in an RCP Program while in a clinical agency is treated in a similar manner to any type of incident occurring within the agency.
- C. The student should immediately notify the Clinical Instructor or Preceptor who will then immediately notify the supervisor within the health care facility where the incident occurred. Agency policies will then be followed. The clinical agency will require the completion of an incident report and will usually order testing. The exposed student or faculty will then be encouraged to have testing. The decision to have testing or not; however, is the choice of the individual exposed. A signed consent/denial form will be kept in the individual's college file.
- D. The Clinical Instructor will notify the appropriate RCP Program Director and submit an MCC incident report.

## **Guidelines Regarding Exposure to Infectious Diseases/Body Fluids**

- A. Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization Standard precautions in health care: [http://www.who.int/csr/resources/publications/EPR\\_AM2\\_E7.pdf](http://www.who.int/csr/resources/publications/EPR_AM2_E7.pdf)
- B. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
- C. MCC Respiratory Care students are NOT permitted to care for clients with active/suspected Tuberculosis, Mumps, Measles, Varicella, and/or COVID, or any client in airborne isolation/precautions.
- D. RCP students who are directly exposed to body fluids must immediately notify the Clinical Instructor.
- E. Students exposed to body fluids shall follow this protocol:

1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available; for eye splashes rinse the area with clean water.
2. Report the incident to the Clinical Instructor or preceptor.
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
4. The Clinical Instructor and student will notify the agency department supervisor and RCP Program Director.
5. The student will complete an agency site incident report.
6. The student will complete the college student accident report.

Source: US Department of Labor, Occupational Safety & Health Administration. (OSHA). Blood Borne Pathogens and Needle Stick Prevention.

<https://www.osha.gov/SLTC/bloodbornepathogens/index.html>

### ***Background Clearances***

- a. A background check is required for all students accepted into the RCP program. This is a requirement of our clinical sites. The background check is conducted by PreCheck, Inc. and has to be received by the Department of Health Programs at MCC in time to be reviewed by the staff and the clinical site. To complete the request for your background check, go to [www.mystudentcheck.com](http://www.mystudentcheck.com) and make sure you are selecting Mohave Community College.
- b. If a background check comes back flagged, the Health Programs department will make every attempt to find a clinical placement that can accept that student. If a student is unable to be placed in a clinical facility, the student may drop or withdraw from the course per deadlines set in the MCC Academic Calendar and subsequent dismissal from the RCP Program will ensue.
- c. Students who cannot be placed at a clinical facility as a result of the background check may not be able to finish their program or gain employment in their chosen field.

### **Drug Free Campus Guidelines**

The Drug-Free Workplace Act of 1988 has mandated that recipients of \$25,000 or more from any federal agency must maintain a drug-free workplace. Included within the requirements of the Act is the adoption of a policy statement prohibiting the unlawful manufacture, distribution, possession or use of controlled substances in the work place. While technically only those employees working in programs receiving federal aid or those students receiving Pell grants are subject to the law, drug awareness is a subject which must be addressed by

all employees and students. Detailed information may be found in the [MCC Student Handbook](#).

### ***Drug Screening Guidelines***

- A. All students participating in any program offered through the Department of Health Professions will be required to complete a drug screen prior to beginning a course that has an offsite clinical associated with it.
1. All students are required to submit a urine drug screen as a condition of enrollment in any program offered through the Department of Health Professions.
  2. All positive drug screens are referred to the Director of Respiratory Care Programs. Students will be required to obtain a second drug screen at their expense.
  3. If a student provides a dilute sample (may be marked as a negative dilute result) the student will be required to obtain a second drug screen at their expense. A sample marked as positive dilute will be considered positive and follow the process for positive results.
  4. Students who test positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the Dean of Health Professions will not be permitted to attend RCP courses.
  5. All positive results for marijuana will require a retest and must obtain a negative result to be eligible to attend clinical. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.
  6. Mohave Community College and the Health Professions department prohibits the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences. This policy is dictated by [Arizona Revised Statutes § 15-108](#), which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.
  7. Students who fail to submit for the drug screen by the required date will be withdrawn from all RCP courses.

### ***Drug Screening for Cause***

- A. This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school,



institution, or other work location as a representative of the MCC Respiratory Care Practitioner Program.

- B. When a Faculty/Clinical Instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the Faculty or Clinical Instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
  - 1. The instructor will remove the student from the patient care or assigned work area immediately and notify the lead instructor, college Director or designee.
  - 2. Upon student's verbal consent, an employee of the Department of Health Programs will drive the student to the nearest Lab Corp location for testing.
  - 3. The student is to have a picture ID in his/her possession.
  - 4. After testing, the student may not return to the facility.
  - 5. If the student admits to alcohol or drug use, he/she will still require drug screening.
  - 6. The student is responsible for all costs associated with the for-cause drug screening test.
- C. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Director of Health Programs to discuss the circumstances surrounding the behavior.
  - 1. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
  - 2. Based on the information provided, the Dean of Health Professions will decide whether the student may return to the offsite clinical setting.
- D. If the results of the test (s) are positive for alcohol, illegal substances, or for nonprescribed legal substances, the Dean of Health Professions will withdraw the student from all RCP program courses.
- E. If a student refuses "for Cause" Testing:
  - 1. The instructor will remove the student from the offsite clinical setting pending a full investigation.
  - 2. The instructor will contact the RCP Program Director and/or Director of Clinical Education.
  - 3. Failure to comply with any aspect of this policy will result in expulsion from the RCP program.

### ***Readmission Guidelines Related to Positive “For Cause” Testing***

- A. Students seeking readmission who were withdrawn from RCP courses for reasons related to positive “for cause” testing or refusal of “for cause” testing will be required to:
  - 1. Submit a letter requesting readmission to the RCP Program Director which includes:
    - a. Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
    - b. Include documentation of compliance in a treatment program if identified as required by the therapist.
- B. Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening at the student’s expense during the program of study. If a student, after being re-admitted to the RCP program, has positive results on an alcohol/drug screen, the student will be permanently expelled from any MCC department of Health Professions.

### **Health Insurance Portability and Accountability Act (HIPAA)**

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in Health Insurance Portability and Accountability Act (HIPAA) guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

### **Disciplinary Action Guidelines**

- A. When an RCP student is in violation of any requirement contained in this Respiratory Care Practitioner Policies and Procedures Guide or MCC’s Student Handbook, he/she is subject to disciplinary action or dismissal. All students should carefully review the MCC Student Handbook section on Academic Misconduct and Disciplinary Standards. Those standards typically can be found in each college's catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the MCC Student Handbook, will proceed according to the Student Code of Conduct.
- B. Academic Misconduct: Refer to the [MCC Student Handbook](#) for details.
- C. Clinical Misconduct

1. A student may be dismissed from the program and receive an incomplete grade in the course based on the inability to place the student in a clinical facility or removal from clinical due to behavioral issues.
2. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct.

### **Student Practice Regulations**

- A. Students will practice within the boundaries of the Arizona State Board of Respiratory Care, the guidelines of the MCC RCP Student Resource Guide, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.
- B. Examples of unsafe practice include, but are not limited to:
  1. Refuse an assignment based on client's race, culture, religious preference or medical diagnoses.
  2. Deny, cover-up or does not report known errors in clinical practice.
  3. Ignore or fail to report unsafe, dishonest or unethical behavior in others to the instructor.
  4. Practice skills that have not been signed off on by a faculty member.
  5. Demonstrate the inability to make appropriate clinical judgments or decisions.
  6. Interact inappropriately with agency staff, co-workers, peers, clients, families, and faculty resulting in miscommunication, and disruption of the learning and client care environment.
  7. Violate principles of confidentiality.
  8. Lack of preparation for clinical practice.
  9. Fail to respect client rights and dignity.
  10. Solicit, borrow, or remove property or money from a client or client's family.
  11. Assume client care tasks for which the student lacks the education or competence to perform.
  12. Remove drugs, supplies, equipment, or medical records from the clinical setting.
- C. The MCC Department of Health Professions forbid the practice of invasive skills on any live subject (this would include student to student, student to faculty, student to volunteer, or animals) in any setting outside of the normal clinical or lab facility setting. This includes simulation or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples would be Arterial Blood Gas (ABG) collection, injections, blood glucose monitoring, insertion of catheters, nasogastric tubes, or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive and the Clinical Skills Manager will make the final determination on invasive procedures should questions arise.

### ***Duty to Report***

All students enrolled in Respiratory Care courses holding or receiving a certificate or license in any professional capacity must remain in good standing with the Governing Board of the certificate or license. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Director of Respiratory Care Programs within five (5) attendance school days. The Director of RCP Programs reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.

### **Equality and Opportunity for All**

Mohave Community College complies with applicable provisions of state and federal law which prohibits discrimination and guarantees equal opportunities. Pursuant to Title IX, Title VII and Mohave Community College's Anti-Discrimination policy, evaluation Mohave Community College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, sexual orientation or service in the armed forces of the United States in its educational programs and activities or employment practices. For further information on campus safety or a complete list of the Title IX team, visit [www.mohave.edu/about/safety](http://www.mohave.edu/about/safety). Questions or complaints regarding Title IX may be referred to:

Danette Bristle (Title IX Coordinator)  
Executive Director, Center for Teaching and Learning,  
Accreditation Liaison/Compliance Officer 1971 Jagerson  
Ave. Kingman, Arizona 86409  
[dbristle@mohave.edu](mailto:dbristle@mohave.edu)  
Phone: (928)704-9480  
Cell: (928)542-6920

Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one of the above-named qualities. This includes creating a "hostile environment" where the conduct is sufficiently severe or pervasive to alter the conditions of the person's employment or educational experience at the College. Members of the College community have a responsibility to report discrimination and those in supervisory roles are obligated to act to correct it.

Employees and students are encouraged to report suspected violations to their managers or Employee Services for prompt investigation and response. The Director of Employee Services acts as Mohave Community College's Title VII compliance officer and will

investigate employee complaints, including complaints of sexual harassment and sexual discrimination.

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

Mohave Community College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. The college does not discriminate against qualified individuals with disabilities in any aspect of the employment relationship, and does provide reasonable accommodations as required by law to otherwise qualified employees or applicants with disabilities. Employment opportunities or privileges will not be denied to an otherwise qualified employee or applicant because of the need for reasonable accommodation of the individual's disability. Discrimination based on an employee's or applicant's association with a disabled individual is also forbidden. Employees with ADA related concerns should contact Employee Services.

*Revised 15<sup>th</sup> of April, 2025*