



*University of Michigan-Flint
Respiratory Therapy Program*

STUDENT HANDBOOK

Revised June 2018

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Acknowledge of Student Handbook

I hereby acknowledge I have received a copy of the University of Michigan-Flint Respiratory Therapy Program Student Handbook. I understand if any clarification is necessary I may contact the Program Director for further explanation. I understand I am responsible for all content and compliance to all policies and procedures during my time in the University of Michigan-Flint Respiratory Therapy Program.

Date

Student Signature

Printed Name

Introduction

The Bachelor of Science in Respiratory Therapy (BSRT) is designed to fit the busy lives of working registered respiratory therapists. The program is flexible and convenient with courses being offered in an online format. The BSRT will assist to advance your career as a valued member and leader of a healthcare team dedicated to quality patient care and outcomes. Furthermore, this program will build off your current professional knowledge, expertise, and experience to prepare you for added credentialing exams.

Accreditation

The Respiratory Therapy Program at The University of Michigan – Flint is seeking accreditation from the Commission on Accreditation for Respiratory Care (CoARC), however, there can be no assurance that accreditation will be granted by the CoARC. Information regarding CoARC can be found on their website: <http://www.coarc.com/>

They may also be contacted at:
1248 Harwood Road
Bedford, TX 76021
(817) 283-2815

Philosophy of Education

This program recognizes students have diverse educational backgrounds with a variety of experiences influencing the teaching and learning process. As a result of this and based on the principles of adult learning and teaching/learning theories, a variety of teaching strategies will be used to provide opportunities to support self-directed learning and critical thinking. In addition, students will be exposed to opportunities for enhanced personal growth in the profession. The program will strive to maintain a positive learning environment where students and faculty value empathy, understanding, and mutual respect throughout the professional components of the program.

The education of the students in the University of Michigan-Flint Respiratory Therapy Program is based on the concepts of integrity, a sense of responsibility, and self-discipline, which are vital to the profession of Respiratory Therapy. The student is expected to demonstrate high ethical standards consistent with the professional standards required in the field of Respiratory Therapy.

Program Mission Statement

The mission of the Bachelor of Science in Respiratory Therapy (BSRT) Program is to provide graduates of entry level respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, and advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced degree respiratory therapists.

Program Goals

- Provide students with additional knowledge, skills, and attributes in:
 - Leadership
 - Management
 - Education
 - Research
 - Advanced Clinical Practice (Adult, Neonatal/Pediatric, Diagnostics)
 - Professional Development
- Enhance the ability of students to gain additional credentials:
 - Adult Critical Care Specialist (ACCS)
 - Neonatal/Pediatric Specialist (NPS)
 - Sleep Disorders Specialist (SDS)
 - Entry-Level Pulmonary Function Technologist (CPFT)
 - Advanced Pulmonary Function Technologist (RPFT)
 - Asthma Education Certification (AE-C)
- Promote participation in professional organizations:
 - American Association for Respiratory Care (AARC)
 - Student's State Society
 - Michigan Society for Respiratory Care (MSRC)
 - American Lung Association (ALA)
 - American Heart Association (AHA)
- Ensure students will:
 - Communicate effectively using oral and written communication skills.
 - Understand the importance of continued professional development.
 - Enhance their critical thinking and problem-solving skills.
 - Develop an understanding and have an appreciation toward social and cultural diversity.

Admission into the Respiratory Therapy Program

Admission to the Respiratory Therapy Program at the University of Michigan-Flint is open to any qualified individual regardless of race, creed, sex, or age. Information on transferring into University of Michigan-Flint can be found here <https://www.umflint.edu/admissions/transfer>

To be considered for admission, an applicant must:

1. Complete an Associate's degree in Respiratory Therapy from a CoARC accredited institution.
2. Hold a Registered Respiratory Therapist (RRT) credential awarded by the National Board for Respiratory Care (NBRC) or a Certified Respiratory Therapist (CRT) who is RRT eligible. Students admitted with CRT must matriculate to RRT prior to attending the practicum and capstone courses.
3. Have documentation demonstrating certification in Cardiopulmonary Resuscitation (CPR) for Health Care Providers from the American Heart Association. This certification must remain current throughout the program and must be completed prior to clinical practicum.

In order for placement into a clinical practicum, a student must:

1. Complete and pass a background check through CastleBranch®.
2. Complete and pass a drug screen through CastleBranch®.
3. Complete health form requirements through CastleBranch® (physical, TB, flu shot, etc.).
4. Submit documentation demonstrating certification in Cardiopulmonary Resuscitation (CPR) for Healthcare Providers from the American Heart Association (AHA). This certification must remain current throughout the program and must be completed prior to the clinical practicum.
5. Be able to meet the physical requirements of the program, such as lifting and manipulating equipment as required by Technical Standards.

Nondiscrimination Policy

The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. For more information on the University of Michigan-Flint Institutional Equity and Title IX visit <https://www.umflint.edu/hr/institutional-equity-and-title-ix#accordion-institutional-equity-and-title-ix>

Program Cost

As of June 2018, tuition for the two-year Bachelor of Science in Respiratory Therapy degree completion program is approximately \$22,800 for Michigan Residents and approximately \$25,050 for Non-Michigan Residents, and is subject to change. Students must provide their own transportation and housing throughout the entire program. Information can be found here <https://www.umflint.edu/tuition#accordion-undergraduate-respiratory-therapy-tuition>.

The tuition listed above does not include the \$50.00 Registration Fee, \$33.00 Student Activity Fee, \$28.00 Recreation Fee, Technology Fee; \$98.00 full-time student, \$49.00 part-time student, Lab Fees/Course Fees. For additional tuition and fee information, refer to a current *UM-Flint Catalog* and current *Schedule of classes*. The tuition listed above does not include the CastleBranch® fees for the clinical practicum. This includes \$37.75 for the criminal background check, \$37.00 for the drug screen, and \$35.00 for the immunization tracker.

Refunds

Refunds of tuition will be given in accordance to the UM-Flint refund policy. For additional information refer to a current *UM-Flint Catalog* and current *Schedule of classes* which can be found here <https://www.umflint.edu/studentaccounts/refund-methods-and-process>

Grading Scale

The grading scale for the Respiratory Therapy Program is as follows:

| | | | |
|----|---------|----|--------|
| A+ | 97-100% | C+ | 77-79% |
| A | 93-96% | C | 73-76% |
| A- | 90-92% | C- | 70-72% |
| B+ | 87-89% | D+ | 67-69% |
| B | 83-86% | D | 63-66% |
| B- | 80-82% | F | <63% |

Recognition of Superior Scholarship

For those students with 45 graded hours or more completed at UM-Flint, graduating seniors with a cumulative grade point average of 3.5 or higher are recommended for the degree “with honors,” and students with a cumulative grade point average of 3.75 or higher are recommended for the degree “with high honors.” Students who have complete less than 45 graded credit hours but meet the requirements for graduation with a cumulative grade point average of 3.5 or higher, will receive the Academic Distinction Award.

Distinguished scholarship is also recognized by awards offered by the faculty of the University of Michigan-Flint and by other organizations.

UM-Flint Frances Willson Thompson Library

The UM-Flint Frances Willson Thompson (FWT) Library is located on the corner of Harrison and Kearsley next to the UM-Flint Theatre. The Library collection includes over 186,000 books and more than 30,000 bound and unbound and microfilmed journals.

A computerized link to the Ann Arbor campus library system is accessible in the Library. This link, known as MIRLYN (Michigan Research Library Network), currently contains seven different databases. UM-Flint students may borrow from Ann Arbor campus libraries. MIRLYN allows students to search within MCAT-UM Ann Arbor On-line Catalog and FLINT-UM-Flint On-line Catalog. The MEDLINE database, containing over 6,500,000 biomedical references to articles, is also available to students.

Other sources in the UM-Flint FWT library allow students to identify the holdings of the Flint Public and Genesee District Libraries. Students can also identify journal subscriptions available at a large number of other libraries in southeastern Michigan including Ann Arbor. The Library is a Federal Depository and houses the U.S. document collection containing reports, studies, and hearings from many departments of the federal government. The Archives, a historical research collection of primary materials about the Flint and Genesee County area, is also available in the Library.

Several staff librarians are experienced in computerized bibliographic searching. Through the Dialog System's computer in Palo Alto, California, a large number of databases in areas such as business, biology, medicine, psychology, and education can be searched for students, faculty, and staff.

The Library publishes subject bibliographies, a handbook, and other aids to make library use easier. Most books may be checked out for three weeks and then renewed once for the same period. A wide range of research aids, including hard copies of indexes, abstracts, and directories, are available, as are photocopiers, reader-printers, and other equipment. Professional reference libraries are excellent resources to help both experienced scholars and newcomers with academic research. The Taubman Medical Library is located at UMMC Campus. Respiratory therapy students have full access to this library as an additional research source.

Student Records

The following student records are kept on permanent file in the Program Director's office. These records include:

1. Clinical practicum schedule
2. Attendance documentation of the practicum rotations
3. Counseling forms completed by the Program Director or Clinical Education Coordinator
4. Release of information forms (FERPA)
5. All clinical documents required for the clinical practicum
 - a. Background Check
 - b. Drug Screen
 - c. Health Forms (Physical, Flu Shot, TB, etc.)
6. Verification of successfully passing credential examinations (if applicable)

Students may request an opportunity to inspect their transcripts and records in accordance with the Buckley Amendment of the "Federal Family Educational Rights and Privacy Act of 1974."

Family Education Rights and Privacy Act (FERPA)

Understanding Privacy Rights:

The University of Michigan system has a strong commitment to protecting student privacy. All colleges and universities are subject to a federal law called the Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment). This law sets privacy standards for student educational records and requires institutions to publish a compliance statement, including a statement of related institutional policies.

What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment,” is a federal law that gives protection to student educational records and provides students with certain rights. These rights include the ability to: 1. inspect and review their education records; 2. request the amendment of inaccurate or misleading records; 3. consent to disclosure of personally identifiable information contained in their education record; and 4. file a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law. FERPA also authorizes the release of “Directory Information” without a student’s prior consent, under certain conditions which are set forth in the Act.

The University of Michigan-Flint strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Furthermore, in accordance with the Act, the University of Michigan-Flint has specifically defined “Directory Information” and provides annual notification to students of their rights in the University Catalog and through student email.

What are education records?

Any record that is maintained by the institution and is personally identifiable to the student is an education record. Exceptions to this are medical records, law enforcement records, employment records, alumni records, and sole possession records such as notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person.

What is personally identifiable information?

Personal identifiable information includes but is not limited to: the student’s name; the name of the student’s parent or other family member; the address of the student or student’s family; a personal identifier, such as the student’s social security number or the UMID number; a list of personal characteristics that would make the student’s identity easily traceable; or other information that would make the student’s identity easily traceable.

How is compliance monitored?

The Family Policy Compliance Office (FPCO) of the U.S. Department of Education monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by the University of Michigan-Flint to comply with the requirements of the Act. Failure to comply may result in loss of federal funding for financial aid and educational grants and/or civil litigation.

What is “Directory Information?”

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. At the University of Michigan-Flint it includes the name, home address, telephone; dept, class level, and major field; dates of attendance; degrees received with date, honors and awards; and previous schools attended.

Note: Directory information is information that the university may disclose, but it is not required to do so. It is university policy to refrain from actively disclosing addresses, and telephone numbers; however, we routinely verify this information. The university does not disclose social security numbers, personal identification

numbers, grade, grade point averages, class schedules, academic actions nor the number of credits enrolled in or earned unless the student has signed a consent form.

Can students control disclosure of “Directory Information?”

Yes, students are notified of their right to control the disclosure of “Directory Information” in the Annual Notification of Rights Under FERPA which is published in the University Catalog. A Request to Prevent Disclosure of Directory Information must be completed and submitted to the Office of the Registrar to have information withheld. If a student elects to control disclosure, a Confidentiality hold will be placed on the student’s record which will prevent the disclosure of all Directory Information including: name, home address, telephone; dept, class level, and major field; dates of attendance; degrees received with date, honors and awards; and previous schools attended. The University of Michigan-Flint assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

To whose records does FERPA apply?

FERPA applies to all educational records of persons who are or have been in attendance, including students in online programs, study abroad, or study elsewhere.

To what records does FERPA apply?

FERPA applies to all educational records in whatever medium which are: 1. maintained by the University of Michigan-Flint or by a party acting for the university, and 2. directly related to a student.

Is prior consent always necessary before releasing information from a student’s education record?

Prior consent is not necessary to release or confirm “Directory Information” from a student’s education record unless the student has placed a non-disclosure request on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. However, it is the University of Michigan-Flint’s policy that information from a student’s education record be released only by the Office of the Registrar and within constraints.

Student Counseling

Student academic counseling is available throughout the program. The Program Director will schedule periodic evaluation sessions with students to discuss their progress in the program. Student meetings will be held as deemed necessary by the Program Director throughout the program. Ample notification will be provided to make arrangements to attend these meetings. The Program Director and Clinical Education Coordinator are also available to meet with students at any time. The Program Director will handle any conferences, professional or personal, in a confidential manner. Students are also expected to maintain confidentiality of the conference. The students also have access to counseling services offered by the University of Michigan-Flint campus. Refer to the Counseling Services located at 264 UCEN – 810-762-3456, <http://www.umflint.edu/caps/counseling-accessibility-and-psychological-services-caps>

Failure of a Course

Students must receive a minimum grade of a “C” in all courses in the Respiratory Therapy Program. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year). Students will need to have a 3.0 GPA average in the Respiratory Therapy Program in order to be eligible for graduation. Students who are subject to not meeting this standard will be notified by the Program Director. A formal meeting will be required once a student is subject to not meeting the GPA requirement.

Academic Probation Policy

Students must maintain a “C” (2.0) in RSP courses to remain in the program. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year) and will be placed on academic probation until further action is taken and a course of action has been decided. Individual cases will dictate the course of action.

Academic Standing

A student in the Respiratory Therapy Program who maintains a grade point average of at least 2.0 for courses elected while enrolled in the University of Michigan-Flint is generally considered in good academic standing. The academic records of all students whose grade point average falls below C (2.0) are reviewed at the end of each semester by the Academic Standards Committee of the College of Health Sciences. According to individual circumstances, students with deficient academic records may be placed on warning or required to withdraw.

Student Grievance Appeal Procedure

The Respiratory Therapy Program recognizes the student has a right to file complaints and appeal actions. The program attempts to handle all complaints and appeals in a prompt and equitable manner. Any student wishing to file an appeal to a disciplinary decision should submit a written complaint to the Program Director within 5 working days of student’s notification of a disciplinary action. Should the student be dissatisfied with the Program Director’s recommendation, the student has 10 working days to appeal outside the Respiratory Therapy Program through the College of Health Sciences (CHS) Student Appeals Committee. Students should contact the SHPS Dean's office for its appeal procedure, phone (810) 237-6645, and fax (810) 237-6532.

http://catalog.umflint.edu/preview_entity.php?catoid=26&ent_oid=3729&returnto=2859

Students in the Respiratory Therapy Program who believe they have been unfairly treated may appeal to the College of Health Sciences and Studies Student Appeals Committee. For problems involving a faculty member, the appeal procedure should be initiated after consultation with the faculty member whenever possible. Students in programs with written policies and procedures related to academic performance, clinical competency, and ethical standards should follow procedures established by the program prior to contacting the College of Health Sciences and Studies Student Appeals Committee.

Voluntary Withdrawal

Any student considering withdrawal from the program should consult with the Program Director. If a student decides to withdraw from the program, a letter of withdrawal must be submitted to the Program Director, stating the reason for withdrawing and the effective date of withdrawal. After the letter has been received, the Program Director will schedule an exit interview with the student.

Students wishing to continue at UM-Flint in another program must initiate contact with the desired program. Students, who wish to withdraw from UM-Flint, must submit **written** notification to the University Registrar.

Disciplinary Actions for the Didactic and Clinical Practicum

Students may be placed on disciplinary probation or dismissed from the program for any of the following:

- The use of intoxicating beverages or illicit/illegal drugs prior to or during clinical time.
- Breach of hospital, departmental, or program rules and regulations.
- Lack of cooperation, antagonistic behavior, or mistreatment of patients.
- Conduct unbecoming a professional, including but not limited to:

1. Insubordination
2. Excessive tardiness/absenteeism
3. Cheating/plagiarism
4. Theft
5. Fighting on hospital premises
6. Leaving hospital premises during clinically scheduled time
7. Abuse or mishandling of patients
8. Falsification of facts or records both academically or clinically
9. Presence in unauthorized hospital areas
10. Displays of disrespect to patients, families, authorities, or co-workers, PD, instructors, clinical staff
11. Misuse of computers
12. Misuse of facilities, including but not limited to, laboratories, classrooms, libraries, clinic area
13. Violating confidentiality of the Respiratory therapist/patient relationship
14. Aiding and abetting dishonesty
15. Other unprofessional conduct - the commission of a crime as defined by Michigan or Federal laws

Recommendations for disciplinary actions will be initiated by the Program Director and brought before the Advisory Committee. The student will be informed in writing of any actions taken by the Program Director. Should the decision be disciplinary probation, the terms of the probation will be determined by the Program Director upon the Advisory Committee's notification.

The Advisory Committee will be informed of each case. Any violation of the professional conduct listed above may result in one or more of the following sanctions:

- Oral or written disciplinary warning or reprimand. Written warnings or reprimands will be placed in the student's file.
- Required counseling at UM-Flint as a condition of continuation in or return to the program, course of study, or enrollment.
- Assigned an incomplete, lower, or failing grade.
- Required that a course or clinical experience be repeated.
- Permanent expulsion from the program.
- Withholding a Bachelor of Science in Respiratory Therapy degree.

Notification of Policy Changes/Additions

Students will be made aware of all program changes by the Program Director. Changes will be added to the Student Handbook in the Fall semester of the following year of any changes being made.

Graduation Requirements

In order to graduate, the student must:

1. Complete all didactic courses, clinical practicums, and capstone with a C or better.
2. Meet all general education requirements set forth by the University of Michigan-Flint.
3. Maintain an overall GPA of 3.0 or better.
4. Have all fees paid.

Program Assessment

The Respiratory Therapy program actively assesses its program through various evaluations. The purpose of the evaluations is to allow for continuous program improvement. Students are asked to evaluate the instructors in their academic courses. Tallied evaluations are shared with the instructors so teaching methods can be improved. Students also complete semester evaluations on the performance of clinical supervisors and the program director. In addition, six months following graduation students and their employers are asked to complete evaluations.

PREREQUISITES FOR CLINICAL PRACTICUM PARTICIPATION

Medical/Health Information

- Physical Examination: Every clinical student must have a physical examination report on file **before** beginning clinical rotations. Health information is handled confidentially. The report must be submitted through CastleBranch®.
- TB Screening: Proof of TB skin test must be provided annually. If the student has a positive TB test or is unable to have TB testing, proof of a negative chest x-ray must be provided. The report must be submitted through CastleBranch®.
- Immunizations: Proof of exposure or immunization to Measles, Mumps, Rubella (MMR), Varicella, Diphtheria/Tetanus (DT) must be provided. The Hepatitis B Vaccination is required and proof or waiver of immunization to Hepatitis B must be on file. The report must be submitted through CastleBranch®.
- Doctor's certification that student is able to comply with the specified technical standards.
- Flu shot: You are required to either get the flu vaccine or wear a surgical or isolation mask during flu season for all face-to-face patient interactions or to enter a patient's room for any reason. If you decline the flu vaccine, you must sign a declination form and give the reason why (medical/religious/other specific reason). You are strongly encouraged to get vaccinated against the flu. If you don't: You must wear a surgical or isolation mask during flu season for all face-to-face patient interactions, or to enter a patient's room for any reason. The report must be submitted through CastleBranch®.
- CPR Requirement: Every clinical student must be certified in cardiopulmonary resuscitation. It is the responsibility of the student to provide proof of current CPR certification along with the physical form. Current CPR certification must be maintained throughout the program. The report must be submitted through CastleBranch®.
- Insurance: Health insurance is required. If the student does not have insurance coverage, information regarding reasonably priced **Student Accident and Health Insurance Plan** is available through the UM-Flint Division of Student Affairs, (810) 762-3434, <http://www.umflint.edu/dsa/studenthealthinsurance.htm>. UM-Flint has self-insured medical professional liability for all students while engaged in course-required activity to complete their degree.

Professional Conduct in the Clinic Area

- **Protocol:** Students will display **respect** to all persons (including instructors) in the department. Physicians and instructors will always be addressed by title. All patients and family members will be addressed as Miss, Ms., Mrs., or Mr., unless otherwise requested by that person. All UM-Flint Respiratory Therapy students **must** identify themselves as students while in the program. This is the recommended script for introducing yourself to a patient.

“Hello Mr./Mrs. _____ (patient’s name), I am _____, (student’s name) a junior/senior in the UM-Flint Respiratory Therapy program. I am going to be helping with your treatment today.”

- **Smoking:** All clinical education settings are smoke free environments. Smoking is not permitted in the Respiratory Department, any hospital classroom, conference room, hallway or office, or directly outside the Medical System buildings.
- **Telephone Calls:** Student’s friends and relatives should not call the department during clinic hours except in cases of emergency. Personal telephone calls will be kept to a minimum. Students cannot make long distance calls from department telephones. **Students may not carry cell phones in the clinic** unless a specific circumstance requires the students the need to carry a cell phone.

Dress Code Policy

Professionalism is imperative in the health care environment. The University of Michigan-Flint Respiratory Therapy Program stresses professionalism and believes it begins with appearance. Appearance influences the degree of confidence a student expresses toward the patient. Students **must** dress appropriately for the clinical practicum and professional conferences. This policy also applies to non-clinic classes held in the hospital.

All students in clinic:

- Navy blue (solid) scrub pants and top OR business casual (i.e. khakis with BSRT polo shirt).
- White lab coats must always be worn in clinic if wearing business casual. The lab coat length should be approximately mid-thigh.
- ID badge must be worn at all times.
- Hospital badges must also be worn at all times (if applicable).

All students in attendance at hospitals and conferences:

When students are in the hospital, they must portray a professional appearance and continue to do so outside of the hospital. As such, during conferences, students will be required to wear business casual attire. This does not include jeans of any kind, athletic shoes or sweatshirts. All other dress code standards apply as well.

In addition:

- Cleanliness of all aspects of your appearance is crucial to your being perceived as a professional. All clothing must be clean, unwrinkled and free of tears, holes and frayed bottoms. All pants must be the appropriate length. Pants must be neither too short nor too long. Pants may not be dragging the floor or be so long as you are stepping on the bottom or have them rolled up.
- Shoes and stockings are required to be worn by students at all times. Shoes must be clean and professional looking. Sandals, clogs, high heels, or shoes with an open heel or toe may not be worn. All shoes worn should be comfortable and protective of the feet.

- Any jewelry worn should be of a conservative nature and should not interfere with the operation of equipment. Earrings are limited to two in each ear. There may be no other visible piercings anywhere else on the body. *Facial piercings of any kind may not be worn in the clinic.* This includes eyebrow, nose, lip and tongue. This list is not all inclusive. Jewelry should not come into contact with patients.
- Tattoos must be covered.
- Some clinical sites may have more specific regulations. Students must adhere to the individual clinic's policies.
- Although there is no established standard for hair length, hair must be neat, clean and pulled back. Hair should not interfere with equipment usage or touch the patient at any time. Hair should be of a natural or near natural color. Blue, pink or purple would be examples of hair color that is unacceptable in the program.
- Artificial nails or artificial nail products, e.g., tips, jewelry, overlays, wraps, may not be worn. Natural nails must be kept trimmed so as not to extend past the tip of the finger. Nails are to be kept short and cannot extend past the tip of the finger and must always be clean.
- Nail polish may be worn if it is kept well manicured; chipped polish must be removed. Colors are to be kept in the neutral family. Examples are nude, beige, soft pink.
- The student identification badge from the program must be worn at all times. In addition, the Hospital ID badge must be worn at all times (if applicable).
- Students who dress inappropriately will be asked to leave the clinical area for the day. They are not to return until their next assigned day. The appearance issues that led to clinic dismissal must be resolved or the student may face dismissal from the program.

Clinical Practicum

The student will maintain a record of their clinical attendance through Trajecsys®. The schedule is subject to change at the discretion of the Clinical Education Coordinator. No clinical assignment may be altered without the permission of the Clinical Education Coordinator.

Clinical schedules are prepared together with the student and clinical facility. All attempts are made to schedule students to a clinical location different than their place of employment.

Illness or Absences During the Clinical Practicums

Students are required to be present for **all** scheduled clinical practicum hours. It is expected the students will be in their assigned clinic for clinical assignments from 7:00am-3:30pm for RSP 420 and 430. There is some flexibility in the shifts. Clinical rotation hours will be set time unless other arrangements are discussed with the clinical facility and the Clinical Education Coordinator.

If a student becomes ill or injured at a clinical site, or becomes exposed to any communicable diseases, he/she should report to the Clinical Education Coordinator and Clinical Supervisor, who may send the student home, to the emergency room, or to Employee Health Services. If a student contracts a communicable disease, the student will not be allowed in the clinic until the Clinical Education Coordinator receives a release letter from the student's physician. In the interest of protecting Respiratory therapy patients from exposure to

communicable disease, the University of Michigan-Flint Respiratory Therapy Program requests that students contracting such diseases inform the Program Director, (810) 762-3172, and the Clinical Education Coordinator, (810) 762-3288.

Excused Absence: Attendance is required for all scheduled clinical practicum dates. Students should **call** the Clinical if they going to be absent-a minimum of one hour prior to the time they are expected in clinic. Students may call or e-mail the Clinical Education Coordinator- a minimum of one hour prior to the time they are scheduled. Due to the nature of the clinical practicum scheduling, all absences will be subject to a makeup day.

Funeral Leave: Students who have a death in the **immediate** family will be given three (3) days funeral leave. Immediate family includes - mother, father, (in-laws) siblings, and children. A Funeral Director's letter is required for verification submitted to the Program Director.

Weather Related Absences: During the winter months, it is feasible for the University of Michigan - Flint Campus to close during periods of heavy snowfall. Students attempting to verify the existence of a Campus Closing should listen to local radio or television broadcasts for information. Failure to report to the department as scheduled when unfavorable weather conditions exist but a Campus Closing has not been issued, will result in the student being required to make up hours. However, if a Campus Closing has been issued, students are not to report to the clinic, unless already at the facility. If you wish to phone the school directly to check on Campus Closing, you may call (810) 762-3335 or <http://www.umflint.edu/emergency/inclement-weather-notification-plan>.

Holiday Closures: Students in the clinical sites will not be expected to perform clinical duties on any holidays observed by the University of Michigan - Flint Campus. The academic calendar may be found at: <http://www.umflint.edu/registrar/calendars>

Notification of Absence: Call-In Policy

Students must call the Clinic where they are assigned and notify the therapist they will not be in. Students are to email the Clinical Education Coordinator (Shane) and/or the Program Director (Nick). If you do not have access to email, call all three contacts.

Clinical Affiliate Contact Information

Michigan Medicine: 1500 E. Medical Center Dr., Ann Arbor, MI

Connie Lane, MA, RRT
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C.S. Mott Children's Hospital: 1500 E. Medical Center Dr., Ann Arbor, MI

Mark Gordon, RRT
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Beaumont Royal Oak: 3601 W. 13 Mile Rd., Royal Oak, MI

Steve Hamick, BS, RRT
Phone: (248)-898-6027
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Henry Ford Hospital: 2799 W. Grand Blvd., Detroit, MI

Jon Vono, BGS, RRT
Phone: (313)-916-7252
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Program Personnel Contact Information

Medical Director:

Dr. Steven E. Gay, MD, MS
Associate Professor of Medicine - University of Michigan Medical School
Division of Pulmonary and Critical Care Medicine - Michigan Medicine
Dean for Admissions - University of Michigan Medical School

Program Director Contact Information:

Nicholas A. Prush, MHA, RRT, RRT-ACCS
E-mail: naprush@umflint.edu
Office: (810)-762-0711
Cell Phone: (734)-915-7504

Clinical Education Coordinator Contact Information:

Shane J. Spaulding, MHPE, RRT, RRT-ACCS
E-mail: sjspau@umflint.edu
Office: (810)-762-3288
Cell Phone: (419)-304-6560

Student Supervision

Students **must** work under the direct supervision of appropriate personnel during the clinical practicum. Students are **NEVER** to work independent of a supervising therapist, nor are students to be considered substitute staff. A student shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework. If there is ever any question, ask the clinical supervisor or the Clinical Education Coordinator immediately. Students may remind therapists that it is program policy for a student be under the direct supervision of a licensed respiratory therapist at all times.

Student Care of Patients with Serious Infectious Diseases

The Respiratory Therapy faculty believe we have the responsibility for the quality of educational offering within the program. We also share with the student the responsibility for the quality of patient care delivered by students in the clinical agency. In addition, faculty acknowledge partial responsibility for safeguarding the reputation and liability of the University and the affiliated clinical agencies.

When considering the issue of care of patients diagnosed with serious infectious disease, we recognize students have varying degrees of skills, both psychomotor and cognitive. We recognize faulty technique when caring for these patients could prove harmful or even fatal to the student. In addition, we realize health care workers are expected to have the skills and knowledge necessary to provide safe and compassionate care for all patients, regardless of diagnosis. To that end, we have adopted the following approach to the infectious disease education of health science students.

Pregnant and immunosuppressed students should not be assigned to a diagnosed AIDS patient.

Respiratory therapy students will not be assigned arterial punctures on patients with a known diagnosis of HIV, AIDS, Hepatitis B, or other blood borne diseases. Students will be assigned to care for diagnosed AIDS patients only in facilities where agency policy offers specific, safe guidelines for dealing with AIDS.

Technical Standards for the UM-Flint Respiratory Therapy Program

| Requirements | Standard | Example of Activities |
|--|--|---|
| Critical Thinking and Cognitive Competencies | Critical thinking ability for clinical judgment | Make safe, immediate, well-reasoned judgments, and identify cause/effect relationships in all clinical situations. Utilize the scientific method and current standards of evidence-based medicine (EBM) to plan, prioritize, and implement care. Evaluate effectiveness of health-related interventions. Accurately follow course syllabi, assignments, directions, patient protocols, and any actions plan(s) developed by the dean, faculty, administration, or healthcare institution. |
| Professional and Behavioral Relationships | Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families and groups | Establish effective, compassionate relationships with clients, families, staff and colleagues with varied socioeconomic, emotional, cultural, and intellectual backgrounds. Capacity to engage in successful conflict resolution. Capacity to comply with the ethical and legal standards of the healthcare profession and the corresponding policies of the UM-Flint Respiratory Therapy Program. Ability to relate to clients, families, staff and colleagues with honesty, integrity, and non-discrimination. Maintain composure and caring during stressful or sensitive physical care of clients in all areas of the healthcare environment. Respond appropriately to constructive criticism. Effectively work independently and cooperatively in team situations. |
| Communication | Communication adeptness sufficient for verbal and written professional interactions | Explanation of treatment, procedure, initiation of health teaching (e.g. teach-back or show-me method). Accurately obtain information from clients, family members/significant others, health team members, and/or faculty. Documentation and interpretation of health-related interventions and client responses. Read, write, interpret, comprehend, and legibly document in multiple formats using standard English. |
| Mobility | Physical abilities sufficient for movement from room to room and in small spaces | Movement about a patient's room, workspaces, and treatment areas. Administer rescue procedures such as cardiopulmonary resuscitation. |
| Motor Skills | Gross and fine motor abilities sufficient for providing safe and effective nursing care | Calibration and use of equipment. Strength to carry out patient care procedures, such as assisting in the turning and lifting/transferring of patients. Perform and/or assist with expected procedures, treatments, and medication administration using appropriate sterile or clean technique (for example, medication administration, CPR, insertion of catheters). Endurance sufficient to complete all required tasks during the assigned period of clinical practice, including a 12-hour clinical shift. |

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| Hearing and Visual | Auditory and visual ability sufficient for observing, monitoring and assessing health needs | Ability to hear monitoring device alarm and other emergency signals. Ability to discern sounds and cries for help. Ability to observe patient's condition and responses to treatments. |
| Observation | Ability to make observations in connection with other identified professional nursing student competencies | Use and accurately interpret information obtained from digital, analog, and waveform diagnostic tools such as temperatures, blood pressures, and cardiac rhythms as well as diagnostic tools that monitor or obtain physiological phenomena. Observation and interpretation of the following: patient's heart and body sounds, body language; color of wounds, drainage, urine, feces, excretion; sensitivity to heat, cold, pain and pressure; and signs and symptoms of disease, pain, and infection. |
| Tactile Sense | Tactile ability sufficient for physical assessment | Ability to palpate in physical examinations and various therapeutic interventions. |