

Respiratory Therapy Student Handbook



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Welcome

Welcome to the Mt. San Antonio College (Mt. SAC) Respiratory Therapy Associate Degree Program! You are about to embark on a very exciting and challenging program designed to prepare you to become a Respiratory Therapist and pass the National Board for Respiratory Care (NBRC) credentialing examinations. We are very proud of the program and the achievements of our graduates.



Respiratory Therapists are specialized healthcare practitioners who help educate, diagnose, and treat people suffering from lung and heart problems. Respiratory Therapists use their knowledge of anatomy, physiology, pathophysiology, microbiology, physics, and patient assessment to provide patient care.

The course of study in Respiratory Therapy offered at Mt. SAC and its affiliated hospitals will prepare you to become a competent and professional Respiratory Therapist able to meet the needs of the community. Students will be prepared to work with patients in the treatment, management and control of diseases and abnormalities associated with the cardiopulmonary system. Students work closely with patients, doctors, and nurses to provide diagnostic testing, therapeutics, education, rehabilitation, monitoring, life support and other specialized treatments.

This handbook details program guidelines, procedures, and policies and is a supplement to the Mt. SAC Catalog, Mt. SAC Student Handbook, and Mt. SAC Schedule of Classes. All program policies apply to all students and faculty regardless of location of instruction (CoARC Standard 1.06). We expect that you will become familiar with all Mt. SAC and Respiratory Therapy Program policies. These policies encompass the professional, clinical and academic behaviors expected of you during the program. Taking the time to become familiar with and understand the content of this handbook is your responsibility.

The academic challenges that await you are extremely rigorous but with an active commitment on your part, you will find your education enjoyable and rewarding. The Respiratory Therapy Program requires much time and dedication on your part. Your commitment to your patients begins today as you commit yourself to understanding the information and practicing the skills needed to become a competent Respiratory Therapist.

Be proud of what you do, be proud of your school and enjoy this time of personal growth.

Welcome!

Accreditation

Mt. San Antonio College is accredited by the:

*Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges*
10 Commercial Blvd., Suite 204
Novato, CA 94949
(415) 506-0234
www.accjc.org

The Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The Respiratory Therapy Program is accredited by:

The Commission on Accreditation for Respiratory Care
777 Cannon Drive
P.O. Box 54876
Hurst, TX 76054-4876
817-283-2835
www.coarc.com

The mission of the Commission on Accreditation for Respiratory Care (CoARC) is to ensure that high quality educational programs prepare competent respiratory therapists for practice, education, research, and service. Programmatic accreditation by the CoARC provides consumer protection, advances and enhances the profession, and protects against compromise of educational quality.

Programmatic Outcomes Data:

<https://www.coarc.com/Students/Programmatic-Outcome-Data.aspx>

Mt. San Antonio College Mission, Vision, and Core Values

Mission Statement

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Vision Statement

Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Core Values

- **Integrity:** We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- **Equity and Diversity:** We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.
- **Community Building:** We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus:** We address the needs of students and the community both in our planning and in our actions.
- **Lifelong Learning:** We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit:** We work harmoniously, show compassion, and take pride in our work.
- **Effective Stewardship:** We sustain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funding.

Respiratory Therapy Program

History

The Respiratory Therapy Program at Mt. San Antonio College was the first Respiratory Care training program in the state of California. It began in 1963 as a one-year certificate program. In response to the demand for a more intensified course of study for Respiratory Therapy Technicians, the College added a two-year Associate degree program in 1965.

Mission

The Respiratory Therapy Program at Mt. San Antonio College prepares students as advanced-level respiratory therapists.

Students will be prepared to work with patients in the treatment, management, and control of problems and abnormalities associated with the Cardiopulmonary system. Graduates work closely with patients, doctors, and nurses to provide diagnostic testing, therapeutics, education, rehabilitation, monitoring, life support and other specialized methods of treatment.

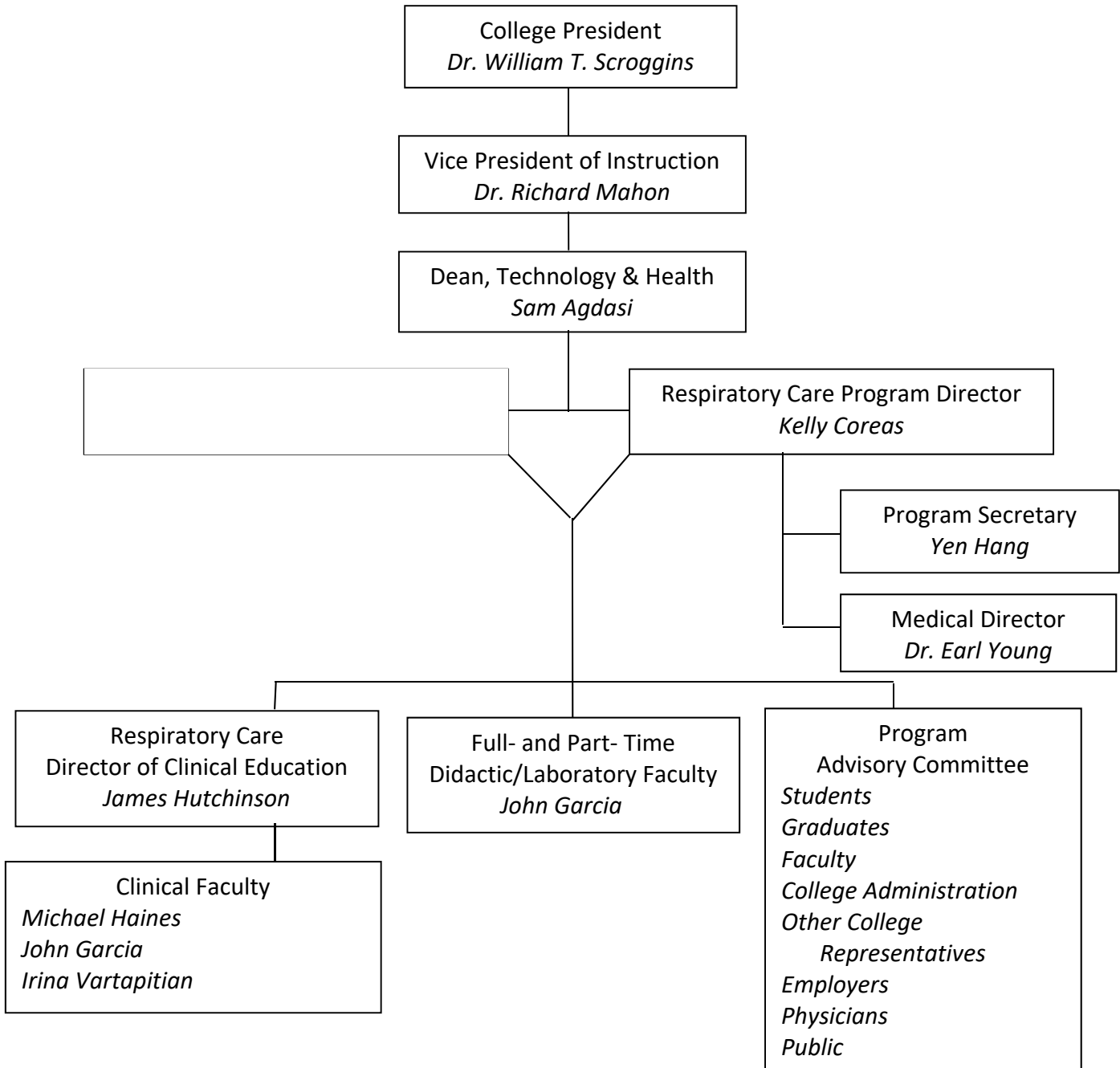
Goal

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Educational Philosophy

The role of the faculty in the Mt. San Antonio College Respiratory Therapy Program is to be facilitators of student learning. Teaching is an interactive process that enhances learning for the student/learner. The instructor provides the learner with resources, integrity, and guidance to facilitate learning and the student is expected to be an active participant in the teaching-learning process and is accountable for his or her own learning.

Organization



Employment of Respiratory Therapists

Employment of respiratory therapists is projected to grow 23% from 2016 to 2026, faster than the average for all occupations. Growth in the middle-aged and elderly population will lead to an increased incidence of respiratory conditions such as pneumonia, chronic obstructive pulmonary disease (COPD), and other disorders that can permanently damage the lungs or restrict lung function. The aging population will in turn lead to an increased demand for respiratory therapy services and treatments, mostly in hospitals.

In addition, a growing emphasis on reducing readmissions in hospitals may result in more demand for respiratory therapists in nursing homes and in doctors' offices.

Advances in preventing and detecting disease, improved medications, and more sophisticated treatments will also increase the demand for respiratory therapists. Other conditions affecting the general population, such as respiratory problems due to smoking and air pollution, along with respiratory emergencies, will continue to create demand for respiratory therapists.

Most—about 80%— respiratory therapists work in hospitals. Others work in skilled nursing facilities and physicians' offices. Most respiratory therapists work full time, in medical facilities, such as hospitals that operate 24 hours a day, 7 day a week. Respiratory therapists generally work 12-hour shifts and work days, nights, weekends and holidays.

In the state of California the average hourly wage is \$38.29 and the average annual wage is \$79,640. Job prospects will be best for therapists willing to travel to look for job opportunities. Some areas will be saturated with workers, while other areas (more often, rural areas) will be in need of respiratory therapists' services.

United States Department of Labor Bureau of Labor Statistics
<https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>
and <https://www.bls.gov/oes/current/oes291126.htm#st>
(accessed 6/12/2019)

Respiratory Therapy, Associate Degree Program Information

Program Prerequisites

The following courses (or equivalent) must be completed prior to acceptance to the program:

- ANAT 10A Introductory Human Anatomy 4 units
- ANAT 10B Introductory Human Physiology 4 units
- CHEM 10 Chemistry for Allied Health Majors 5 units
- MATH 51 Elementary Algebra 4 units
- MEDI 90 Medical Terminology 3 units

Entrance Requirements

In addition to meeting Mt. San Antonio College's academic standards for admission, applicants must be in good standing and satisfy the following requirements:

1. Applicants must be at least 18 years of age upon entrance into the program and must be a high school graduate or equivalent. Provide copy of diploma or transcript as proof of high school completion.
2. File a college application and be accepted as a student at Mt. San Antonio College.
3. Applicant must take the College placement exams before taking any of the prerequisite or respiratory therapy courses. Note: Testing is administered by the Assessment Center located in the Student Services Center, Building 9B. You may contact them at (909) 274-4265, to set up an appointment.
www.mtsac.edu/assessment

If you have taken English and math at another college, please provide college transcripts.

For students who possess a college degree, the college placement examination is not required. However, it will be necessary for the applicant an official copy of the college transcript showing the degree issued to the Admissions Office. If the degree was obtained at Mt.SAC, it is not necessary to request transcripts.

4. Submit an application for the Respiratory Therapy Program online at https://prodweb.mtsac.edu/prodapex/f?p=127:LOGIN_DESKTOP:1760420647993

Educational Plan

Applicants are required to meet with a Mt. SAC counselor or educational advisor prior to starting the Respiratory Therapy Program to complete an academic plan for completion of the Associate Degree in Respiratory Therapy.

You can meet with any counselor in the Counseling Center, however, the counselor assigned to the Respiratory Therapy program is:

Julie Perez-Garcia

jperez-garcia@mtsac.edu

Counseling Center – Building 9B

909-274-4380

www.mtsac.edu/counseling

Variances

If you are seeking to substitute a course completed at another school or one course for another, you need to petition for a variance with the appropriate department/division. Contact the appropriate department/division head to learn more. Submit the Variance Petition(s) to the Admissions and Records Office. Any variances for the student's requirements for the Respiratory Therapy AS Degree at Mt. Sac should be completed prior to the start of the program. The variance form can be found at:

<https://www.mtsac.edu/admissions/pdf/Variance-1-11-Revision-B-05-29-11-PDF.pdf#search=admissions%20variance%20form>

Foreign Transcripts

All coursework taken outside of the United States must be analyzed by a designated agency for foreign transcript evaluation. No foreign course work will be accepted without this evaluation. It is the sole responsibility of the student to get the evaluation completed before entry into the program. Information regarding transcript evaluation is available in the Technology and Health Division Office (Building 28A-1401E).

Other Requirements

All students will be required to complete a background check prior to entering the clinical education phase of the program. This is done at the student's expense. The assigned clinical facility has the right to decline entrance of a student based on findings on the background check. If the Director of Clinical Education is unable to place a student in a clinical site, the student will not be able to meet the requirements for successful program completion.

A physical examination, including specific immunizations, TB testing, and drug testing is required of all candidates prior to entering the clinical education phase of the program. These tests are done at the student's expense. All clinic sites will require annual flu vaccinations and Hepatitis B vaccine (or positive titer). These requirements are in accordance with Centers for Disease Control policy that insures that students are in good health and free from communicable disease and able to perform their training functions (CoARC Standard 5.08).

Essential Functions for Success in the Respiratory Therapy Program

All applicants are required to meet the Essential Functions for Success in the Respiratory Therapy Program.

Physical Demands

- Perform prolonged, extensive, or considerable standing/walking, lifting, positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Posses the ability for extremely heavy effort (lift and carry at least 50 pounds or more)
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands

- Color vision: ability to distinguish and identify colors (may be corrected with adaptive devises)
- Distance vision: ability to see clearly 20 feet or more
- Depth perception: ability to judge distance and space relationship
- Near vision: ability to see clearly 20 inches or less
- Hearing: able to recognize a full range of tones

Working Environment

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

English Language Skills

Although proficiency in English is not a criterion for admission into the Respiratory Therapy Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Required Courses and Sequence

	Units
Fall First Year (16 week semester)	
RESD 50 (102) Theory and Principles of Respiratory Therapy	2
RESD 51A Respiratory Therapy Science: 3 hours lecture & 3 hours lab/week	4
RESD 52 (106) Pulmonary Anatomy and Physiology	3
Winter First Year (6-week intersession)	
RESD 62 Pharmacology for Respiratory Care	1.5
Spring First Year (16-week semester)	
RESD 51B Respiratory Therapy Science: 3 hours lecture & 3 hours lab/week	4
RESD 53 Cardiopulmonary Pathophysiology	3
RESD 60 Comprehensive Pulmonary Assessment	2
Summer First Year (6-week intersession)	
RESD 56A Techniques of Respiratory Therapy: 24 hours clinical/week	2.5
RESD 57B Special Procedures for Respiratory Care	1.5
Fall Second Year (16 week semester)	
RESD 55 (202) Adult Respiratory Intensive Care	3
RESD 56B Techniques of Respiratory Therapy: 24 hours clinical/week	6
RESD 58 Neonatal Intensive Care	3
Winter Second Year (6-week intersession)	
RESD 56C Techniques of Respiratory Therapy: 24 hours clinical/week	2.5
Spring Second Year (16-week semester)	
RESD 56D Techniques of Respiratory Therapy: 24 hours clinical/week	6
RESD 59 Respiratory Therapeutic Modalities	3
RESD 61 Current Issues in Respiratory Care	3
Total Units	50

Program Units per Semester

The amount of units required per semester for the core curriculum (Respiratory Therapy courses) varies. Many students require a 12-unit load to satisfy requirements for scholarship or other funding sources. Many students will qualify for insurance discounts from their respective insurance agencies if they are enrolled in at least 12 units per semester. If you only need to take the core curriculum, you need to consider adding an elective course to satisfy the full-time requirement of 12 units if needed.

Grading Criteria

The grading scale for all Respiratory Therapy didactic courses is as follows:

A = 90 – 100%

B = 80 – 89.9%

C = 75 – 79.9%

D = 60 – 74.9%

F = <60%

Clinical courses are graded on a Pass/ No pass basis.

Program Completion

To remain in the program, students must earn a grade of “C” or better (75% or higher) in Respiratory Therapy courses. If a student does not earn a grade of “C” or better in all Respiratory Therapy courses, the student will be dismissed from the program.

Courses that have a laboratory or clinical component will include a practical exam or oral exam. Students must earn a grade of “C” or better (75% or higher) on the practical exam or oral exam for each laboratory or clinical course to earn a passing grade in the course. If a grade of “C” or better is not earned on the practical or oral exam for each laboratory or clinical course, the student will not earn a passing grade in the course. Success on these exams requires regular and consistent practice outside of scheduled class, clinic, and laboratory times.

Graduation Requirements

Students are eligible for graduation after satisfactorily completing all Respiratory Therapy and general education requirements. Students are advised to contact the Counseling Center regarding the most current information on graduation and transfer requirements. <https://www.mtsac.edu/records/graduation/>

Petitioning for Graduation

All students must complete an Application for Graduation with the Admissions and Records office and have on file all required documents and transcripts. The deadline dates are the beginning of May for Spring/Summer graduation and the beginning of October for Fall/Winter graduation. Students also have the option of filing a graduation petition one semester prior to completing all coursework. Please check the Schedule of Credit Classes for further information and exact due dates. <https://www.mtsac.edu/records/graduation/>

Associate Degree Requirement

The completion of the Respiratory Therapy Program and receipt of a certificate documenting completion of required courses requires completion of the Associate degree. The student may elect to pursue either the Associate in Science or Associate in Arts degree in Respiratory Therapy. This requirement must be satisfied regardless of any other advanced degrees held by the student. It is the student's responsibility to ensure they have met all graduation requirements.

Credentialing

Upon satisfactory completion of the Associate Degree in Respiratory Therapy, the graduate is eligible to apply for the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) exam. Graduates successfully completing the TMC exam at the low cut score will earn the Certified Respiratory Therapist (CRT) credential. Graduates successfully completing the TMC exam at the high cut score will earn the Certified Respiratory Therapist (CRT) credential and be eligible to take the Clinical Simulation Exam (CSE). Graduates who successfully complete the CSE will earn the Registered Respiratory Therapist (RRT) credential. The RRT credential is required to obtain a license in the state of California. www.nbrc.org

Licensure

After earning the RRT credential, a professional license is required in order to work as a Respiratory Therapist in the state of California. The application for licensure may be submitted to the Respiratory Care Board of California either once education requirements have been met or up to 90 days prior to meeting the education requirements. New graduates are encouraged to submit their applications as soon as possible (but not earlier than the 90-day time period) to allow the Board ample time to process the application. www.rcb.ca.gov

Baccalaureate Degree

Graduates may transfer to a college or university offering a baccalaureate program in Respiratory Therapy.

The Mt. San Antonio College Respiratory Therapy Program has partnered with Southern Illinois University (SIU) to provide our students and graduates with a pathway to a Bachelor's Degree in Health Care Management. This program includes online course work along with an internship at a healthcare facility. This pathway also leads to an online Master's Degree in Health Administration. www.mtsac.edu/respiratory/siu.html

Readmission Policy

Students who are dropped, failed, or withdrew from the program may request to re-start the program or request readmission for the following year in the semester in which they were stopped. Students who re-start the program will be required to retake all Respiratory Therapy courses even if passing grades were received. Students who return to the program the following year in the semester in which they were stopped are required to demonstrate cognitive and psychomotor skills prior to re-entry. Re-start/re-entry may occur only one time.

Students who fail or withdraw from the program must meet with the Program Director prior to re-entry into the program to discuss a remediation plan. Readmission is on a space-available basis and it is possible that readmission will be denied. Dismissal for reasons 1,2,5,6 of the dismissal policy are **NOT** eligible for readmission to the Program. In accordance with California law, the Respiratory Care Board will also be notified of any violations, which prevent consideration for readmission.

Cost

The fees stated below and dates of payment are approximations and may vary from year to year. Nonresident students are also required to pay nonresident tuition fees. International students are required to pay international student fees. The student is responsible for the expense of enrollment, annual physical examinations, parking, uniforms, textbooks and other related accessories or requirements, (i.e. transportation to and from the college and clinical sites, meals, etc.). See the college catalog for the most up to date college fees and information regarding fee waivers, scholarships, and financial aid. www.mtsac.edu/admissions/fees

Student Expenses	Approximate Cost
Enrollment Fees	\$46/ unit
Student Activities Fee	\$11/ semester
Student Representation Fee	\$0.50/ semester
Student Health Fee	\$19/ semester
Student Transportation Fee	\$9/ semester
Parking Fee	\$50/ semester
Materials	
Textbooks	\$900 (\$400 first semester)
Uniforms	\$20 - \$40 each
Lab Coat	\$20 - \$40 each
Self-Assessment Exams	\$70
Clinical Expenses	
Background Check	\$50
Drug Screening	\$20
Physical Examination	\$125 initial, \$50 follow-up
Stethoscope	\$25 - \$80+
Name Badge	\$7
Basic Life Support course	\$65
Advanced Cardiac Life Support course	\$95
Neonatal Resuscitation Program course	\$95
Optional Fees	
California Society for Respiratory Care membership	\$25/ year
American Association for Respiratory Care membership	\$50/ year
Recombivax HB (Hepatitis B vaccination)	\$99
Transportation and Clinical Parking	
Students must provide their own reliable transportation to class and clinical site.	
Students must provide their own vehicle insurance.	
Some clinic sites charge a fee for parking.	
Meals	
The college nor clinical site does not provide meals.	
After Graduation	
National Board for Respiratory Care examination fees	\$390
Respiratory Care Board of California license fee	\$300

Respiratory Therapy Program Expectations

The expectations of students enrolled in the Respiratory Therapy Program at Mt. San Antonio College are as follows:

- **Commitment**: Students are expected to dedicate the time and energy necessary to successfully complete all academic assignments and projects, to learn what is required to become a competent respiratory therapist, and to achieve the goals of the program. **Students will need to spend time outside the classroom, reading, studying and practicing procedures in both the Respiratory Therapy Lab and Health Careers Resource Center Lab.** Students are expected to keep up with assignments this will require time outside of class and lab spent with the instructors during office hours and open lab hours. Expect 2 to 3 hours of homework per each class hour. Most of this time is in the form of reading assignments and answering learning objectives.
- **Personal Responsibility**: Students are expected to keep track of their own grades and progress in the program. At any time or on any assignment, if the student earns a grade of less than C, the student is expected to see the instructor responsible for the course within one week. Students who do not obtain a grade of C or higher on any assignment or test will be required to meet with the course instructor for remediation and development of an action plan within one week of receiving the grade.
- **Attendance**: Students are required to attend all scheduled respiratory therapy class, laboratory, and clinical sessions. Our purpose is to prepare the students for the workforce. There is a direct correlation between class attendance, productivity, and success on the job after graduation. The student's grade will be affected by attendance.
- **Professional Demeanor**: Students are expected to project a professional image including appearance, confidence, respect, courtesy, self-control, initiative, dependability and reliability, honesty, punctuality, and responsibility.
- **Ethical Concern**: Students are expected to consider foremost the well-being and safety of their patients, to obey all pertinent laws and regulations, and to abide by the American Association for Respiratory Code of Ethics.
- **Academic Competency**: Students are expected to master each major subject in the curriculum. To assure competency, it is imperative that each respiratory therapy student strive to demonstrate a satisfactory level of performance on each examination and on each major project, paper, or other method of evaluation that is administered by the faculty. See each course syllabus for specific details
- **Communicate Clearly**: Students are expected to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions. Students are required and expected to communicate with program faculty on a regular basis.
- **Work Cooperatively**: Students are expected to demonstrate the ability to work with others to complete tasks, solve problems, and offer support.

Respiratory Therapy Program Policies

Program policies apply to all students and faculty regardless of location of instruction. (CoARC Standard 1.06)

Course content, learning experiences (didactic, laboratory, and clinical), and access to learning materials are equivalent for each student regardless of where that experience was acquired. (CoARC Standard 4.09)

Communication

The official form of communication for the program is e-mail (unless otherwise specified). Students must check their Mt. SAC student e-mail account on a regular basis. Students are responsible for all communication sent via e-mail.

Contact Information

Current address, phone number, and emergency contact information must be on file with the Respiratory Therapy Program Administrative Specialist.

Classroom Conduct

All students are expected to:

- attend classes regularly and arrive on time
- come to class prepared for discussions, activities, and lectures
- complete all assignments and turn them in on time
- treat professors and student colleagues with respect at all times
- participate appropriately during class
- do their own work unless the professor has specifically approved collaborative work

Cellular Phones and Other Mobile Devices

Cellular phones and other mobile devices must be silent and not in use during class time.

Recording Devices

Recording devices, cameras or cell phone cameras are not allowed in the classroom or laboratory. NO pictures may be taken in the classroom or lab.

Dress Code

Cleanliness is expected on a daily basis; e.g. oral hygiene, physical hygiene, use of deodorants, etc. Students should avoid excessive use of personal scented products, especially in patient care areas.

Laboratory

Students must wear ceil blue scrubs in the laboratory at all times including open laboratory time. Scrubs are to be clean, well fitting, neatly maintained, and in good repair. All footwear must be safe for laboratory use (e.g. no platform shoes, no open-toed shoes, etc.). No exceptions.

Classroom

The style of dress for the classroom is expected to be of good taste and appropriate in what parts of the anatomy are covered.

Clinical

Dress code policies are in place in all hospitals that are used for clinical training. Students who attend those facilities must adhere to these policies. The general attire will be ceil blue scrubs with shoulder patches identifying the student as a Mt. San Antonio College Respiratory Therapy Student. Scrubs are to be clean, well fitting, neatly maintained, and in good repair. More detailed clinical dress code requirements can be found in the Clinic Manual (to be distributed before the beginning of the clinical phase of the program).

Attendance

Students are required to meet all class and clinical requirements as outlined in each course syllabus. Because the acquisition of knowledge and skill in respiratory therapy is cumulative, both in theory and clinical areas, regular and prompt attendance and participation is necessary.

Tardiness in lab, clinical or didactic courses is unacceptable and will be subject to faculty review. It reflects irresponsible behavior, lack of respect for faculty and other students, and serves as a distraction to others. On the day of the third tardy, the tardy will be recorded as one absence (either lecture or laboratory/clinical).

Respiratory therapy students must attend each class, lab, and clinical. In the case of an unavoidable absence on the assigned day, the faculty must be notified prior to class. Excessive absences, more than 2 per semester (more than 1 per intersession), from lab, class, or clinical will result in a failing grade for the course. Each laboratory or clinic absence must be made up to earn a passing course grade.

The student is responsible for all homework assigned and due in the event of an absence or tardy.

It is the student's responsibility to officially drop or withdraw from a course whenever the student determines that he or she can no longer attend. Failure to officially drop a course may result in a failing grade and/or a financial obligation to the college. Students should check their schedule/receipt, available on the Mt SAC portal for information regarding key dates. Dates vary and are often course specific.

Students not officially enrolled in the Respiratory Therapy Program will not be permitted in the respiratory therapy classroom or laboratory.

No make-up or rescheduled examinations or quizzes will be permitted unless there are extenuating circumstances and approved by the instructor before the date of the scheduled examination.

Children

Respiratory Therapy students are not permitted to bring children into clinical, classroom or laboratory facilities.

Gifts

Sometimes students wish to show their appreciation to Respiratory Therapy faculty by presenting them with gifts. We the faculty feel that it is inappropriate and unethical for us to accept gifts. If an individual wishes to present a gift, that gift should be given to the program and not to individuals. Students may not accept gifts or gratuities from staff or patients during clinic rotations.

Clinic Policies and Requirements

Course content, learning experiences, and access to learning materials are equivalent for each student regardless of where that experience was acquired. (CoARC Standard 4.09)

Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework. (CoARC Standard 5.09)

Students must not complete clinical coursework while in an employee status at a clinical affiliate. (CoARC Standard 5.10)

Assignments

Students will be assigned clinic rotations beginning in the summer session.

Students must be prepared to accept any clinical assignment or scheduled days. The clinical assignment and/or scheduled days may change at any time during the course of the program. The student must be prepared to take on a new assignment with 24 hours notice.

All clinic rotations are 12-hour shifts, 2 days per week. Times vary slightly but are typically 6 or 6:30 am to 6:30 or 7 pm. Most clinic rotations are scheduled on the day shift and on week days.

Student Health Status

Clinical affiliates require students to have a current physical on file before the beginning of the clinical phase of the program. An updated physical will be required annually.

A student diagnosed with a pregnancy, illness, or injury during progression in the program must provide a medical release from their health care practitioner. The release must state that the pregnancy, illness, or injury will not prevent their continuance in the program and that there are **no restrictions** on activity.

Required Certifications

The following certifications are to be completed on the student's own time and the students expense.

Basic Life Support (BLS) Certification

The BLS Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Students must have a current CPR certificate prior to clinical rotations in the health care facilities. The BLS course must be approved for all health care providers (Provider C). It is the student's responsibility to maintain current certification throughout the clinical portion of the program.

Advanced Cardiac Life Support (ACLS) Certification

This advanced course highlights the importance of high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS).

Neonatal Resuscitation Program (NRP) Certification

The NRP course conveys an evidence-based approach to care of newborns at birth and facilitates effective team-based care for healthcare professionals who care for newborns.

Pediatric Advanced Life Support (PALS) Certification

Although not required for the program, PALS Certification is highly recommend. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

Clinic Manual

Students will receive the Clinic Manual before the beginning of the clinical phase of the program which will outline additional clinical policies.

Disciplinary Action Policy

Indications for Probation

The student will be placed on probation or dismissed from the Respiratory Therapy Program for **one** or **more** of the following reasons:

1. **Failure** to meet specific course objectives and/or critical elements.
2. **Failure** to meet minimum time and attendance requirements.
3. Demonstration of a **lack of personal and/or professional integrity and ethics** on campus and/or in the clinical facility for failing to accept responsibility for own actions or violating the course syllabus, Respiratory Therapy Program policies, Mt. San Antonio College Standards of Conduct, or clinical facility policies.

Students placed on probation must meet with their professor and develop a remediation plan. A follow-up meeting will be required.

Indications for Dismissal

1. **Physical jeopardy:** defined by any action or inaction on the part of the student that threatens the physical well being of a patient, instructor, and/or another student.
2. **Emotional jeopardy:** defined by any action or inaction on the part of the student that threatens the emotional well being of a patient, instructor, and/or another student.
3. **Non-compliance** with course syllabus, Respiratory Therapy Program policies, Mt. San Antonio College Standards of Conduct, or clinical facility policies.
4. **Failure** to meet minimum time and attendance requirements.
5. **Failure** to maintain a grade of "C" or better (75% or greater) in all required courses.
6. **Patient abandonment:** leaving an assigned clinical area prior to the end of the scheduled clinical day without permission/knowledge of the assigned clinical instructor, Director of Clinical Education, or Program Director.
7. Falsifying or omitting information in a patient record.
8. Unable to complete clinic requirements due to background check or other circumstances the prohibit placing a student at one the program's clinical sites.

Mt. San Antonio College Academic Policies

Academic policies apply to all students and faculty regardless of location of instruction. (CoARC Standard 1.06).

The following is a brief list of Mt.SAC Academic Policies. A complete list of available student services can be found in the:

- Mt.SAC Catalog www.mtsac.edu/catalog
- Mt.SAC Student Handbook www.mtsac.edu/handbook

Academic Honesty

Mt. San Antonio College is an institution of learning and scholarship predicated on the existence of honesty and integrity. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at Mt. San Antonio College. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the College's educational and social roles.

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

The term "Cheating" includes but is not limited to:

1. Plagiarism
2. Receiving or knowingly supplying unauthorized information
3. Using unauthorized material or sources
4. Changing an answer after work has been graded and presenting it as improperly graded
5. Illegally accessing confidential information through a computer
6. Taking an examination for another student or having another person take an examination for you
7. Presenting another person's work as your own
8. Forging or altering registration or grade documents; and/or
9. Submitting collectively developed work as your own, unless specifically allowed by the professor.

Students can be given a failing grade on a particular assignment or exam in which dishonesty occurred, and the failing grade for dishonesty would then be reflected in the student's overall grade for the course. The professor can also recommend that appropriate action be taken under the provisions of AP 5520 - Student Discipline Procedures.

Refer to Academic Honesty (BP 4290) and Student Academic Honesty (AP 4290) for full policy and procedure.

Standards of Conduct

The Mt. San Antonio College Standards of Conduct are designed to ensure the safety of all individuals at the College and to promote a positive educational environment that is conducive to learning. All students are required to abide by the Standards of Conduct and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/ CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion. 70 71
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.

15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
21. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Refer to Standards of Conduct (BP 5500) for complete policy.

Non-Discrimination Policy

Mt. San Antonio College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College provides an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economic status, military and veteran status, medical condition, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by the College. The lack of English language skills will not be a barrier to admission.

Dropping Courses and Withdrawing from the College

It is the students' responsibility to drop or withdraw from courses they no longer attend. Students should check their schedule/receipt, available on the "My Mt SAC" portal for information regarding key dates. Dates vary and are often course specific. Failure to drop may result in a failing grade and/or fees owed.

Full 16-week courses

Students who drop a class, withdraw from the college, or are dropped from a class by the professor by the Sunday at the end of the second week of classes will not receive any mark or notation on their permanent academic record. Students who drop a class, withdraw from the college, or are dropped by the professor beginning Monday of the third week of a 16 week class will receive a mark of "W" (Withdrawal) on their permanent record. Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P, NP) or an Incomplete mark for the class. A "W" Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A "W" Withdrawal remains a permanent part of a student's academic record.

Intersessions and other short term classes

Students who drop a class, withdraw from college or are dropped from a class by the professor prior to the conclusion of the first 20% of the class will not receive any mark or notation on their permanent record. Students who drop a class, withdraw from the college, or are dropped by the professor after 20% of the class has elapsed will receive a mark of "W" (Withdrawal) on their permanent record. Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P, NP) or an Incomplete mark for the class. A "W" Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A "W" Withdrawal remains a permanent part of a student's academic record.

Student Complaints/ Grievance Process

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student. Student complaints may be classified as grievances and fall into one of the following categories: Academic, Non-Academic, Discrimination, and Financial Aid Challenge. The forms and procedures for academic and non-academic grievances are located at: www.mtsac.edu/studentlife/studentgrievances.html

Issues that are not resolved at the campus level may be presented to the State of California using the State Complaint Process. Students are encouraged to follow the Mt. San Antonio College Complaint and Grievance process before attempting to file a complaint with the State. To file a complaint with the State of California, use the following web site: californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx

If your complaint is associated with the institution's compliance with academic program quality and accrediting standards, ACCJC is the agency that accredits the academic programs of the California Community Colleges. Please visit the following website: www.accjc.org/complaint-process.

Academic Grievances

Academic Grievances involve grade disputes. If a student files a grievance relative to a grade, the student must prove that "mistake, fraud, bad faith, or incompetency" is the reason for the grade assignment. The student must follow the Student Complaint and Grievance Procedures and complete the form located on the College's website, at <http://mtsac.edu/studentlife/studentgrievances.html>

Non-Academic Grievances

Grounds for non-academic grievances include, but are not limited to, the following:

- Any act or threat of intimidation.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policy, and/or Administrative Procedures.
- Course Repetition, Withdrawals, and Enrollment Fees: Students may file complaints related to course repetition, withdrawals or enrollment fees based on evidence of extenuating circumstances. Students should use the Petition for Exceptional Action form and provide supporting documentation. Action will be taken by the appropriate administrator or by the Board of Appeals. Petition for Exceptional Action forms can be found in the offices of Counseling, Admissions and Records, and Student Life. Petitions may be submitted through the Office of the Dean, Student Services for review by the Board of Appeals
- Non-Resident Reclassification: Complaints can be filed with the Board of Appeals by submitting a written appeal, including supporting documentation, to the Admissions and Records Office within 30 calendar days after notification of the final residency

classification decision. Non-Resident Reclassification appeal procedures are posted on the College's website: <http://www.mtsac.edu/admissions/forms-and-publications.html>

Discrimination Complaints

Students wishing to file discrimination complaints on the basis of ethnic group identification, national origin, religion, age, sex or gender, gender identity, sexual orientation, race, color, ancestry, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these perceived characteristics, and any other category of unlawful discrimination should contact the College's Title IX/504 Compliance Officer/Equal Employment Opportunity Programs representative, located in the Office of Human Resources, Building 4, Room 1460, 909.274.4225. Additional information on discrimination can be found at the following websites:

- AP 3410 Non Discrimination
<http://www.mtsac.edu/governance/trustees/apbp/AP3410.pdf>
- AP 3435 Discrimination and Harassment Investigations
<http://www.mtsac.edu/governance/trustees/apbp/AP3435.pdf>
- Unlawful Discrimination
<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>
- OCR (Office of Civil Rights)
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- DFEH (Department of Fair Employment and Housing) <http://www.dfeh.ca.gov/>

Financial Aid Challenge

Students receiving Financial Aid who wish to file a complaint regarding the financial aid process and/or determination should refer to the Right to Challenge section of Financial Aid Policies. Financial Aid Policies are posted on the College's website at: <http://www.mtsac.edu/financialaid/resources/policies/right-to-challenge.html>

Academic and non-academic grievances must be filed no later than 30 school days (Monday – Friday), when classes are in session, after the beginning of the primary term following the alleged violation, or 30 school days from the time that the student learns of the basis for the grievance. To begin the formal grievance process, students may pick up Grievance Procedures and forms from the Student Life Office, Building 9C. Students are required to meet with the Student Life Director regarding the grievance prior to starting the process since timelines are established for every step of the process and must be met precisely. The process for filing and pursuing a grievance includes two levels: In Level I (informal level) the student picks up the grievance forms and official procedures from Student Life and attempts to resolve the problem by meeting first with the faculty member (or staff member/administrator for non-academic grievances) and then to the faculty member's department chair or immediate supervisor. If the complaint is not resolved at that level, the student will meet with the division dean of the faculty defendant in an effort to resolve the problem. In the event that the problem cannot be resolved within 10 school days, the student may proceed to Level II (formal grievance) in which the student after

completing the forms takes all signed forms and documents to the Student Life Office within the established deadlines. A Grievance Review Committee chaired by the Dean of Student Services will review the grievance documents. This Committee may forward the grievance for a hearing that provides for a formal hearing process to seek clarification from the parties involved. If the student or faculty/staff member chooses to appeal the decision of the Committee, the appeal is submitted to the College President. The final appeal process resides with the Board of Trustees; their decision concludes the grievance process.

Appeals Process

Students with unique and extenuating circumstances, which they believe, warrant an exception to Mt. San Antonio College regulations and policies may file a Petition for Exceptional Action. These petitions are generally restricted to issues such as probation, dismissal, unit enrollment, and course petitions. Petitions are available in the offices of Admissions and Records, Career Counseling, Student Life, and Vice President of Student Services.

Technology and Health Division Services

Health Careers Resource Center

Building 67B-250

909-274-4788

www.mtsac.edu/tech-health/hcrc

The mission of the Health Careers Resource Center is to support all healthcare students with their educational goals by providing a positive learning environment and by reinforcing the acquisition of psychomotor skills. The HCRC actively supports equal opportunity, open access, and high academic standards. The HCRC provides a state of the art learning lab environment for Mt. SAC credit and non-credit health careers students.

Staff at the HCRC can assist students in:

- developing new health related skills and knowledge
- clinical skills practice and performance evaluation
- medical and hospital equipment, supplies, manikins, simulators, training aides for hands-on demonstrations
- application of basic, intermediate, and advanced skills

Tech Ed Resource Center (TERC)

Building 18C-1105

909-274-6118

www.mtsac.edu/terc

The mission of the Tech Ed Resource Center is to prepare Career and Technical Education students to succeed academically by offering applied activities to address their basic skills needs. The Tech Ed Resource Center offers help with basic math, reading, writing, research methods, and study skills to all students enrolled in Career Technical Education programs and courses. Students are encouraged to drop in and receive assistance with faculty and tutors or study independently or in groups. Computers are also available for use.

Mt. San Antonio College Student Support Services

The following is a brief list of services that are available to all students at Mt. SAC. A complete list of available student services can be found in the:

- Mt.SAC Catalog www.mtsac.edu/catalog
- Mt.SAC Student Handbook <http://www.mtsac.edu/handbook>

Academic Support and Achievement Center (ASAC)

Building 6, (909) 274-4300

www.mtsac.edu/asac

The ASAC helps students succeed in college. The ASAC offers instruction to review pre-collegiate skills in math, reading, and writing. Courses in study techniques are also available. The Learning Lab computers and audio visual materials are available to all current registered Mt. SAC students. Students can use the Learning Lab for research, word processing, multimedia assignments, online course work, and to supplement classroom instruction.

Accessibility Resource Centers for Students (ACCESS)

Building 9B, (909) 274-4290

<http://www.mtsac.edu/access>

Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. The ACCESS office is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and state laws. Students with disabilities are not required to register with DSPS.

Child Development Center

Building 70, (909) 274-4920

www.mtsac.edu/cdc

The Mt. SAC Child Development Center and Lab School provides high quality early care and education services for the children of college students, staff, faculty and the community. Several types of financial assistance are available to parents who qualify.

Career & Transfer Services

Building 9B, (909) 274-4510

<http://www.mtsac.edu/careerservices>

Career and Transfer Services helps students get from Mt. SAC to the next step in their educational journey whether that is a career or transfer to a four-year university. Career and Transfer Services provides a variety of activities, events and resources to help students transfer to universities, solidify career goals, sharpen job acquisition skills, and acquire part- and full-time employment.

Computer and Internet Access Learning Lab

Building 6, (909) 274-5666

www.mtsac.edu/computerlabs

A variety of computer labs offer students free use of PC and MAC computers and scanners. All computers have Internet access including Mt. SAC Library databases. Software includes word processing, spread sheets, Power Point, and tutorials on various subjects; tutors and technical staff are available to help students with questions. Printing is available for a fee.

Community Education

Building 40, (909) 274-4220

www.mtsac.edu/feeclases

Mt. San Antonio College's Community Education Department offers a wide variety of fee-based classes and programs including Basic Life Support.

Counseling Services

Building 9B, (909) 274-4380

<http://www.mtsac.edu/counseling>

The Mt. SAC Counseling Department delivers essential academic and career counseling services to our diverse student population. If you are experiencing personal issues that are affecting your academic performance, they can listen and direct you to the appropriate resources as needed.

The counselor for the Respiratory Therapy Program is:

Julie Perez-Garcia

jperez-garcia@mtsac.edu

Extended Opportunity Programs and Services (EOPS)

Building 9B, (909) 274-4500

www.mtsac.edu/eops

Extended Opportunity Programs & Services (EOPS) is a state-funded program dedicated to provide support services to eligible low-income students who are pursuing a vocational degree or planning a baccalaureate transfer degree. EOPS services are designed to give students individualized attention and support to improve their chances for educational success.

Financial Aid

Building 9B, (909) 274-4450

<http://www.mtsac.edu/financialaid>

The Financial Aid Office provides information and assists students in applying for financial assistance in the form of grants, loans, scholarships, enrollment fee waivers, and work study opportunities. The Financial Aid office helps students apply for the Free Application for Federal Student Aid (FAFSA), as well as for the California DREAM Act, and the Board of Governor's Fee Waiver. Moreover, the scholarships counter provides students with information about scholarships.

Library

Building 6, (909) 274-4260

www.mtsac.edu/library

The Library offers students, faculty, and staff a wide variety of information resources for their research needs. In addition to traditional resources such as books, journals, newspapers, videos, and career guides. There is remote access to full-text articles, images, eBooks, and closed-captioned videos through approximately 100 online databases. Faculty provided course materials and textbooks are available for use in the library at the Reserves and Circulation Desk. There are 15 group study rooms that can be reserved in advance through a selfservice online reservation tool found on the Library's home page. Computers, printers (including remote printing), copiers, and Wi-Fi connectivity are also available. Students may get assistance at the Information Desk or online via Ask A Librarian for all aspects of the research process, from choosing a topic to searching for evaluating information in print and electronic formats.

SacBookRac

Building 9A, (909) 274-4475

<http://www.mtsac.edu/about/getting-around/bookstore.html>

The SacBookRac is the campus book store where you may buy or rent textbooks, purchase supplies and services to meet your academic needs. The Bookstore is also a place to get college related supplies and services uniquely tailored to Mt. SAC student needs. In addition, this is the location where you can get you Mt. SAC student ID.

Scholarship Program Office

Building 9B | 2nd Floor | (909)274-4457

www.mtsac.edu/scholarships

Visit the Scholarship Program Office for assistance with scholarship opportunities on campus and beyond. The Mt. SAC Scholarship Program Office administers more than \$200,000 in scholarships each year. Visit www.mtsac.edu/scholarships for current application and eligibility information, to view our monthly workshop schedule, or to sign-up for scholarship email alerts.

Student Health Services

Building 67B and 9E, Room 2300 (909) 274-4400

<http://www.mtsac.edu/healthcenter>

The Student Health Center helps keep students physically and emotionally healthy so they can perform at their best. Professionals available include physicians, nurse practitioners, chiropractors, counselors, nurses, health education, and clerical support staff. The licensed professionals evaluate and treat minor, temporary physical and emotional conditions that require short term.

The Writing Center

Building 26B Room 1561, (909) 274-5325

www.mtsac.edu/writingcenter

The Center provides one-on-one tutoring in writing for any course at the College. Certified tutors and at least one English instructor are present at all times. In addition, the Writing Center offers a variety of workshops to help students with common writing issues, such as sentence level errors, thesis statements, essay planning and organization, and beginning college research. The Center also houses a computer lab that is available for student use to work on papers, conduct library and internet research, and develop their grammar and writing skills using self-directed educational software.

Professional Organizations

The following professional organizations have significant impact upon the field of Respiratory Therapy. Students are strongly encouraged to become familiar with the purpose, philosophy and function of each organization, as they will influence students to a great degree in their professional careers.

[American Association for Respiratory Care](#)

www.aarc.org

The AARC is the national professional organization. Mt.SAC students are encouraged to become members of this organization. Applications are available online.

[California Society for Respiratory Care](#)

www.csrc.org

The CSRC is the state professional organization. Mt.SAC students are encouraged to become members of this organization. Applications are available online.

American Association for Respiratory Care Position Statements

AARC Statement of Ethics and Professional Conduct

In the conduct of professional activities the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Seek educational opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.

Effective 12/94

Revised 12/07

Revised 07/09

AARC Statement on Cultural Diversity

The AARC professional community embraces diversity and multi-culturalism in all of its forms and promotes respect and cultural competence in every facet of its mission.

The AARC is enriched by the unique differences found among its diverse members, their patients/ clients, and other stakeholders. The AARC values and incorporated equal opportunity, and promotes the use of personal and cultural backgrounds to enhance our profession. The AARC accomplishes this by:

- Demonstrating sensitivity to all forms of diversity and multiculturalism including, but not limited to: age, gender and gender identity, race, color and ethnicity, nationality and national origin, ancestry, religious affiliation and creed, sexual orientation, socioeconomic status, political affiliation, physical and mental abilities, veteran and active armed service status, job responsibilities and experience, education and training.
- Acknowledging the varied beliefs, attitudes, behaviors and customs of the people that constitute its communities of interest, thereby creating a diverse and multicultural professional environment.
- Promoting an appreciation for communication between, and understanding among, people with different beliefs and backgrounds.
- Accommodating the needs of the physically disabled at events and activities.
- Using multicultural content and gender-neutral references in documents and publications.
- Promoting diversity education and cultural competence in its professional education programs.
- Recruiting candidates from under-represented groups for leadership and mentoring programs.

Effective 12/94

Revised 12/07, 04/13

Reaffirmed 07/10

Mt. San Antonio College Respiratory Therapy Program Handbook Agreement

I, _____, have read and been given the opportunity to clarify the policies and regulations of the current Respiratory Therapy Student Handbook.

_____ I understand, do accept and will comply with these policies and regulations.

_____ I understand the academic rigor and time commitments of the program and I will make the strongest commitment to succeed.

_____ I understand the time and attendance policies of the program.

_____ I understand that I cannot complete the Respiratory Therapy Program and receive the Certificate of Completion for Respiratory Therapy unless I have completed the Associate Degree requirements for an Associate Degree in Respiratory Therapy.

_____ I understand that I should complete any outstanding variances prior to beginning the program.

_____ I understand that I must register and pay for fall semester classes 10 days before the start of the fall semester or my seat in the program will be forfeited and that seat will be given to a student on the waiting list. If I have trouble registering for courses I will contact the Respiratory Therapy Administrative Specialist at 909-274-4963 or techandhealth@mtsac.edu before my seat is forfeited.

_____ I understand that if I elect not to start the program after orientation I must contact the Respiratory Therapy Administrative Specialist at 909-274-4963 or techandhealth@mtsac.edu as soon as the decision is made not to begin the program.

Student Signature: _____ Date: _____

Print Name: _____

Student A#: _____

Mt.SAC e-mail address: _____

Personal e-mail address: _____