

**University of Texas Medical Branch at
Galveston**

School of Health Professions

Department of Respiratory Care

Student Orientation

Fall 2017

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UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON

University of Texas Medical Branch (UTMB) is one of the nation's major biomedical research and treatment centers providing the highly specialized setting for education in medicine and related health science disciplines.

Approximately 3,000 students are enrolled in the degree and residency training programs administered by UTMB's schools and institutes. UTMB is a major academic health sciences center of global influence, with medical, nursing, health professions and graduate biomedical schools; a world-renowned research enterprise; and a growing, comprehensive health system with hospitals on three campuses and a network of clinics serving some 27,000 inpatients annually.

UTMB includes schools of Medicine, Nursing, Health Professions and Graduate Biomedical Sciences; three institutes for advanced study; a major medical library; a network of hospitals and clinics that provide a full range of primary and specialized medical care; and numerous research facilities. UTMB is a part of The University of Texas System and a member of the Texas Medical Center.

THE SCHOOL OF HEALTH PROFESSIONS

The School of Health Professions has awarded more than 11,000 degrees and certificates to graduates in such vital areas as clinical laboratory sciences, physical therapy, health information management, occupational therapy, radiologic health sciences, health care administration, physician assistant studies, and respiratory care. Today, the SHP offers baccalaureate degrees in Clinical Laboratory Sciences and Respiratory Care, master's degrees in Health Professions, Occupational Therapy, and Physician Assistant Studies, and the professional doctorate in Clinical Laboratory Sciences, Occupational Therapy and Physical Therapy. In addition to designing and implementing innovative ways to deliver instruction to students at remote locations, the SHP continues to explore opportunities to expand its program offerings and interprofessional learning

UNIVERSITY AND SHP POLICIES

REGENTS RULES

The Regents Rules adopted by the Board of Regents include provisions relating to the standards of conduct expected of students at Component institutions

Students who fail to conform to established standards of conduct are subject to disciplinary penalties under these rules

Example of Academic Dishonesty (Cheating)

- Substituting or permitting another to take a test
- Possessing unauthorized materials during a test
- Collaborating with another during a test
- Discussing the contents of a test with another student who will test at a different time
- Paying or coercing someone to obtain unadministered tests
- Falsifying research data or other academic work offered for credit
- Utilizing in whole or part, patient data the student knows to be false
- Destroying library materials to gain an academic advantage
- The submission of another's work as one's own
- Collusion; the unauthorized collaboration with another person in preparing academic assignments or to commit a violation of these rules
- The altering of grades or academic records such as applications for admission, the degree, grade reports, or other reporting forms used by the Registrar

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts."

(Regents Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22)

See Also General Information Catalog 2014-2016

[General Information Catalog](#)

1. Conduct and Discipline Rules and regulations of the Board of Regents
2. UTMB Student Conduct and Discipline
3. Sexual Harassment and Misconduct
4. Students with Disabilities

Student Compliance Training

UTMB and other State institutions are under Federal Mandates to assure that employees and students complete institutional training requirements. Individuals have different training requirements based on their job specifications.

Currently all students must complete the following general compliance courses:

1. General Compliance
2. HIPPA
3. Sexual Harassment

4. Information Protection
5. Universal Precautions

Documentation that the student training has been completed must be submitted by **September 28th 2017**. Students who fail to submit their documentation on time will be subject to dismissal.

For questions or guidance please contact Mary Ellen Beaupre in student affairs 2-3030

Academic Integrity and Standards of Conduct

General Catalog 2014-2016

UTMB Honor Code

Professionalism Charter

THE DEPARTMENT OF RESPIRATORY CARE

PHILOSOPHY

All students are expected to comply with the policies of the School of Health Professions as published in the catalog. It is recommended that each student review the catalog to insure familiarity with those policies. Additional policies and regulations may be established by the Program or by the instructor of a course. After due and proper notification, students are expected to comply fully with all regulations.

Complementing the nature of health care practice, the Program in Respiratory Care has two basic goals: technical competence and professional and ethical sense of responsibility. To achieve these goals, the following policies and regulations will be enforced. They are based on the educational and clinical structure and the practical limitations of the Program. It is essential that each student understand the regulations, their enforcement, and their rationale prior to beginning the Program in Respiratory Care.

PROGRAM INFORMATION

The Department of Respiratory Care offers a Bachelor of Science Degree for applicants entering the field (Foundation Program) and a Bridge Program for Registered Respiratory Therapists. For qualified students, the Baccalaureate Degree Track in Respiratory Care may be combined with a graduate degree track in Physician Assistant Studies. The Department also offers a Master of Science in Health Professions degree specializing in Respiratory Care.

The Bridge Program, designed for graduates of other types of Respiratory Care Programs who have passed the NBRC Registry examinations, provides for up to 54 semester hours of block credit. In addition to the 49 semester hours of prerequisites

required for admission, students must complete 33 semester hours of professional courses after entering the program.

The Foundation Program, designed for those entering the field, requires 49 semester hours of prerequisites for admission and 79 semester hours (2 years) of professional courses after entry into the program. During the senior year of the professional curriculum students will take comprehensive exams to prepare for the (NBRC) National Board for Respiratory Care Credentialing Examinations (required for State licensure). **These comprehensive exams are part of course requirements and must be taken and passed successfully prior to graduation.**

PROGRAM ACCREDITATION

The Respiratory Care Program at UTMB was transferred from the University of Texas Health Science Center in Houston in 1993. The Commission on Accreditation for Respiratory Care (CoARC) accredits entry into professional practice programs in respiratory care at the Associate's, Baccalaureate, and Master's Degree levels in the United States and its territories. The CoARC also accredits polysomnography programs offered by professional respiratory care degree programs in the United States. CoARC's mission is to ensure that high quality educational programs prepare competent respiratory therapists for practice, education, research, and service.

The UTMB Respiratory Care program has been reviewed in 2016 and has been granted full accreditation status through November 30, 2026.

DIVISION FACULTY

Jose Rojas, Ph.D., RRT
Associate Professor and Program Director
Office – SHP 4.502

Donald S. Prough, M.D.
Medical Director
Office-2A John Sealy Annex

Daneen Nastars, MS, RRT-ACCS
Director of Clinical Education
Assistant Professor
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Aristides Koutrouvelis, MD
Co-Medical Director
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Melissa Quintanilla, MS, RRT-ACCS
Assistant Professor
Office – SHP 4.504

Bruce Adcock MEd, RRT, NPS
Assistant Professor
Office - SHP 4.460

Muzna Khan, MS, RRT-ACCS
Assistant Professor
Office – SHP 4.508

Gina Rovello-Martinez
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(409)772-5693

PROGRAM FACULTY

Kenneth Hargett, MHA, RRT/Director of Respiratory Care Methodist
Denise McElyea, MHA, RRT/Director of Pulmonary Care Services-UTMB
Ron Mlcak, MBA, PhD, RRT/Director of RT - Shriners Burn Institute
Jon Nilsestuen, PhD, RRT, FAARC/Professor and Retired Chair

CLINICAL FACULTY

Cody Adams, BSRC, RRT-NPS/Clinical Instructor - Texas Children's Hospital

Marcella Herrera, BS, RRT/Clinical Instructor - Children's Memorial Herman Hospital

Sachin Patel, BSRC, RRT/Clinical Instructor - Houston Methodist Hospital

Juliamaria Gaona, BSRC, RRT-NPS, CNPT, CFC/Clinical Instructor - Texas Children's Hospital

Lacey Hart, BSRC, RRT-ACCS/Clinical Instructor - UTMB Jennie Sealy Hospital

MAJOR CLINICAL AFFILIATES

The Program has affiliation agreements with and can schedule clinical practice time for students at the following institutions.

MD Anderson
1515 Holcombe Blvd
Houston, TX 77030
1-800-392-1611
1-713-792-6161

Shriners Burns Institute
815 Market Street
Galveston, TX
(409)770-6794

Texas Children's Hospital
6621 Fannin
Houston, TX
(832)826-6025

Harris County Hospital District
1504 Taub Loop
Houston, TX
(713)873-2000

UTMB Medical Branch
301 University Blvd.
Galveston, TX
(409)772-5104

Houston Methodist Hospital
6565 Fannin
Houston, TX
(713)790-3311

Memorial Hermann - Texas Medical Center
6411 Fannin
Houston, TX
(713)704-4000

MANDATORY BACKGROUND CHECKS

Student Background checks are now required of entering students as part of the application and matriculation process. Sterling is the company that handles the background checks. See website below. You must have this background check in order to matriculate into the program. In addition clinical sites reserve the right to request additional background check information for senior students returning to clinical rotations beyond the initial year. **YOU MUST KEEP A COPY OF YOUR BACKGROUND CHECK ON FILE. THIS WILL BE NEEDED WHEN YOU BEGIN CLINICAL ROTATIONS.**

<https://smwreports.sterlingdirect.com/consumer/contractor.asp>

PROGRAM ADVISORY COMMITTEE

Donald Prough, MD	UTMB Medical Director of RCS
Aristides Koutrouvelis, MD	UTMB Co-Medical Director of RCS
David Marshall, RN	UTMB Chief of Nursing & Patient Care
Alexander Duarte, MD	UTMB Internal Med-Pulmonary
George Kramer, PhD	UTMB Anesthesiology
Perenlei Enkhbaatar, MD, PhD	UTMB Anesthesiology
Oscar Suman, PhD	UTMB Surgery - Burn
Denise McElyea, RRT, RPFT, MHA	UTMB Director of Respiratory Services
Sandy Pinkston	UTMB Manager of Respiratory Services
Robert Cox, PhD	UTMB Pathology
Ken Hargett, MBA, RRT	Methodist Hospital, Director of RCI
Ron Mlcak, PhD, RRT	Shriners Burn Institute, Director of RC
Stanley Rhone, MBA, RRT	Memorial Hermann Dir of RC
Rick Hinojosa, RRT	Memorial Hermann Children's
Joy Hargett, MBA, RRT, RCP	CHI St. Luke's Health – Resp. Care Manager
Lee Evey, BS, RRT, RCP	Texas Children's Hospital
Russell Graham, RRT	Memorial Hermann Coordinator
Suzanne Iniguez, BS, RRT-NPS	TX Children's Neonatal Coordinator
Kim Davis, MBA, RRT, RCP	Texas Children's Hospital
Leendert Keus, RPFT	MD Anderson PFT Lab
David Blanco, RRT	MD Anderson PFT Lab
Teddy Tovar, BSRC, RRT	Houston Community College Dept Chair
Elizabeth Protas, PT, PhD	UTMB - Dean - SHP, Ex-Officio
Jon Nilsestuen, PhD, RRT	UTMB – Faculty Dept. of Respiratory Care
José Rojas, PhD, RRT	UTMB - RC Program Chairman, Ex-Officio
Daneen Nastars, MS, RRT-ACCS	UTMB - Faculty Dept. of Respiratory Care
Bruce Adcock, MED, RRT-NPS	UTMB – Faculty Dept. of Respiratory Care
Muzna Khan, MS, RRT-ACCS	UTMB – Faculty Dept. of Respiratory Care
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Heavens John
Madiha Merchant
Nebil Muktar, RTS
Soraya Toghani, RTS
Brittany Roman, RTS
TBA
TBA
TBA

UTMB Resp. Care Services
UTMB, Pulmonary Services
Graduate Representative
Graduate Representative
Senior Student Representative
Senior Student Representative
Senior Student Representative
Senior Student Representative
Junior Student Representative
Junior Student Representative
Junior Student Representative

IMPORTANT/CONTACT TELEPHONE NUMBERS

SCHOOL OF HEALTH PROFESSIONS OFFICES

Office of the Dean	SHP 4.202	Ext. 772-3001
Office of Academic & Student Affairs	SHP 4.224	Ext. 772-9411

ACCREDITATION GOALS AND OBJECTIVES

Respiratory Care Program UTMB Galveston, CoARC Reference #200413

Program Accreditation Goal- Upon Completion of the program, the graduate will be a competent entry-level respiratory therapist.

Objective #1: **Affective domain:** Upon completion of the program, graduates will demonstrate professional behavior consistent with employer expectations as entry-level respiratory therapists

Evaluation System: Employer Survey-Affective

Evaluation System: Graduate Survey-Affective

Program Goal - Upon Completion of the program, the graduate will be a competent entry-level respiratory therapist.

Objective #2: **Cognitive domain:** Upon completion of the program, students will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as entry-level respiratory therapists.

Evaluation System: NBRC Therapist Multiple Choice Exam (TMC)

To earn the Certified Respiratory Therapist (CRT) credential and be licensed in the state of Texas, the student must pass this exam at the lower cut score. To be eligible to attempt the clinical simulation exam, the student must pass at or above the higher cut score on the TMC.

Evaluation System: NBRC Clinical Simulation Exam (CSE)

To earn the Respiratory Registered Therapist (RRT) credential, the student must pass the CSE.

Evaluation System: Employer Survey-Cognitive

Evaluation System: Graduate Survey -Cognitive

Program Goal - Upon Completion of the program, the graduate will be a competent entry-level respiratory therapist.

Objective #3: **Psychomotor Domain:** Upon completion of the program, students will demonstrate technical proficiency in all the skills necessary to fulfill their roles as entry-level respiratory therapists.

Evaluation System: Employer Survey-Psychomotor

Evaluation System: Graduate Survey- Psychomotor

ADDITIONAL PROGRAM-INSTITUTIONAL GOALS AND OBJECTIVES

Program/Institution Goal # 1 -To prepare graduates to assume leadership roles as contributing, Professional Respiratory Care Practitioners.

Objective # 1a - Within three years of graduation, 20% of graduates should be employed in clinical specialties (e.g. neonatal, pediatric, adult critical care, home care, or pulmonary function testing), advanced-level practitioner positions (e.g. supervisory, management, educational, or research positions), or pursuing additional educational goals.

Objective # 1b – The institution has an initiative to promote professionalism. This includes a UTMB Professionalism Charter and a UTMB Honor Pledge taken by all students. In support of this initiative our goal is to have 100% of our students attain membership in their professional association prior to graduation.

Program/Institution Goal # 2 -To increase the number of employed graduates in the State of Texas from historically underrepresented groups.

Objective # 2 - Continue recruitment efforts that foster a diverse student population that is representative of the State of Texas. (for the State of Texas the minority distribution is approximately 14% Black and 26% Hispanic).

ADA TECHNICAL STANDARDS FOR RESPIRATORY CARE STUDENTS

Respiratory Care Students must demonstrate competencies representing all three learning domains: the cognitive, psychomotor and affective domains. Students learn, practice, and verify these competencies in a number of settings including the classroom, laboratory and clinic.

To achieve the required competencies in the classroom setting, respiratory care

students must perceive, assimilate and integrate information from a variety of sources. These sources include oral instruction, printed material, visual media, and live demonstrations. Students must participate in classroom discussions, give oral reports, and pass written and computer-based examinations of various formats. Completion of these tasks requires cognitive skills, such as reading, writing and problem-solving. In order to complete the classroom work, a student must, with accommodation where necessary, be able to: hear, see, speak, sit, and touch.

Respiratory care laboratories provide students with the opportunity to view demonstrations, evaluate and practice with medical devices and perform simulated clinical procedures. In addition to the cognitive skills required in the classroom, students must demonstrate skills in manipulating patients and equipment (use of accommodation where necessary), as well as general professional behaviors, like team-building and interpersonal communications. To satisfy laboratory requirements, students must perform all procedures without critical error. This requires high levels of cognitive, perceptual, and psychomotor function. In addition to the capabilities for classroom work, the laboratories require students, with appropriate accommodation, to: assemble equipment, perform clinical procedures, perform fine motor skills, and perform procedures requiring considerable strength. Examples of the latter procedures include: turning and moving patients, endotracheal intubation and cardiopulmonary resuscitation.

Clinical education in respiratory care involves application of skills acquired in the classroom and laboratory settings to actual patients in the clinical setting. In addition to the cognitive skills required in those settings, students must demonstrate skills in patient assessment, clinical reasoning, problem-solving, synthesizing care plans, and troubleshooting equipment. Professional behaviors required for clinical training include constructive responses to situations involving emergencies, deaths, stress, frustrating situations and complex interactions with other members of the health care team. Students must also demonstrate respect for others, empathy, responsibility, efficiency, integrity, and initiative. In addition to the capabilities required during the classroom and laboratory sessions, clinical training includes moving briskly between patient care areas and meeting the mental and physical demands of twelve-hour shifts, on both day and night rotations.

STANDARDS OF PERFORMANCE FOR RESPIRATORY THERAPY COURSES

90-100	A Excellent
80-89	B Good
70-79	C Satisfactory
60-69	D Must Repeat Course
<59	F Must Repeat Course

The minimum satisfactory grade for course credit is 70, and all stipulated segments of a

course must be passed by this standard. A grade of "C" or better is required for all respiratory care courses to continue in the program. Students must demonstrate proficiency in all laboratory and clinical skills presented in order to pass the course and continue in the Program.

STANDARD OF PERFORMANCE FOR NON-RESPIRATORY THERAPY COURSES

Although, the grading system and scale for courses other than those of the respiratory care professional curriculum are determined by the particular institution, instructor, or department, no credit will be accepted for transfer and/or toward awarding the Baccalaureate degree, with a grade of less than "C".

CLASSROOM ETIQUETTE FOR UTMB PROFESSIONAL STUDENTS

These guidelines have been developed by students to promote a better classroom experience for learning and teaching. We hope that an initial discussion at the beginning of each semester will establish clear expectations that are publicly agreed to by all. These are customary standards for professional students but may be edited or expanded by consensus to fit appropriately.

1. **Arrive on time.**
2. **Stay for the entire lecture.**
3. **Refrain from private conversations.**
4. **Turn off cell phones (or place on silent mode).**
5. **Remain awake.**

Students of the UTMB Honor Pledge Committee

Students are required to follow Testing Center rules. Phones are not allowed in the Testing Center.

Suggestions for Faculty and Student Leaders:

1. Discuss with students at the beginning of **each course** the Classroom Etiquette Guidelines for that course. Remind students that these rules are for the benefit of all students' learning and show respect for faculty presenters. This discussion is to proactively address potential issues before they may develop.
2. Ask students for input, questions and final agreement.
3. May discuss what is disruptive to students. Seek to understand others' perspectives.
4. Explain the possible consequences of non-compliance (e.g. not being allowed in class late or being asked to leave if student is disruptive, notifying Student Affairs Dean of persistent disruptive behavior).
5. Inform guest lecturers of the classroom standard.
6. Recommend printing or posting the Classroom Etiquette in the syllabus or room if appropriate.
7. Faculty must hold students accountable for compliance.
8. Students will also remind each other of the classroom guidelines.

Consequences of Violations

Consequences are obviously dependent on the disruptive behaviour, but the instructor has the right to expect appropriate classroom conduct. If a student is non-compliant the first response should be student-to-student reminders. The instructor may:

1. Remind students of the public agreement made at the beginning of term;
2. Stop the lecture until behaviour is corrected;
3. Ask class and student leaders if there should be another discussion about the classroom etiquette guidelines;
4. Ask the student to respect the rules or leave the classroom;

5. Refer student to Student Affairs Dean or submit an Early Concern Note.

INCOMPLETE ASSIGNMENTS

All assignments (i.e. homework, take-home tests, term papers, etc.) are to be turned in as specified by the instructor. Assignments not turned in to the instructor when due will result in a zero for that assignment. Consideration may be given in special situations (i.e. death in the family, serious illness, etc.), if the student informs the instructor at least twenty-four hours before the assignment is due. The instructor has the discretion of accepting the overdue assignment or not, and may require proof for the delay.

Students given an incomplete in a course must have the incomplete resolved with the instructor prior to the end of the next semester. The incomplete reverts to an "F" unless coursework is completed and an official letter grade is filed in the Office of the Registrar by the instructor within the following registration period. Students who do not resolve the incomplete grade will not be allowed to register for the subsequent semester.

As a general policy, make-up examinations and/or quizzes will not be given for missed exams.

ATTENDANCE

Absences

Classroom or Lecture:

Policies for course work are established by the instructor.

Laboratory:

One purpose of the laboratory practicum training is to provide experience that correlates with what the student might expect when in clinical training at the hospital. Students missing laboratory practical exercises are responsible for completion of pre-clinical objectives on their own time and, it is at the instructor's discretion to accept the late laboratory exercise.

The instructor is not required to allow a student to make-up missed laboratory dates. The instructor may take points off for not completing exercise(s) on time or give the student an incomplete for non-completion of pre-clinical objectives. There will be no make-up time for these missed dates. If circumstances present that lead to tardiness or absence, you are required to communicate with your instructor in a timely fashion.

Punctuality for class and laboratory:

The student should be in class before the class lecture and/or laboratory begins. Late arrival is not only disruptive to the instructor and students but demonstrates a failure to behave in a professional manner. The instructor is not required to allow a student who is late to attend the lecture and/or laboratory.

Clinical attendance and punctuality:

Clinical attendance is essential for developing competency and proficiency. Clinical attendance is part of the clinical grade. More than 1 clinical absences in any clinical semester will result in a deduction of 1 letter grade. There are no make-up days for missed clinical days.

Tardiness is defined as clocking into DataArc at your clinical site 15 minutes after the defined time for your rotation.

Leaving the clinical site early, without permission, will result in the same disciplinary action as an absence. Students dismissed early by personnel of Affiliates are required to notify the University Faculty or the Director of Clinical Education. Only University Faculty may grant permission to end a clinical day early.

If a student anticipates tardiness or absence from a clinical site, it is the responsibility of the student to notify the Affiliate (Clinical Faculty) and the University Faculty of this prior to the event.

CONTINUANCE IN THE PROGRAM

If a student's progress is interrupted at any point in the Program through withdrawal, unsatisfactory performance, academic or disciplinary suspension, they will be subject to dismissal from the Program. If an individual wishes to re-enter the Program, he/she must re-apply and will be considered on the same basis as any new applicant. Students wishing to re-apply may continue to be advised by the Respiratory Therapy Program Faculty members, upon mutual agreement.

PROGRAM POLICIES STUDENT CONDUCT

Each student is expected to conduct himself/herself at all times in a professional manner; a manner which conforms to the ethics of the profession and which instills confidence in their abilities as a professional. Any student who does not adhere to the scholastic and professional standards of the School and its clinical affiliates is subject to

dismissal.

Grading standards for each course are provided at the beginning of each semester in the course syllabus. Professional standards include appropriate dress, attendance and timeliness, code of ethics and any other particular standards required by the program. If the student has questions regarding the academic and professional requirements which are operational or if assistance is needed in meeting these standards, he/she should consult the course instructor, his/her advisor, or the program director for help.

DRESS CODE

Students are expected to be well groomed and properly equipped at all times. **Students will be dismissed from a clinical site if they do not comply with the dress code.** The following description constitutes a complete clinical uniform:

1. Navy scrubs are to be worn by the student in all hospital areas during clinical rotations, laboratory days, or other instructed times. These must be furnished by the student and always be clean and pressed.
2. No cut-offs, shorts or shirts with unprofessional signs/logos will be allowed in any clinical area (including the respiratory care lab), during a respiratory care class or clinical scheduled activity. The dress code for hospital classes will consist of appropriate apparel (i.e. pants, skirt, dress, shirt, scrubs, and lab coats).
3. The appropriate ID badge(s) for the individual clinical affiliate must be worn at all times while in the institution.
4. Shoes must be clean, well-polished, and sturdy. No open toed or open heeled shoes may be worn in any clinical area.
5. Only colorless nail polish may be worn in any clinical area. The use of perfumes and colognes is not recommended due to the types of patients that we treat and their allergies to such products.
6. Jewelry other than wedding bands should not be worn in the clinical areas. This includes any exposed body piercing (i.e. eyebrow, nose, lip, tongue, etc.) Watches are required and should display seconds, unless against hospital policy.
7. Students are expected to attend all laboratories and clinicals with the necessary equipment. For most areas this includes a stethoscope, watch, black ink pen, and clinical notebook.

Dress code requirements may be altered to meet the requirements of a clinical affiliate, and/or clinical area. If there are any questions concerning the dress code, please consult your instructor. The dress code is a professional standard of the program and will be strictly enforced. (Refer to the UTMB Handbook of Operating Procedures - Section 3.7.2 Personal Appearance) [IHOP-Personal Appearance](#)

ACADEMIC INTEGRITY

Academic integrity is central to all scholarly and professional endeavors. All UTMB students are expected to display the highest standards of academic integrity in every aspect of their academic and professional pursuits while enrolled at the University of Texas Medical Branch at Galveston.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such an act.

Procedures to be followed in the event of alleged academic dishonesty are described in the UTMB Handbook of Operating Procedures (Policy 7.1.3)

COMPREHENSIVE EXAMINATION POLICY

Therapist Multiple Choice Comprehensive Examination

Students who have successfully completed the first four semesters of the Respiratory Care Program at UTMB are required to take and pass RESC 4153 NBRC – MCE Review. Students who do not pass the examination by the end of RESC 4153 will receive a failing grade, but will be allowed an additional enrollment in the course the following semester.

Clinical Simulation Comprehensive Examination

Students who have successfully completed RESC 4153 must take and pass RESC 4268 – NBRC -Clinical Simulation Review. Students who do not pass the examination will be allowed an additional enrollment in the course the following semester. Passing this course is a requirement for graduation.

PROFESSIONAL ORGANIZATIONS AND AGENCIES

American Association for Respiratory Care (AARC)

<http://www.aarc.org/>

Student Fee: Free

The American Association for Respiratory Care is the national professional organization for Respiratory Care Practitioners. The Association was founded in 1947 and has over 36,000 members nationwide. The Association sponsors a network of 50 state

organizations, Chartered Affiliates, such as the Texas Society for Respiratory Care.

The AARC is primarily responsible for developing educational opportunities for its members and ensuring that the standards of care and practice in the profession are developed and maintained.

The AARC actively monitors legislation in Washington that has an impact on health care in this nation, such as issues related to Medicare/Medicaid reimbursement, home care, and smoking.

The AARC publishes three regular periodicals. The **Respiratory Care Journal** is the scientific journal for the profession. It publishes refereed original research articles, case reports, letters to the editor, book and instructional material reviews, and monthly features on chest x-rays, pulmonary function studies, and blood gas analysis.

The **AARC Times** Magazine is a news and feature magazine that includes articles about management and education issues, human interest, other important member issues, meeting announcements, and advertisements for jobs from all over the U.S. and other countries as well.

The **AARC Report** is a monthly newsletter that is published to announce fast-breaking news such as legislative events.

The AARC appoints representatives to many other organizations such as the National Board for Respiratory Care, the Committee on Accreditation for Respiratory Care, and the American Respiratory Care Foundation.

Other benefits of membership include educational materials, government representation, state credentialing, insurance, educational meetings, and employment opportunities.

Students are strongly encouraged to join the AARC as a student member. Student members receive all publications and all other membership benefits. They are not eligible to vote and hold office until graduation and membership status change.

CoBGRTE (Coalition for Baccalaureate and Graduate Respiratory Therapy Education)

<http://www.cobgrte.org/>

Student Fee: \$5.00

The Coalition for Baccalaureate and Graduate Respiratory Therapy Education (CoBGRTE) is organized to help students, faculty members, and the general public learn about baccalaureate and graduate respiratory therapy education in the United States. You may join the CoBGRTE as a student member for a nominal fee. As a student member you will receive monthly newsletters and are eligible for scholarships through CoBGRTE.

Texas Society for Respiratory Care (TSRC)

<http://www.tsrc.org/>

Student Fee: Free

The Texas Society for Respiratory Care is the Chartered Affiliate to the AARC for the State of Texas. You may join the TSRC as a student member for a nominal fee. (see membership application) The TSRC sponsors regional and district meetings as well as the yearly State meeting. In addition, a State newsletter is published quarterly.

Commission on Accreditation for Respiratory Care (CoARC)

<http://www.coarc.com/>

The CoARC is a group responsible for the accreditation of schools of Respiratory Care. It functions in association with the Department of Education. All schools of Respiratory Care must show compliance with the "Essentials" published by the CoARC and undergo yearly outcomes evaluations with a 10 year re-accreditation cycle.

CoARC
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
(817) 354-8519 (Fax)

American Respiratory Care Foundation (ARCF)

[ARCF website](#)

The ARCF is an AARC sponsored organization that administers scholarships, grant programs and community projects.

ARCF
9425 N. MacArthur Blvd, Suite 100
Irving, Texas 75063-4706
(972) 243-2272

National Board for Respiratory Care (NBRC)

<http://www.nbrc.org/>

The NBRC is the organization responsible for writing, validating, and administering the national credentialing examinations. In addition, the NBRC supplies self-assessment and practice examinations and evaluation packages to programs to help with the accreditation process.

NBRC
8310 Nieman Road
Lenexa, Kansas 66214
(913) 599-4200

NBRC EXAMINATIONS

The NBRC converted to computer testing beginning January 2000. This decision was made to enable the NBRC to continue to provide state-of-the-art services to examination candidates, including daily access to conveniently located examination sites, receipt of instant scores on the date tested and enhanced examination security.

Therapist Multiple Choice Examination

The Therapist Multiple-Choice (140-item multiple-choice) Examination is the current Entry Level Exam. There are two cut scores for this exam. The lower cut score results in the earning of the CRT credential. A higher cut score results in eligibility for a 20-problem Clinical Simulation Examination (CSE). Passing the CSE will result in awarding the RRT credential.

CERTIFICATION BY THE STATE OF TEXAS

[Texas Medical Board](#)

6 months prior to graduation, students may apply for a temporary permit valid for 1 year. After passing either cut score of NBRC Therapist Multiple Choice Exam, students may apply for state licensure as a Respiratory Care Practitioner.

The address and telephone number for questions about State certification is:

Texas Medical Board
Mail Code - 240
PO Box 2018
Austin, TX 78768-2029
(512)305-7010

Perinatal/Pediatric Respiratory Care Specialist Examination

This is an advanced level exam for those specializing in Perinatal/Pediatric Respiratory Care. The Neonatal/Pediatric Respiratory Care Specialty Examination is designed to objectively measure essential knowledge, skills, and abilities required of respiratory therapists in this specialty area. The examination consists of 140 multiple-choice questions (120 scored items and 20 pre-test items) distributed among three major content areas: clinical data, equipment, and therapeutic procedures. Candidates will be given three hours to complete this examination.

CPFT/ RPFT Examination

The Certification Examination for Entry-Level Pulmonary Function Technologists (CPFT) and the Registry Examination for Advanced Pulmonary Function Technologists

(RPFT) is one-examination with two-cut scores. If an applicant achieves the lower cut score, they will earn the CPFT credential. If a candidate achieves the higher cut score, they will earn the RPFT credential

Adult Critical Care Specialty Examination (ACCS)

The Adult Critical Care Specialty Examination program is designed specifically for a respiratory therapist with the RRT credential and experience in the field of adult critical care. Eligible applicants have already demonstrated advanced knowledge in the field of respiratory care; therefore this examination will focus on competencies unique to therapists practicing in an adult critical care setting and not basic competencies of general respiratory care. Admission requirements; Be an RRT with at least one year of full-time clinical experience in a critical care setting (e.g. intensive care unit, emergency room, post-anesthesia recovery unit, long-term acute care setting).

**Full time experience is defined as a minimum of 21 hours per week per calendar year in a critical care setting under medical supervision following Certification (MD, DO or PhD) acceptable to the Board. Clinical experience must be completed before the candidate applies for this examination.*

SEMINARS AND PROFESSIONAL MEETINGS

The **AARC** sponsors several meetings and symposia every year. The AARC Annual Meeting, however, is the largest and most important educational event of the year. The Annual Meeting is a four-day event which attracts approximately 7000 attendees. It features a state-of-the-art exhibit hall with the latest in cardiorespiratory care technology and well-known lecturers and current topics. The Annual Meeting is held in November or December of each year.

The **TSRC** sponsors its Annual Meeting in the summer of each year. This is a three day meeting which attracts several hundred practitioners from the State, features the latest equipment in the exhibit hall, and current lecture topics.

The South Texas Region of TSRC sponsors its Annual Meeting each year. This meeting is usually held in the Houston-Galveston area and attracts many practitioners and exhibitors from the Houston metropolitan and surrounding areas.

There are many other seminars held during the year sponsored by hospitals and other groups. Many of these allow students to attend at a reduced rate.

Once you are certified to practice Respiratory Care by the State of Texas, you must accumulate 24 continuing education units during the two year certification period. A complete record of your CRCEs must accompany your recertification fee. The Respiratory Care Program here requires all students to begin this practice while

completing the Program. Faculty and students attend seminars together, and students are encouraged to attend seminars of interest to them.

The AARC approves and accredits continuing education programs and provides members with a transcript of all continuing education activities to use for State certification each year.

RECREREDENTIALING PROCESS

In addition to the State CRCE requirement the NBRC has developed guidelines for recredentialing of therapists through the Continuing Competency Program. Individuals credentialed by the NBRC after July 1, 2002 are required to participate in the recredentialing process. Credentials issued after July 1, 2002 will contain an expiration date, five years from the end of the calendar month in which they are issued.

The following are options for compliance with the Continuing Competency Program:

- a) Completion of 30 hours of category I CE credit over the previous five-year period, containing prescribed content according to the credentials held. Category I Continuing Education is defined as participation in an educational activity directly related to respiratory therapy.
- b) Retake and Pass the respective NBRC examination for the highest level credential held. Individuals may retake the examination anytime during the five-year period. The new five-year credential period will begin on the date of successfully passing the examination. Individuals holding multiple NBRC credentials, who elect to renew their credentials through the examination option, must do so by successfully completing the examination for the highest-level credential held.
- c) Passing an NBRC examination, not previously completed. Passing an NBRC credentialing examination not previously completed automatically extends the renewal period of all of the other credentials held by the practitioner for an additional five years, calculated from the date of the successful examination. Therefore, all credentials held by an individual will expire on the same date, allowing future recertification for all credentials held to occur simultaneously.

SCHOLARSHIPS AND FINANCIAL AID

All scholarship applications will be completed online.

The following link will direct you to the UTMB scholarships webpage where you will find step by step instructions and a link to the available scholarships. This webpage also

give dates when applications are available.

<https://shp.utmb.edu/Scholarships/>

SHP Scholarship and Awards Timeline

- Application opens March 1st and closes May 1st annually.
- The review process will start the beginning of May 8th and close May 29th
- Department specific committee meetings will begin the first full week of June and the school wide committee, the second week of June.
- Award notifications will be sent out the last week of June

An email announcement that application process is open is sent from the Office of Scholarships and Grants-Student Financial Services to incoming and returning SHP students to their UTMB Student email address. There is one standard scholarship application system for the university, AcademicWorks. By submitting an application, both accepted incoming students and returning students will be considered for departmental and university administered scholarships in which they are eligible.

FAFSA is required for all applicants.

Financial Resources

Enrollment Services Financial Aid Staff assist all students with every aspect of the financial aid process; including filing the FAFSA, application process, awarding, completion of financial aid documents, promissory notes and truth in lending statements, disbursement of funds, payment of tuition and fees, [veterans benefits](#), federal work study, entrance/exit interviews, and collections.

Financial Aid:

<http://www.utmb.edu/enrollmentservices/financialaid.asp>

University Scholarship page:

<https://www.utmb.edu/enrollmentservices/resources/scholarships>

Office of Student Fiscal Planning and Management
UTMB
Rm 1.206 Old Red.
Galveston, TX 77555
(409)772-1215

Scholarship Information

I. Texas Society for Respiratory Care Scholarships

<http://www.tsrc.org>

II. American Respiratory Care Foundation Scholarships

<http://www.aarc.org/awards/index.html>

III. CoBGRTE (Coalition for Baccalaureate and Graduate Respiratory Therapy Education)

<http://www.CoBGRTE.org>

Program Awards

An award for **Academic Excellence** will be awarded at the end of the senior year. This award is based on GPA standings after completing the program, clinical practice, professional and community service.

An award for **Clinical Excellence** will be awarded to the senior student judged by the hospital faculty and department faculty as the Outstanding Clinical Student. Criteria for this award include: clinical performance, professionalism, knowledge, and application of knowledge in the clinical setting.

Student Association

The UTMB Respiratory Care Student Association (RCSA) was founded in 1995.

MISSION STATEMENT

The Mission of the Respiratory Care Student Association at the University of Texas Medical Branch shall be: to communicate respiratory care practices and provide services to the community, to encourage participation in professional respiratory care organizations, and to represent the field of respiratory care in activities involving the other medical disciplines.

The student association is composed of a President, Vice President, Secretary, Treasurer, Historian, and Event Coordinator and currently enrolled students.

Money accrued in the RCSA account will go towards funding activities RCSA is involved in both on and off campus.

RCSA will provide service activities throughout the year to Houston/Galveston organizations and events. As a student in the program you are required to perform three service activities each year of enrollment. RCSA will be notified of other events either through the Office of Campus Life or the Respiratory Care Department.

Alpha Eta Honor Society

The Alpha Eta Honor Society was founded in 1975 by a group of allied health schools with the purpose of the Society being the promotion and recognition of significant scholarship, leadership, and contributions to the allied health professions. The motto of the Society is "Together We Serve". The active membership consists of candidates for an associate, baccalaureate, or graduate degrees in an allied health program, candidates for post-degree certificates in allied health programs, faculty in allied health programs, and alumni of the programs. No more than twenty (20) percent of the graduating class of a specified program shall be invited to membership, or in those programs with less than ten students, no more than two (2) students will be invited to membership in any given academic year. The following shall be deemed eligible for election by the chapter to active membership in the society:

1. Students enrolled in an Allied Health curriculum leading to an associate's or baccalaureate degree, and shall be in their last year of enrollment in the
2. Allied Health program.
3. Students who have maintained an overall scholarship average of 3.5 or better (on a 4 point scale) while enrolled in the Allied Health program.
4. Students have shown capacity for leadership and achievement (i.e., promise for the profession) in their chosen Allied Health field.
5. Students have been recommended by members and approved by the dean of the Allied Health unit or his/her equivalent.

Student Organizations

There are over 45 student organizations at UTMB. Most are professional and discipline specific. Others are cultural, religious and social. Student Organizations each year participate and organize hundreds of projects for the campus and the Galveston community. In the course of planning and implementing organizational activities, students need information on the use of University facilities, budgeting, outside vendors and planning strategies. Campus Life is the resource for students and student organizations. It can provide valuable information and save lots of time and energy for busy students.

Student organizations must register through the Office of Student Life on a yearly basis. As a registered student organization RCSA can request a computer workstation located on the 2nd floor of the Student Center.

STUDENT WELLNESS

Health Services (409) 747-9508

Counseling Services (409) 772-3148

<http://www.utmb.edu/studenthealth/>

Student Wellness would like to update you on the services that are available for UTMB students. We provide confidential health and counseling services that include:

- Primary care including physicals, well woman exams and family planning
- Counseling services for individuals, couples and families
- Psychological assessment and psychiatric consultation
- Screening and provision of required immunizations and annual TB skin testing
- Evaluation and treatment of minor illnesses and injuries
- Assessment and treatment of occupational exposures to blood and body fluids or other communicable diseases
- Alcohol and substance assessment, counseling and education
- Wellness education and health promotion including a Wellness Series presented each semester

Dear Student:

RE: Mandatory Pre-registration Requirements

Welcome to UTMB Student Health. We look forward to working with you to achieve optimal health. In order to accomplish this goal, we need your assistance in completing your preregistration forms.

On our website (www.utmb.edu/studenthealth/), you will find **Immunization Requirements** for enrollment as a student at UTMB and an **Immunization Record** form. This form must be completed and signed by your primary care provider or a nurse at the clinic where you receive your immunizations or attach copies of your immunizations to the completed form. The immunization requirements comply with the State of Texas, the Texas Department of Health, and the CDC. You must meet **ALL** identified requirements. **Students must complete all immunizations prior to enrollment.** Please read the instructions carefully on the **Immunization Requirements Sheet** as there is a new **Bacterial Meningitis Vaccine** requirement starting in **January 2012**, for all new students to UTMB, who are under 30 years of age.

Insurance: Texas Education Code, Section 51.952 authorized a governing board to require health insurance on students enrolled in health institutions. A health insurance fee will be automatically assessed at the time of registration and if you do not have other health insurance coverage, you will be enrolled in the UT System Student Health Insurance by Blue Cross Blue Shield administered by Academic Health Plans ([BCBS/AHP Student Insurance](#)). If you already have health insurance coverage from another source, you will have the opportunity to **OPT OUT** of the Student Health Insurance **ONLINE** through the Myster program. Medical students and other students who register once a year will be assessed the fee yearly and have the option to **OPT OUT** yearly. Yearly students, who **OPT OUT**, will be required to provide proof of insurance again in January of each year. Students who register **every semester**, will have the fee assessed every semester, and have the option to **OPT OUT** every semester. If a student chooses to **OPT OUT**, but does not do so by the deadline that will be set each semester, they will be charged with the **non-refundable fee** and enrolled in the Student Health Insurance. This includes employees, who are covered by the UTMB employee health insurance, who are also students.

Please mail or e-mail your **completed and signed** Immunization Record by November 1 if enrolling for the spring semester, March 1 if enrolling for the summer semester and June 1 if enrolling for the fall semester. **Please remember that immunizations, meningitis acknowledgement, and insurance coverage are mandatory and failure to complete these requirements may compromise your enrollment at UTMB.** If you have any questions, please feel free to contact Student Health at **(409) 747-9508**. We look forward to working with you in the months ahead!

Sincerely,

Cynthia DeSanto, MSN, RN, FNP-BC; Director, Student Health

Student Insurance

Please visit links below for health insurance related questions and concerns.

<http://www.utmb.edu/studenthealth/insurance.asp>

Starting fall 2015 students will be automatically enrolled in the Student Health Insurance Program.

Insurance Requirement for School Enrollment

To meet the requirements for enrollment, students are required to have insurance.

Failure to maintain health insurance coverage can result in cancellation of your registration.

As a criteria of enrollment, students are required to submit proof of health insurance coverage through the student data base, [MyStar](#). For directions click "[How to submit proof of insurance form](#)". This will need to be done twice a year for medical students and every semester for non-medical students.

Students access the form by logging into MyStar, clicking Campus Solutions and then clicking "Proof of Insurance" Than brings them to the form where students select 1 of 3 boxes. If they choose "Private Insurance" they have to fill out those fields.

Insurance: Texas Education Code, Section 51.952 authorized a governing board to require health insurance on students enrolled in health institutions.

IMMUNIZATION REQUIREMENTS

Immunization & Screening Requirements (Revised February 2012)

Immunizations are required for all students AND must be completed BEFORE a student may participate in any patient care activity.

Immunizations are required for all students and must be completed before starting school. The new Bacterial Meningitis Vaccine Requirement must be completed 10 days before the start of class.

MENINGOCOCCAL (Bacterial Meningitis): One dose required within 5 years of the first class day and at least 10 days before the first class day. You are exempt if you are 30 or older the first day of your first semester, or an online or distant education student. Exemptions can also be granted for medical reasons **only** with documentation from your physician. For conscience reasons, if students **will** be residing in Student Housing, documentation for an exemption must be on the form from the State of Texas found at

www.dshs.state.tx.us/immunize/school. If students **will not be** residing in Student Housing the acceptable conscientious exemption form can be found from the Texas Higher Education Coordinating Board at www.thecb.state.tx.us.

TETANUS TOXOID, REDUCED DIPHTHERIA TOXOID AND PERTUSSIS (Tdap):

One dose of Tdap replacing one decennial Td booster for all students and a single dose at an interval of two years from last Td for all students involved in direct patient care.

NOTE: A dose of **TETANUS/DIPHTHERIA (Td)** within the last ten years will be accepted for students not engaged in direct patient care and a dose within two years for students involved in direct patient care.

MEASLES (Rubeola):

If you were born in or after 1957, you must have either documentation of **two** doses of measles or **two** doses of MMR vaccine (separated by at least 30 days) after 12 months of age **OR** a titer result adequate to indicate immunity.

MUMPS:

If you were born in or after 1957, you must have either documentation of **one** dose of mumps or MMR vaccine after 12 months of age **OR** a titer result adequate to indicate immunity.

RUBELLA (German Measles):

Required for all students. You must have either documentation of **one** dose of rubella or MMR vaccine after 12 months of age **OR** a titer result adequate to indicate immunity.

VARICELLA (Chickenpox):

You must have **two** immunizations, a report of a positive titer, or report a date of illness. Please note this is the **ONLY** immunization that may have a date of illness reported as documentation of satisfying the requirement.

HEPATITIS B:

A series of **three** immunizations **and** documentation of a positive titer 4-6 weeks after the third immunization. (The second immunization is given 4 weeks after the first and the third at least 8 weeks after the second and 16 weeks after the first. It takes a minimum of 4 months to complete the series of three immunizations.)

TUBERCULOSIS (TB) SKIN TEST (PPD):

You must have a skin test and reading within 6 months of enrollment. TB skin tests are also required on an annual basis while enrolled. **It is the student's responsibility to ensure their TB test is current. Failure to do so could result in a clinical absence**

OR if you have a history of a positive PPD:

CHEST X-RAY: Required **ONLY** if there is a history of a positive PPD test reading. You must provide documentation of the date of the positive PPD and a negative chest x-ray taken after the date of the reported positive PPD.

Flu Shots

As a condition of continued enrollment, all students must get an annual flu shot or formally decline the vaccination by signing a statement. This institutional requirement applies to anyone who provides direct patient care, enters patient rooms and/or comes within six feet of patients in the course of his or her duties.

***Please note that report of illness **DOES NOT** meet the requirement for measles, mumps, or rubella. You must provide dates of immunization or positive titer reports. UTMB complies with the State of Texas Higher Education Mandatory Immunization Requirements and recommendations of the Texas Department of State Health Services Immunization Division and the CDC. Immunizations **MUST** be completed before a student may participate in direct patient care.*

N95 MASKS AND AIRBORNE PRECAUTIONS

In the future it is possible that UTMB hospitals and clinics will be confronted with an emerging infectious disease such as the Severe Acute Respiratory Syndrome (SARS) or Avian Influenza. The Centers for Disease Control and Prevention (CDC) recommend that healthcare workers wear N-95 masks (respirators) as part of the protective gear when taking care of patients with one of these diseases. The CDC also recommends that healthcare workers be fit tested to these masks to assure that they fit properly and provide optimal protection against infection.

Interprofessional Education

Designed to provide collaborative educational experiences for students in the School of Nursing, the School of Health Professions, the School of Medicine, and the Graduate School of Biomedical Sciences.

The Five Goals of Interprofessional Education are:

Knowledge Acquisition - Students will acquire insight into the knowledge, skills, and roles of health care related disciplines.

Observational Learning- Students will observe interprofessional teamwork and identify barriers and facilitating mechanisms for the development and operation of such teams.

Participatory Learning - Students will practice optimal interprofessional teamwork.

Innovation Development - Students will acquire skills to develop, implement, and evaluate interprofessional projects aimed at enhancing health and wellness.

Leadership Building - Students will learn to provide leadership in the formulation of interprofessional teams including eliminating barriers to success.

Activities and experiences offered through Interprofessional Education

The office of Interprofessional Education coordinates a variety of initiatives designed to help students from all four schools at UTMB to learn from, with, and about each other's professions. Activities such as small group experiences, practice and service learning opportunities and simulation activities will be selected and/or enhanced as represented within our model. Please note: most Interprofessional Education activities are interwoven into several courses on campus.

Benefits of Interprofessional Education are:

Students will develop skills and gain experiences working collaboratively across cultures with patients, patients' families, other healthcare professionals, and community-based providers to enhance health care and wellness. Graduates of UTMB will be leaders and innovators, advancing collaborative interprofessional teamwork across every area of health care.

Guidelines for Appropriate Use of the Internet, Electronic Networking and Other Media

These Guidelines apply to all pre and postgraduate trainees registered at all schools at the University of Texas Medical Branch. Use of the Internet includes posting on blogs, instant messaging [IM], social networking sites, e-mail, posting to public media sites, mailing lists and video-sites.

The capacity to record, store and transmit information in electronic format brings new responsibilities to those working in healthcare with respect to privacy of patient information and ensuring public trust in our hospitals, institutions and practices. Significant educational benefits can be derived from this technology but trainees need to be aware that there are also potential problems and liabilities associated with its use. Material that identifies patients, institutions or colleagues and is intentionally or unintentionally placed in the public domain may constitute a breach of standards of

professionalism and confidentiality that damages the profession and our institutions. Guidance for postgraduate trainees and the profession in the appropriate use of the Internet and electronic publication is necessary to avoid problems while maintaining freedom of expression. The University of Texas Medical Branch is committed to maintaining respect for the core values of freedom of speech and academic freedom. Trainees are reminded that they must meet multiple obligations in their capacity as students, residents, fellows, and as members of the medical profession and as employees of hospitals and other institutions. These obligations extend to the use of the Internet at any time-whether in a private or public forum. Postgraduate trainees and students are also subject to all HIPAA rules and regulations.

General Guidelines for Responsible Internet Use:

These Guidelines are based on several foundational principles as follows:

- Privacy and confidentiality are important to the development of trust between physician and patient,
- Respect for colleagues and co-workers is an integral part of maintaining an inter-professional environment
- The tone and content of electronic conversations should remain professional.
- Individuals must be responsible for the content they contribute to blogs.
- Published/posted material on the Web must be regarded as permanent
- All involved in health care have an obligation to maintain the privacy and security of patient records under Health Insurance Portability and Accountability Act (HIPAA)
- Any time an individual identifies himself or herself as being affiliated with UTMB, he or she should make it clear that the views expressed do not necessarily represent the views of UTMB and may not be used for advertising or product endorsement purposes

a) Posting Information About Patients

Never post personal health information about an individual patient. The **Institutional Handbook of Operating Procedures (IHOP) Policy 6.2.0 General Policy on the Use and Disclosure of Protected Health Information (PHI)** defines PHI as individually identifiable health information transmitted or maintained in any form or medium, including oral, written and electronic.

Individually identifiable health information relates to an individual's health status or condition, furnishing health services to an individual or paying or administering health care benefits to an individual. Information is considered PHI where there is a reasonable basis to believe the information can be used to identify an individual. Demographic information on patients is also considered PHI. These guidelines apply even if the individual patient is the only person who may be able to identify him or herself on the basis of the posted description. Trainees must ensure that anonymous descriptions do not contain information that will enable *any* person, including people who have access to other sources of information about a patient, to identify the individuals described.

Exceptions that would be considered appropriate use of the Internet:

It is appropriate to post for educational purposes with the express consent of the patient or substitute decision-maker.

1. Within secure internal hospital networks if expressly approved by the hospital or institution. Please refer to the specific internal policies of your hospital or institution.
2. Within specific secure course-based environments that have been set up by The University of Texas Medical Branch and that are password-protected or have otherwise been made secure.
3. Even within these course-based environments, participants should
 - a. Adopt practices to make individuals "anonymous";
 - b. Ensure there are no patient identifiers associated with presentation materials; and
 - c. Use objective rather than subjective language to describe patient behavior. For these purposes, all events involving an individual patient should be described as objectively as possible, i.e., describe a hostile person by simply stating the facts, such as what the person said or did and surrounding circumstances or response of staff, without using derogatory or judgmental language.
4. Entirely fictionalized accounts that are so labelled.

b) Posting Information About Colleagues and Co-Workers

Respect for the privacy rights of colleagues and co-workers is important in an interprofessional working environment. If you are in doubt about whether it is appropriate to post any information about colleagues and co-workers, ask for

their explicit permission—preferably in writing. Making demeaning or insulting comments about colleagues and co-workers to third parties is unprofessional behavior.

Such comments may also breach the University's codes of behavior regarding harassment, including the Code of Student Conduct, the Sexual Harassment Policy, and the Nondiscrimination Policy.

c) Professional Communication with Colleagues and Co-Workers

Respect for colleagues and co-workers is important in an inter-professional working environment. Addressing colleagues and co-workers in a manner that is insulting, abusive, or demeaning is unprofessional behavior. Such communication may also breach the University's codes of behavior regarding harassment, including the Code of Student Conduct, the Sexual Harassment Policy, and the Nondiscrimination Policy.

d) Posting Information Concerning Hospitals or Other Institutions

Comply with the current hospital or institutional policies with respect to the conditions of use of technology and of any proprietary information such as logos or mastheads.

Postgraduate trainees must not represent or imply that they are expressing the opinion of the organization. Be aware of the need for a hospital, other institution and the University to maintain the public trust. Consult with the appropriate resources such as the Public Affairs Department of the hospital, Postgraduate Medical Education Office, or institution who can provide advice in reference to material posted on the Web that might identify the institution.

Include a disclaimer that the views expressed do not necessarily represent those of UTMB.

Adhere to compliance policies, including those pertaining to disclosure of copyrighted or proprietary information

e) Offering Medical Advice

Do not misrepresent your qualifications. Postgraduate trainees are reminded that their institutional permit only allows the practice of medicine in UTMB approved rotations. Medical advice outside of this limitation is not protected by our malpractice plan.

Penalties for inappropriate use of the Internet

The penalties for inappropriate use of the Internet could include:

- **Remediation, suspension, failure to promote, or dismissal**
- Discipline for breach of hospital or institutional policy
- Prosecution or a lawsuit for damages for HIPAA violation
- A finding of professional misconduct by the Texas Medical Board
- Civil liability, including but not limited to defamation, intentional infliction of emotional distress, and copyright infringement

SHP DEPARTMENT OF RESPIRATORY CARE EMERGENCY WEATHER PREPAREDNESS PLAN

The following plan is complementary to the SHP Weather Plan Summary and specific to needs within the Department of Respiratory Care. The following procedures are designed to clarify how we will respond in the case of a weather-related emergency.

Elements of the Emergency Weather Plan:

- 1) University Emergency Weather Communications
- 2) Emergency Phone Contact Tree for Faculty, Staff and Students
- 3) Emergency weather supplies (to protect lab equipment, faculty and department computers, and important paper files) See Appendix B below
- 4) Plan for securing office and lab space, computers and equipment
- 5) Computer back-ups
- 6) Plan for securing/protecting laboratory equipment and laptop computers
- 7) Business Continuity Plan

SHP Emergency-Weather Plan

For all emergency situations, refer to the following link:

www.utmb.edu/emergency_plan.

Essential Re-Entry personnel designations for RC are:

Daneen Nastars Cell 832-265-9002
Jose Rojas Cell 409-877-8023

UTMB Alerts

UTMB Alerts is UTMB's Emergency Notification System. In a campus emergency, UTMB will use several information delivery methods because, at any given time, one form of communications might be better to reach you than another.

In compliance with UT System requirements, all faculty, staff and students have been automatically enrolled in UTMB Alerts, using telephone and/or email information contained in the university directory. This is to ensure the widest coverage possible for important messages related to health, safety and business operations in the event of an emergency or adverse condition affecting all or part of the university. In addition, UTMB Alerts system allows you to customize your profile by adding personal contact information and prioritizing the manner in which you receive these alerts.

For more information or to make changes to contact information;

http://www.utmb.edu/emergency_plan/utmbalerts/

Active shooter

The following is a link for information on planning for active shooter incidents and a video on how to survive an active shooter event.

<http://www.calhospitalprepare.org/active-shooter>

ACKNOWLEDGEMENT FORMS APPENDIX

**THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON
INFORMATION RESOURCES SECURITY ACKNOWLEDGMENT AND
NONDISCLOSURE AGREEMENT - UTMB STUDENT**

Ensuring the security and integrity of the University of Texas Medical Branch at Galveston's information and information resources is the responsibility of all UTMB faculty, students, staff, and others who may use its information resources. The importance of protecting the reliability and accuracy of these information resources cannot be over emphasized. UTMB's academic, business, clinical, and research functions have become increasingly dependent on automation to access, process, store, and transmit information. The success of this university's missions depends on this information. The security and integrity of this information depend on each of us. UTMB calls on all faculty, students, staff, and others who may use its information resources to fulfill the obligation of protecting these valuable information resources.

1. I understand and agree to abide by the following:
 - a. ANY information concerning ANY person, system, or asset of UTMB that is obtained while performing my duties is of value to this university and may be confidential or sensitive, regardless of medium. I will NOT disclose any information to any individual, unless such release of information is directly related to the performance of my responsibilities.
 - b. ALL passwords to information resources including, but not limited to, mainframe applications, network systems, voice mail, copy machines or long distance telephone use that I receive or devise are confidential and are to be used only by me. I will NOT disclose to any unauthorized person any password(s) I am given or devise and I will NOT write such password(s) or post them where they may be viewed by unauthorized persons. Use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited. I am responsible for all transactions performed as a result of access authorized by use of my password.
 - c. I will NOT attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources that I am not authorized to use.
 - d. I will NOT alter or in any way change information except in the performance of the duties of my job.
2. I understand and will comply with all policies, standards, and procedures adopted to safeguard information and associated information resources. Further, I acknowledge that I have received, read and understand the security policies outlined above and in the Information Resources Security Manual.
3. I understand that failure to comply with any of the conditions noted herein may result in my being disciplined or terminated from my position, and/or contract. I further understand that the university retains the right to pursue prosecution when misuse of its information and/or information resources is suspected.

Student Acknowledgement of Departmental Policies

I have read, and I fully understand the Department of Respiratory Care Goals, Standards, and Policies. I understand that penalties for infractions involving laboratory and clinical attendance and punctuality, academic honesty, and student conduct can result in expulsion from the Department. Additionally, I am aware if I fail to achieve a grade of "C" or better in a Departmental course, I will be prohibited from proceeding with subsequent courses.

Student: _____
(print)

Signed: _____

Date: _____

Student Acknowledgment of Hurricane Evacuations

Date:

To: Adult Students, parents/guardians of Minor Students involved in special programs/camps at The University of Texas Medical Branch between May through November.

Galveston, Texas is an island in the Gulf of Mexico and, as such, is susceptible to hurricanes particularly from June 1 through November 30. If a hurricane is predicted for the Galveston area it is probable that UTMB will announce that schools are closed.

You should anticipate the need to arrange immediately transportation for yourself or your student from Galveston and the surrounding coastal areas once you have been notified of the need to do so. UTMB is unable to provide shelter for students as all non-hospital buildings are closed in the hurricane preparation phase.

Although we hope that the need for emergency transportation off Galveston Island does not occur, the safety of the student is of paramount interest and preliminary planning is necessary for this possibility.

Student Name

I understand the need for emergency transportation and understand it is my obligation to provide such transportation if it becomes necessary.

Student signature

Parent/Guardian (signature required if student is less than 18 years of age)

RELEASE FORM

Name: _____

Project: Any educational, professional or community service activity during your enrollment as a student of the Respiratory Care Program for publication on the Respiratory Care website.

I have participated in the above University of Texas Medical Branch project, which I understand may be produced and recorded for distribution throughout the United States and abroad.

I agree that insofar as I am concerned, this material may be edited and used in whole or in part for public relations, advertising material, audio/visual and closed circuit exhibition purposes and all broadcast purposes in any manner or media. I consent to publication of the project transcript in whole or in part. I expressly release UTMB, its licensees and assignees, from any privacy, defamation or other claim I may have arising out of exhibition, publication or promotion of this program.

SIGNATURE: _____ **DATE:** _____

ADDRESS: _____

WITNESS: _____ **DATE:** _____

DOCUMENTATION OF CONTINUING EDUCATION UNITS

It is the policy of the University Of Texas Medical Branch School Of Health Professions, Department of Respiratory Care, to require all officially enrolled students to complete 12 Continuing Education Units (CEU's) and 12 hours of Community Service prior to while enrolled in the program prior to graduation. This policy allows students to begin attending seminars and accumulating CEU's as required by state licensure.

There are many types of activities which may count toward the completion of the CEU requirement. Some examples include district, state, national meetings; American Lung Association activities; Sputum Bowl Team participation; **faculty approved** lectures and other activities as **approved by the Department Faculty** prior to attendance.

Request for credit from activities attended can be accomplished by providing the department with a copy of your attendance or certificate of completion or signature from sponsor or faculty documenting the activity and number of CEU's acquired.

I have read and understand the requirement for completing **12 Continuing Education Units (Attendance at Professional Meetings)** and **12 hours of Community Service** prior to graduation.

Signed: _____

Date: _____

PROGRAM TITLE:

DATE:

NUMBER OF CONTACT

HOURS IN ATTENDANCE:

SIGNATURE OF STUDENT:

FACULTY VERIFICATION:
