



## **FRESNO CITY COLLEGE**

### **ASSOCIATE IN SCIENCE DEGREE**

### **Respiratory Care Program Handbook & Program Policies 2026**

The Respiratory Care Practitioner Program, CoARC #200083, associate degree, at Fresno City College is accredited by the [Commission on Accreditation for Respiratory Care](#)

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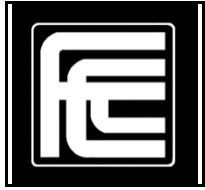
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(This handbook is to be used in conjunction with the FCC catalog 2026 may be subject to change anytime throughout the RCP program)

The content of this handbook maybe subject to change throughout the program

This institution does not discriminate based on race, sex, age, handicap, or religion.



## Respiratory Care Program

Fresno City College  
1101 E. University Ave.  
Fresno, CA 93741

January 2026

Dear Respiratory Care Student,

This student handbook is a supplement to the Fresno City College catalog. This handbook provides information related to the Respiratory Care Practitioner Program at Fresno City College. As new policies relating to respiratory care activities are formulated, they will be added to the handbook. It is important that you keep this handbook throughout the program. Each student will be expected to know this material and where to find essential information about the program.

Students must continuously review this material throughout their respiratory care education to successfully incorporate the program policies and procedures and to perform the duties and responsibilities of each clinical rotation.

Congratulations and welcome to the Fresno City College Respiratory Care Practitioner Program.

A handwritten signature in black ink that reads "Delmy Bedolla".

Delmy Bedolla,  
Director- Respiratory Care Program

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## **Mission of Fresno City College**

As California's first community college, Fresno City College provides access to equity-centered, quality, innovative educational programs, and support services. Committed to a culture of anti-racism, we create dynamic communities of respect and inquiry which encourage student success and lifelong learning while fostering the sustainable economic, social, and cultural development of our students and region.

## **Mission of the Respiratory Care Program**

"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)" CoARC 2026.

### **RCARE101**

RCARE 101 was implemented in Summer 2024 as a preparatory course for the Respiratory Care Practitioner Program. This course is designed to demystify program expectations for students that have been selected to enter the respiratory care practitioner program. The focus of the course is to provide a foundation of medical terms, math concepts, and patient assessment. A total of 35 students are enrolled in RCARE 101, 25 accepted and 10 alternates. The program can only accept 25 students in August.

### **Introduction to the Program**

Welcome to the Respiratory Care Practitioner Program. As defined by the American Association for Respiratory Care, "Respiratory Care is health care discipline specializing in the promotion of optimum cardiopulmonary function, health, and wellness. Respiratory Therapists are educated, trained, and licensed professionals who employ scientific principles to identify, treat and prevent acute or chronic dysfunction of the cardiopulmonary system."

"Knowledge and understanding of the scientific principles underlying cardiopulmonary physiology and pathophysiology, as well as biomedical engineering and application of technology, enables respiratory therapists to provide direct and indirect patient care services efficiently and effectively across all care settings. As health care professionals, respiratory therapists use critical thinking, patient and environmental assessment skills, and evidence-based clinical practice to enable them to develop and implement effective care plans, patient-driven protocols, disease-based clinical pathways, patient education, and disease management programs."

A variety of care settings serve as practice sites for respiratory care including, but not limited to:

- Acute care hospitals
- Sleep disorder centers
- Long term acute care facilities
- Pulmonary rehabilitation centers
- Home health/Durable medical equipment
- Physician offices and clinics
- Educational institutions
- Medical equipment companies and suppliers
- Research

You are entering a career that is exciting, dynamic, challenging and demanding. FCC's RCP program is specifically designed to provide you (the student) with the necessary knowledge base and skills for problem solving in the acute and critical care environment. Teamwork, effective communication skills, punctuality, and a **solid work ethic** are necessary for success in this field and the healthcare field at large.

### **Program Objectives**

Upon completion of the program, the graduate will be prepared to take and pass the National Board Exams through the study and completion of specific course objectives.

### **Student Learning Outcomes**

Definition: "Assessment of the results of the educational process; a determination of the extent to which student skills are consistent with the standards of professional practice." (CoARC, 2025).

Measurable student learning outcomes will be obtained through various assessments including written exams, quizzes, skills testing, projects, and clinical evaluations. Following graduation, the graduate will take a national examination through the National Board for Respiratory Care (NBRC) to obtain the RRT credential. The results of all testing are sent electronically to the Program Director of the RCP Program. The data is compiled from every graduating class annually. The data is analyzed and submitted as an annual report on each graduating class to CoARC.

Over the next two (2) years, faculty will provide the student with a theory and clinical evaluation form to complete on paper or via hyperlink. The questionnaire is designed to be anonymous. The student will be asked to complete the form for the faculty to identify areas of improvement within the RCP program. This feedback is essential. Program faculty members strive to meet the needs of each individual learner.

Students will receive CoARC mandated documents from the program in the 2<sup>nd</sup> and 4<sup>th</sup> semesters of the program and 6 to 12 months after graduation. These questionnaires are important. The program must meet thresholds established by CoARC for returned evaluations after graduation. This requires a commitment from the student to keep faculty informed of graduate progress on national exams and employment. The purpose of the CoARC document is to statistically measure the preparedness of the graduate for employment.

### **Philosophy**

The Fresno City College Respiratory Care Program (RCP) believes in the overall philosophy and objectives of the State Center Community College District. Being an integral part of the community college, the RCP program serves the educational needs of individuals within its specialty. The program provides graduates with the competency to work within structured health care facilities and in various community settings.

### **Education**

Education is a process involving active participation and communication between the student and the instructor. Respiratory Care education blends the science of cardio-pulmonary system with concepts from support courses and the prerequisite courses. The theoretical framework for patient care is meeting the patient's physiological, psychological, cultural, and ethnic, social, developmental, and spiritual needs.

Respiratory Care education occurs at various levels within institutions of higher learning and involves the student, faculty, and environment in a dynamic process. The complex collaborative process includes the teaching-learning of theoretical concepts, practicum of clinical skills and professionalism that prepares graduates for competent practice. Respiratory Care education progresses from simple (basic) to complex. Associate degree RCP education represents the entry level of professional practice.

Fresno City College offers a wide range of support services to meet the students' individual needs. These include health services and counseling, library and learning resource center, respiratory skills lab for individualized tutoring and mentoring, learning disability specialists, childcare center, and financial aid.

### **Students**

Students are encouraged to become self-motivated, independent critical thinkers who accept personal accountability and responsibility in the learning process. Cognitive skills essential to the learning process in respiratory education include analysis, synthesis, and the ability to transfer learning to the application process of patient care. The learning process of respiratory students is augmented by the application of other academic disciplines of the college. The program is open to all individuals regardless of ethnicity, gender, religious preference, or age who have met admission standards.

Students are empowered to be self-motivated, independent critical thinkers who accept personal accountability and responsibility in the learning process. Students will learn best when learning goals are perceived as useful, realistic, important, and relevant to a person's personal, professional, and career needs.

### **Respiratory Care Faculty Members**

Faculty members share the belief that learning occurs best in an atmosphere of mutual respect in which there is an appreciation for and consideration of different learning styles. Faculty recognizes the varied backgrounds and experiences that each student contributes to the learning environment. Individual learning styles and needs are considered when designing learning experiences to maximize the success potential of each student. Faculty functions as educators, facilitators, resource persons, mentors, coaches, and role models to create and maintain a positive learning environment.

Respiratory Care faculty members are committed to the goal of graduate who will function safely and efficiently as Registered Respiratory Therapists' (RRT) in the health care community. Faculty possesses competent theoretical knowledge and clinical skills. They facilitate learning by directing, providing opportunity, and assisting students with the acquisition of knowledge and the mastery of clinical skills. Faculty members respect the differences unique to each student's ethnic, cultural, spiritual, and learning needs.

**Remember the student is responsible for their education. You are responsible for you.**

Stay disciplined and attentive towards your studies and your approach to your clinical competencies. We will in turn meet you 100% of the way.

### **Purpose of the Program**

Respiratory Care students must complete all Associate of Science Degree requirements and apply for graduation from Fresno City College. For further information regarding the A.S. degree in Respiratory Care, contact an FCC-Allied Health Academic Counselor at 244-2604.

Courses designated RCARE in the program's curriculum must be taken after admission to the RCP program. There is no provision in the program for admission with advanced standing or for challenging a respiratory care course, or credit by exam. The student is encouraged to take all general education courses before the program. This is encouraged but not mandated. All Respiratory Care curriculum courses must be completed with a grade "**C**" (78%) or better to continue from one semester to the next semester in the program.

Upon successful completion of the program (A.S. in Respiratory Care) and having met the RCP Program Objectives, the student is allowed to test for the following exams through the National Board for Respiratory Care (NBRC):

- **Registered Respiratory Therapist (RRT)** ---The Registry Examination System was developed to objectively measure essential knowledge, skills and abilities required of advanced respiratory therapists and to set uniform standards for measuring such knowledge.
- **Certified Pulmonary Function Technologist (CPFT)** ---The Entry Level CPFT Examination is designed to objectively measure essential knowledge, skills and abilities required of entry level pulmonary function technologists at beginning practice.
- **Registered Pulmonary Function Technologist (RPFT)** ---The RPFT Examination is designed to objectively measure essential knowledge, skills and abilities required of an advanced pulmonary function technologist.
- **Neonatal/Pediatric Respiratory Care Specialist (RRT-NPS)** ---The Neonatal/Pediatric Respiratory Care Specialty Examination is designed to objectively measure essential knowledge, skills and abilities required of respiratory therapists in this specialty area.
- **Sleep Disorders Testing and Therapeutic Intervention Respiratory Care Specialist (RRT-SDS)** The Specialty Examination for Respiratory Therapists Performing Sleep Disorders Testing and Therapeutic Intervention is designed to objectively measure essential knowledge, skills and abilities required of respiratory therapists in this specialty area.
- **Adult Critical Specialty Exam (ACCS)** ---Credentialing exam is designed to objectively measure essential knowledge, skills and abilities required of respiratory therapists in critical care areas.

The National Board for Respiratory Care (NBRC) addresses all the above examinations and testing. The NBRC strives for excellence in providing credentialing examinations and associated services to the respiratory community and intends to remain at the forefront of the testing field by offering valid, reliable credentialing examinations, consistent with leading measurement standards and techniques. The website address is [National Board for Respiratory Care \(NBRC\)](#) The primary purposes of the NBRC and its 31-member Board of Trustees are to provide high quality voluntary credentialing examinations for practitioners of

respiratory therapy and pulmonary function technology; establish standards to credential practitioners to work under medical direction; issue certificates to and prepare a directory of credentialed individuals; advance medicine by promoting use of respiratory care in treating human ailments; support ethical and educational standards of respiratory care; and, cooperate with accrediting agencies to support respiratory care education. Successful completion of the RRT examinations is the standard for applying for a licensure in any of the 49 states that regulate the profession (Alaska does not have a licensure for respiratory therapists). Most students complete the NBRC testing 4 weeks after graduation.

### **Respiratory Care Practitioner's Code of Ethics**

The development of a code of ethics is an essential characteristic of a profession and provides one means whereby professional standards may be established, maintained, and improved. A code of ethics indicates a profession's acceptance of the responsibility and trust with which it has been invested. Each practitioner, upon entering a profession inherits a measure of that responsibility and trust and corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

1. The RCP shall practice medically acceptable methods of treatment and shall not endeavor to extend his/her scope of practice beyond the individual's level of competency, the authority vested in the individual by a physician, or by the legislative scope of practice in of the State in which the RCP is to practice.
2. The RCP shall continually strive to increase and improve his/her knowledge and skill and render to each patient the full measure of his/her ability. All services shall be provided with respect for the patient's dignity, unrestricted by considerations of social or economic status, personal attributes, or a health problem.
3. The RCP shall be responsible for the competent and efficient performance of his/her assigned duties and shall expose incompetence and illegal or unethical conduct of members of the profession. (Refer to the mandatory online course on "Ethics for the RCP" as legislated by the California Respiratory Care Board).
4. The RCP shall hold in strict confidence all privileged information (HIPAA) concerning the patient and refer all inquiries to the physician in charge of the patient's medical care.
5. The RCP shall not accept gratuities for preferential consideration of the patient. He/she shall not solicit patients for personal gain and shall guard against conflicts of interest.
6. The RCP shall uphold the dignity and honor of the profession and abide by established standards of care.

### **Health Insurance Portability and Accountability Act**

- Respiratory students are responsible for adhering to program and clinical site HIPAA standards. Infractions may lead to dismissal from the program or possible federal monetary fines.
- All patient information is considered confidential.
- Students will be educated on HIPAA in the first semester.
- Students must pass a HIPAA exam to become HIPAA certified (course fee)

### **Before You Get Started**

- Organize your life and time; use a planner, calendar, or other devise to keep track of assignments, clinical schedules, work, and family obligations.

- Prepare that school is a full-time job taking 40 hours per week of classes, studying, and clinical.
- Discuss your needs and goals with your family before beginning the RCP program; it will change their life as well, especially if childcare is needed.
- Make sure your schedule includes outside activities and balance. A physical activity routine will help with stress and the resulting weight gain some people experience.
- Consider investing in a computer and software that will make your papers and presentation professional. Computer familiarity is a requirement of the school and the RCP program.
- Read and organize your syllabi to ensure you know when reading, papers and testing occur so you can prepare ahead of time.
- **If you need extra units to be full-time for financial aid, take those courses that will be less stressful - try a PE class.**
- Be flexible and understand that the faculty and administrators are working hard to provide you the best education possible
- Rather than aim for a C, aim for an A, you are more likely to succeed, and it will pay off later for passing your national boards.
- Keep up with your reading in your textbooks and other assignments. Your test questions will come from all sources including the textbook, PowerPoint presentations, workbooks, lectures, and other reading assignments.
- Get enough rest so your mind can absorb the material being provided.
- When available, use the RCP skills lab to practice your skills, watch videos, small group work, and tutorial assistance.
- Be prepared for clinical, come on time, dressed in a clean RCP uniform with proper I.D.
- Form study groups that help with studying the objectives required for each class.
- Support each other. Be kind, remember respiratory care is a science and requires time to learn.
- Remember this is a two-year journey and you develop your knowledge and skills each day.
- Purchase all your books in the current edition. Older editions are not acceptable and may be missing vital information.
- Faculty, staff, and administrators have office hours- please use those resources to help you succeed.
- Many scholarships are available through financial aid and the health professions institute [Health Professions Education Foundation](#).
- See the APA academic counselors at least once a semester to make sure you are on the right track with your courses and graduation.

### **Essential Job Functions**

#### **Physical Demands**

- Must be medically cleared prior to program entry to complete all physical demands required in the handbook.
- Must be able to use all physical senses (i.e., sight, smell, touch, hearing) so that the RCP student can accurately assess the patient and clinical situation.

- Must be able to use fine motor skills of the hands to carry out clinical procedures accurately and safely.
- Must be able to operate diverse types of medical equipment.
- Must be able to perform such duties as, but not limited to:
- Lifting patients of many sizes and weights
- Maneuvering, pulling, pushing, and lifting of patients and medical equipment
- Performing related tasks which require the use of hands, arms, shoulders, legs, and feet.

### **Work Environment**

- Must be aware of **potential risks** in health care settings which require wearing safety equipment such as masks, head coverings, glasses, goggles, gloves, gowns, shoe coverings, etc. There is one exception
- Must be able to wear a N95 mask in clinical settings
- Must be able to meet hospital and college performance standards.
- Must be able to travel to and from academic and clinical training sites.

### **Cognitive Abilities**

- Must be able to understand and work from written and verbal orders.
- Must possess effective verbal and written communication skills in English.
- Must be able to understand and implement academic and health regulations, health care facilities, hospital policies, and procedures.
- Must follow all state, federal and local hospital policies regarding confidentiality rules on patients personal, family and health related information.
- Must possess technical competency in patient care and related areas.
- Must be able to perform mathematical calculations to determine correct medicine dosages and ventilator equipment.
- Must be in a functional state of mental health.
- Must be able to demonstrate the ability to adapt to changing patient care and professional situations.
- Must not have any disability that would interfere with cognitive, physical, or sensate ability to function safely in-patient care situations.

### **Disabled Student Program and Services**

Fresno City College has a program designed to assist students with various disabilities. If you have a physical, mental, sensate, or learning disability, or think that you might have one, please go to the office for disabled students' services for counseling and evaluation. The faculty cannot assist you with any special accommodation until you have this evaluated and determined what special assistance you may need. Make an appointment to see a DSP&S (Disabled Student Programs and Services) counselor to determine the best next action for you. If you do have special needs as identified by DSP&S, then special testing considerations will be conducted by the RCP faculty. If RCP faculty cannot accommodate the special testing need, students will be required to schedule testing at the DSP&S office. DSP&S can be reached at (559) 442-8237 and is in Building 1 on the FCC Campus Map. A Notice of Accommodation form must be presented to instructors of record.

In addition to formal accommodations through Disabled Student Programs and Services (DSP&S), the program supports student success through inclusive teaching practices. These may include multiple ways to demonstrate learning, clear expectations, detailed rubrics and skill checklists, recorded or captioned content when available, structured templates for clinical documentation, and ongoing feedback with opportunities for improvement. Students are encouraged to communicate early with faculty about learning needs. The program is committed to supporting all qualified students while maintaining patient safety and professional standards.

**Special accommodation cannot be made for skills testing, clinical environments, class schedules, and clinical schedules.**

### **Associate of Science degree in Respiratory Care**

#### **Prerequisites:**

- High School diploma/GED (45 CHSPE)
- Have completed all application course prerequisites with a letter grade of "C" (2.0) or better. The combined grade point average (GPA) of the six program prerequisites must be **2.75** or higher.
- Math 3A, College Algebra OR STAT C1000/1000H Introduction to Statistics
- English C1000/1000H, Academic Reading and Writing
- Biology 20 and Biology 22 or Biology 21A and Biology 21B
- Biology 31 (Microbiology)
- Chemistry 3A (Intro to General Chemistry) OR college equivalent or higher
- RCARE 101—Preparatory Course Respiratory Care Program – 2.0 units

#### **RCP Curriculum:**

##### **First year-first semester (fall) -- 11 units**

- RCARE 30 Introduction to Respiratory Care Profession –1 unit
- RCARE 31 Patient Assessment -- 3 units
- RCARE 32 Pharmacology – 2 units
- RCARE 33 Introduction to Respiratory Care Modalities – 4 units
- RCARE 51 Semester 1 Lab - 0.5 unit
- RCARE 61 Clinical Applications I - 0.5 unit

##### **First year-second semester (spring)-- 12 units**

- RCARE 34 Physiology of the Respiratory System – 3 units
- RCARE 35 Diagnostic Methods – 3 units
- RCARE 36 Applications and Procedures --3 units
- RCARE 37 Airway Management - 2 units
- RCARE 52 Semester 2 Labs—0.5 unit
- RCARE 62 Clinical Applications II – 0.5 unit

##### **Second year-first semester (fall) - 12 units**

- RCARE 40 Introduction to Mechanical Ventilation –2 units
- RCARE 41 Neonatal Diseases –2 units
- RCARE 42 Obstructive Respiratory Diseases –2 units

- RCARE 53 Semester 3 Lab - 1 unit
- RCARE 63 Clinical Applications III – 5 units

### **Second Year-second semester (spring) - 12 units**

- RCARE 43 Mechanical Ventilation Management –1 unit
- RCARE 44 Pediatric Diseases – 2 units
- RCARE 45 Restrictive Disorders and Trauma –2 units
- RCARE 46 Respiratory Care Review – 2 units
- RCARE 64 Clinical Applications IV – 5 units

Program changes may occur according to CoARC accreditation standards, ACCJC standards, state, or institutional changes. These changes may cause changes to course schedules, outlines, objectives, and outcomes. Faculty must communicate any planned changes to students through verbal and written communication.

### **Financial Responsibilities of Students**

**Estimated expenses during the 2-year Respiratory Care Practitioner Program:**

Description	Fee
FCC Admission & Registration Fees (see current FCC catalog for any changes)	\$2,208 (48 units x \$46/unit)
California State Mandated Health Fee (4 x \$21 per semester / 2 x \$21 per summer)	\$126
Parking Permit fee (4 x \$30 per semester / 2 x \$20 per summer)	\$160
<b>BEFORE PROGRAM BEGINS</b>	
Admission health examination, immunizations/diagnostic tests	\$350
Background check and drug screen through American Databank	\$300
School uniform, lab coat, FCC student I.D., FCC program logo, watch,	\$350
Basic Life Support	\$60
<b>DURING PROGRAM</b>	
Books	\$1,200
Clinical Trac Database	\$300
Advanced Cardiac Life Support (ACLS)	\$250
Neonatal Resuscitation Provider (NRP)	\$140
Pediatric Advanced Life Support (PALS)	\$250
Lindsey Jones Exam Prep Course	\$375
Exit Exams (written RRT, clinical simulations)	\$170
Online Ethics course (via AARC or CSRC member fees)	\$20
<b>AFTER PROGRAM</b>	
<b>NBRC Examination Fees:</b>	
WRRT Exam	\$190
Clinical Simulations Exam	\$200
California State license fee	\$300
<b>Total Estimated Expenses</b>	<b>\$6,949</b>

#### **Notice: Potential Changes to Program/Exam Fees**

Please be advised that fees associated with the [Respiratory Therapy Program / NBRC examinations] are subject to change. Any adjustments to fees will be communicated in advance and will apply to new applications or enrollments submitted after the effective date.

The estimated expenses do not include pre-requisites and co-requisites or any other fees associated with other courses. Tuition may change at any time.

### **Online Ethics Course**

All RCP graduates in the State of California are required to complete an online course regarding RCP Ethics in the Workplace. This course is specific to the practice of respiratory care. Faculty suggests that this online course be taken in the 4<sup>th</sup> semester, prior to graduation. This course is not a part of the Fresno City College RCP curriculum. However, it is a mandatory component for California State Licensure. The testing relationship is between you and the Respiratory Care Board in Sacramento. The student may take the test through the American Association for Respiratory Care (AARC) or through the California Society for Respiratory Care (CSRC). The cost for an ethics course is \$15 for students on the CSRC web site at [Respiratory Care Board \(RCB\)](#).

### **Mandatory Background Check and Drug Screen**

Every student enrolled in an Allied Health program at Fresno City College is required to undergo a mandatory Social Security Number, drug screen, and sex offender background check. The background check must be completed three weeks before your first semester clinical rotation starts. Although positive findings on the background check will not disqualify a student for admission to the Fresno City College Respiratory Care Practitioner Program; various infractions may result in the graduate's inability to obtain a California State license. In addition, some hospital rotation sites have the legal right to look at and evaluate your background check and may block the student from their facility. Each RCP student must fulfill all clinical rotation hours. Please see appendix with background information at American Databank, CCPS Student Ready. Follow the instructions carefully and thoroughly.

**Policy Requirements:** **A clear background check is mandatory to meeting clinical site requirements, any disqualifying findings may prevent students from participating in clinical rotations which are essential to program completion.**

**Drug screening:** **A drug screen must be completed with a negative result; a positive drug screen may result in dismissal from the program as students must comply with clinical site policies regarding substance abuse. Failure to meet these requirements means students will not be able to meet the program objectives and will be dismissed from the program.**

***Drug screens must be completed within 24 hours of the order being placed. Failure to complete a drug screen in this timeframe may result in delayed or denied clinical placement.***

***Some clinical sites require a Real ID or a valid passport for access and identification. Students are responsible for obtaining these forms of identification prior to the start of their clinical rotation.***

Furthermore, upon graduation from the Fresno City College Respiratory Care Program, the Respiratory Care Board in the State of California requires two additional background checks. Both are called "live scans." One fingerprint scan will be sent to the FBI and the other is sent to the DOJ (Department of Justice.) To be licensed as an RCP in the State of California, you must be cleared by both federal entities. If you are not, you need to communicate directly with the Respiratory Care Board in Sacramento. If you believe anything in your private history might exclude you from licensure, contact the Respiratory Care Board in Sacramento immediately at 1-(866) 375-0386 or 1-(916) 999-2190. These issues are addressed between you and the

RCB. Fresno City College does not have a relationship between you and the Board regard these issues. By failing to contact the RCB immediately, you could potentially spend two years in this program only to discover that you will be denied the right to practice.

## CORE TEXTBOOKS

### Cover the two years

Textbook (may purchase in bundles, as eBooks, or individually) <b>Bundle saves money</b>	ISBN	Estimated Cost
Egan's Fundamentals of Respiratory Care 13 <sup>th</sup> ed.	978-0-323-93199-1	200.00
Workbook	978-0-323-93200-4	70.00
Rau's Respiratory Care Pharmacology 11 <sup>th</sup> Workbook	978-0-323-87155-6 978-0-323-87160-0	120.00 60.00
Respiratory Care Calculations	978-1-284-19613-9	100
Green's Respiratory Therapy Not in bundle must purchase separately	978-1-593-30934-3	50.00
Clinical Manifestations and Assessment of Respiratory Disease 9th ed.	978-0-323-87150-1	130.00
Fountains in Neonatal and Pediatric Respiratory Care	978-128-423499-2	150.00
Online clinical tracking		300.00
BLS Provider Manual		50 + Skills (50)

### 3<sup>RD</sup> SEMESTER (FALL) TEXTBOOKS

Advanced Cardiac Life Support Provider Manual		60.00 + Skills (50)
Neonatal Resuscitation Provider Manual		50 + Skills 50

### 4<sup>TH</sup> SEMESTER (SPRING) TEXTBOOKS

Pediatric Advanced Life Support (PALS)		50.00 + Skills (50)
Lyndsey Jones Review		360.00
Practice Exams		130.00
Secured Exit Exams		130.00

### Transportation

All transportation arrangements are the student's responsibility. The student must submit current automobile insurance the first week of every semester if using a car for transportation to and from school and/or any clinical or related school activities. Students are responsible for transportation to and from school and to and from their clinical rotations. Students may park only in designated parking areas both at the college and at the clinical sites. The student is responsible for being on time for his/her clinical rotation. Simply put, if your transportation is unreliable, then you may appear unreliable to the manager of your clinical site. Take the appropriate steps to ensure your timely arrival. Make a good impression, this is a job interview.

### Current Address

The student is responsible for keeping his/her current address and telephone number on file with the Program Director, Clinical Director and Admissions and Records. This information will be kept confidential unless the student requests otherwise.

## **Financial Aid**

The college provides financial aid to as many students as possible through scholarships, grants, loans, and job opportunities. The following programs are available to qualified students:

- Federal PELL Grants
- Federal Work Study
- Federal Supplemental Educational Opportunity Grants
- Federal Direct Student Loans
- Federal Family Educational Loans
- Boards of Governors Enrollment Fee Waiver
- Cal Grants
- Extended Opportunity Programs and Services (EOPS)
- Bureau of Indian Affairs Scholarships
- Other Institutional and Non-institutional Scholarships

## **General Information Regarding FCC and Program Policies**

The academic policies of the RCP program apply to all students regardless of location of instruction or circumstances. This statement refers to grading, performing assigned tasks according to clinical preceptor and clinical skills sheet, patient safety, attendance, HIPAA, and professionalism. The faculty is responsible for adhering to and implementing academic policies.

### **Attendance, Re-entry, Deferment**

- Students may be dropped from class if they fail to attend the first-class session of the semester. There are **no** institutionally approved absences for any reason. Only your instructor may excuse an absence. Absences caused by personal engagements, trips to the dentist, work, and transportation delays and business affairs will not be excused, nor will absences from class to complete registration or add/drop activities. (Fresno City College 2025 Catalog) Students who miss two successive weeks of any RCP class will be dropped from the course. This includes those courses that meet once per week. When petitioned, reinstatement will be considered under the college reinstatement procedures.
- Students must attend clinical and theory courses on campus for the full assigned hours. Any time a student is away from a clinical setting or absent from the classroom, whether planned or unplanned, is considered an absence. Leaving a clinical session or theory course without instructor permission is contrary to program policy. It is expected that students will be on time and will stay the entire time. Those leaving early without instructor permission will be considered absent. **All absences will be recorded and there are no excused absences.**
- Students will be given a demerit for each recorded tardy or absence for class and clinicals. 3 demerits for recorded absence, tardy or late arrival will result in reduction of final semester grade by one letter, 4 demerits will lower final semester grade by 2 letters, 5 demerits will result in three letter grade reduction, additional demerits will continue to impact the final grade proportionally.
- A clinical absence may impact negatively on the student's performance evaluation.

- Students ill on a clinical day and unable to report to the hospital where they are assigned will be responsible for notifying the agency in accordance with policies established by that agency and/or clinical instructor. Failure to comply may result in a safety infraction on your evaluation.
- Students given deficiency notices are expected to meet with the Program Director and the Director of Clinical Education of the RCP Program before attending the next class session. This appointment needs to be made within two (2) days of the notice. It is to be signed by all parties prior to returning to class.
- The faculty places strong emphasis on attendance in all classes. Students are expected to be in the classroom at the time class begins. Instructors are required to take attendance at each class session and to report any student who is absent for two successive weeks of instruction.
- Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are within the 50 percent drop deadline (50 percent of the class term).
- If a student's lack of attendance causes an instructor to judge that unsatisfactory progress is being made, that student may be dropped from class by the instructor if the absences are within the 50 percent drop deadline.
- Lack of regular attendance after the 50 percent drop deadline may result in an unsatisfactory grade.
- Students who fail or are incompetent with meeting the psychomotor (skills) competency level as determined by the Program Director and the Director of Clinical Education may be dropped from the program.
- Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the office of Admissions and Records.
- Reinstate will be granted only if the student has been doing satisfactory work immediately prior to the excessive absence and if it is the judgment of the instructor that the student has a reasonable chance of passing the course.
- Progression in the sequence of respiratory care courses will be permitted only after the dropped course is repeated successfully.
- After successfully repeating a respiratory care theory course, returning students will be allowed to continue in the successive theory course.
- Regardless of the circumstances, those courses in which a student receives a "D" or "F" grade may be repeated only once.
- All courses must be repeated in entirety.
- **If a student fails a repeated course or has failed 2 different courses in any of the required respiratory care courses, the student will be removed from the Fresno City College Respiratory Care Practitioner Program and will not be allowed reentry as a respiratory student in this college.**
- Each student planning to re-enter a respiratory care course must contact the division office 90 days prior to re-entry start date. This is to ensure enrollment and clinical placement.

- A student who needs to repeat a course or courses is **not** ensured placement. Placement is dependent on the number of students in the cohort.
- A student may only defer for one year and one time.

#### **Health Services for the FCC Student**

The Health Service office, located in the Student Services Building, room 112, is open during the fall and spring semesters from 8am to 4pm Monday through Friday, closed 12 to 1pm. During the summer session, the office hours are from 8:30am to 12:30pm. Consultation with a college health nurse is available by appointment during scheduled hours.

Health services available to FCC students include confidential health counseling, health education, screening tests, emergency first aid, assistance in obtaining medical care, limited immunizations and HIV and TB skin testing.

In addition to the above-mentioned services, accident insurance coverage is available to students injured while on campus or at school sponsored and supervised events. These services are supported by the \$21.00 health fee. Call **442-8268** for more information.

The Respiratory Care Practitioner Program at Fresno City College in conjunction with the local hospitals has set up specific immunizations that need to be in progress prior to the beginning of your program. The following material was provided by the Health Nurse at Fresno City College.

#### **Psychological Services**

The goal of Psychological Services is to assist students who experience interpersonal or personal difficulties during their college stay so they can remain effective in their educational pursuit. Psychological counseling is available for a variety of problems, including issues stemming from:

- Adjustment to college life
- Depression and anxiety
- Relationship and communication skills
- Stress and anger management
- Mental illness
- Substance abuse
- Eating disorders

Leaves should not be requested and cannot be granted near the end of the semester or during mid-terms or final examinations.

#### **Sexual Harassment Policy**

It is the policy of the governing board of the State Center Community College District that no person shall, based on ethnic group identification, national origin, religion, age, sex, race, color, physical or mental disability, or sexual orientation be subjected to unlawful discrimination in any program or activity of the district. It is further the policy of the governing board that the district shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that all institutions of the district are concerned and will take action to eliminate sexual harassment. Engaging in sexual harassment is conduct which may subject the harasser to disciplinary action.

### **Harassment based on sex is a violation of State and Federal Law.**

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having negative impact upon the individual's work or academic performance, or creating an intimidating hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Complaints of sexual harassment should be processed according to the terms of District Administrative Regulation 5530. (FCC catalog 2023)

### **Drug Abuse Policy**

For the protection of other students in the State Center Community College District, the Governing Board of this District may suspend or expel, and the Chancellor of this District is authorized to suspend whenever it is established to the satisfaction of the Board or the Chancellor, as the case may be, that the student has on college premises used, sold, or been in possession of narcotic or other hallucinogenic drugs or substances, or has on college premises inhaled, or breathed the fumes of, or ingested any poison classified as such by Schedule D in

Section 4160 of the Business and Professions Code. (Fresno City College 2024-2025Catalog).

### **Academic Dishonesty**

The faculty agrees that those proven dishonest or have compromised patient safety will be given a minimum of a failing grade for the assignment. Academic dishonesty is unacceptable and will not be tolerated by Fresno City College. Cheating, plagiarism, and collusion in dishonest activities erode the college's educational and social role in the community. Academic dishonesty in the Respiratory Care Program may include but is not limited to deduction in total points, the student may be referred to the Dean of Allied Health, Physical Education, and Athletics, dismissal from the program for the infraction. Students may seek due process through the student grievance process.

Students at Fresno City College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibilities to ensure that this education is honestly obtained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is serious.

### **Cheating**

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of

examinations without an instructor's permission, using, or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completes.

**Sharing exam information with individuals who have not taken the exam or skills test is unacceptable and all individuals involved will receive a zero and disciplinary action.**

### **Plagiarism**

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration.

## **Artificial Intelligence (AI) Use Policy**

### **Fresno City College – Respiratory Therapy Program**

The Respiratory Therapy Program prepares students for professional practice in high-risk clinical environments where independent critical thinking, ethical judgment, and patient safety are essential. AI tools may be used only as limited learning aids and must never replace a student's own knowledge, reasoning, or professional responsibility.

#### **Permitted Use (with instructor approval only):**

AI may be used for brainstorming, organizing notes, clarifying concepts after independent study, improving grammar or formatting, and generating personal study questions.

#### **Student Responsibility:**

All submitted work must reflect the student's own understanding and clinical reasoning. Students are responsible for verifying accuracy, explaining their work if asked, and demonstrating independent knowledge in lab, simulation, and clinical settings. Inability to explain submitted work may be considered academic dishonesty.

#### **Prohibited Use:**

Students may not use AI to complete or generate:

- SOAP notes, care plans, charting, patient education materials, case studies
- Quizzes, exams, graded discussions, or any clinical judgment assignments
- Any work involving patient, simulation, or clinical data

Submitting AI-generated work as one's own is considered academic dishonesty and may result in a zero, course failure, or disciplinary action per program and college policy.

#### **Professional Standards:**

Reliance on AI in place of independent clinical judgment is unsafe, violates ethical standards, and is inconsistent with NBRC and CoARC expectations.

**When in Doubt:**

Students must ask the instructor before using AI. "I didn't know" is not an acceptable excuse after submission.

By enrolling in the program, students acknowledge and agree to follow this AI Use Policy.

**Grading System**

Grades are earned in each course and are recorded on students' permanent records. Grades are posted on Blackboard within one week of the test date. Grades represent the evaluation of student achievement of course objectives and student learning outcomes. In the core courses for the Respiratory Care Practitioner Program, the following grading scale is used:

**A = 92-100%**

**B = 84-91%**

**C = 78-84%**

**D = 70-77%**

**F = <70%**

To systematically pass in successive order all RCP core courses must be passed with a grade C or better. If a student earns 77% in an RCP course, then the student did not pass the course and must wait one year to repeat. Most courses are weighted please refer to course syllabi. All science courses applied to the A.S. degree must also be passed with a grade C or better.

Students are to maintain communication with a health science academic counselor at least once per semester.

**Lab**

Lab courses are scheduled in semesters one, two and three. Lab courses turn didactic information into hands on activities to build skills and understanding. Refer to specific course syllabi for skill building schedule and skill competency testing. Each syllabus describes the expected learning objectives and outcomes for the students. It is important to be on time and prepared for lab courses. Students are to ask questions and take the time needed to learn a skill during lab courses. The college provides the disposable respiratory equipment used at most of the hospitals for patient care. Equipment is to be treated with respect.

- Use equipment only under direct supervision
- If equipment is broken or malfunctioning notify instructor immediately
- Equipment must be cleaned and put in its original place after use
- All equipment must be disconnected from gas sources after use
- Major equipment such as ventilators must be kept plugged in to an electrical outlet

**Competencies**

Skills and competencies build from one semester to the next in complexity. Practice makes perfect. Skills testing provides competencies. If a student scores below 100% on a skill test, the student may retest once to obtain 100%. Instructors use a rubric for grading skills and immediate feedback will be given to the student at the time of testing. First and second semester students must pass all competencies assigned to the lab course as a prerequisite to their clinical rotations. Rubrics for each skill tested in posted in the lab course under the appropriate module for students to review days before the skills test.

## **Clinical Rotations and Expectations**

Clinical rotations begin during the first semester after completion of the lab course. Students are assigned their clinical rotation schedule by the Director of Clinical Education and posted in the clinical course module. You cannot ask for a different time or day to attend a clinical rotation. The college has contracts with hospitals to host our students. Attendance is particularly important to the clinical aspect of the program

- If you are on time, you are late.
- Must be proper uniform, with ID badges, stethoscope, and pens.
- Adhere to the following professional conduct guidelines, especially HIPAA.
- Do not use your cell phone in a patient's room or at the nurses' station.
- Infractions to professional conduct guidelines or according to the course syllabus may result in dismissal from the program.
- Students will be assigned clinical sites each semester.
- Clinical dates and times vary according to hospital; this may include an evening shift, night shift, or a weekend shift.
- You are expected to attend the clinical site you are assigned to.
- Be prepared to travel outside of the Fresno area for your clinical site rotation. Transportation issues or personal constraints for travel that are not managed appropriately by the student may cause the student to be dropped from the program.
- Immunizations must be kept up to date. This is your responsibility, not the instructor's. Lack of immunizations will disqualify you from attending your clinical rotation.
- Absences may negatively affect a student's grade. Clinical attendance and participation are of the utmost importance. Refer to clinical course syllabus for specific details.

To be cleared for clinical rotations, students must complete all hospital specific paperwork and turn into the Director of Clinical Education. Paperwork includes the following immunizations and exams:

### **Immunizations -Requirements and Exams for Health Science Majors**

The Student Health Services at Fresno City College can assist the Health Science students with some of the immunization requirements. This information is given to you as a guideline **only**. All immunizations must be uploaded to the CCPS Student Ready System. All immunizations are to be completed before the program begins. Exceptions to this are the Hepatitis series, which must be at least started. To prove immunity and previous immunizations, go to Health Services and request a referral for titers. Titers are a blood draw that will prove immunity. Cost of titers varies according to facility.

To be accepted into a hospital clinical rotation, the following immunizations must be completed: MMR 2 vaccines or a titer, Varicella 2 vaccines or a titer, Hepatitis AB series of 3 vaccines, titer, or signed declination, TB skin test see previous TB section. A positive TB result requires a CXR once a year with physician documentation of a clear CXR.

### **Tuberculosis or Gold QuantiFERON**

The Fresno City College Respiratory Care Program requires that all new students begin with a **2-step TB skin test**. The CDC recommends a two-step be performed in one to three weeks. If the second test is negative, the individual is considered non-infected. From that point forward,

the Mantoux TB skin test is to be performed once a school year. TB testing at FCC health services Monday, Wednesday, and Friday between 1pm and 4pm.

**Gold QuantiFERON** is a blood test that some hospital sites require in place of a skin test. Some hospitals want the Gold QuantiFERON every 6 months as compared to a skin test annually.

If a history of a positive skin test is given, evidence of a normal chest x-ray is required in all health facilities. The student can bring in the chest x-ray report and receive a clearance if the symptom review is negative. The chest x-ray report must describe the exam as "normal" or "no evidence of tuberculosis."

### **Measles, Mumps, Rubella (MMR) and Varicella**

The Student Health Service at FCC offers the MMR at \$76.58 charge per shot to students. Unfortunately, the Varicella is not offered and must be obtained elsewhere. The MMR and Varicella vaccines are live vaccines. The Health Service prefers to have the TB Clearance completed before giving a live vaccine. The Health Services nurse will provide you with information and instructions to follow for all vaccines.

### **Hepatitis B**

The Health Service offers the Hepatitis AB vaccine for \$67.55. The series takes approximately six months to complete. The vaccine administration schedule is as follows: the first vaccine is given on a scheduled day. The second vaccine is given at least 4 weeks after the first. The 3<sup>rd</sup> vaccine is given at least 8 weeks after the 2nd and 4 months after the first or positive Titer.

### **Tetanus, Diphtheria, Pertussis (Tdap)**

FCC cost is \$52.46 or signed declination. Cannot go to certain clinical sites without Tdap.

### **Influenza vaccine**

For current season (free of charge). An annual flu vaccine or exemption may be required for clinical rotations.

### **COVID-19 vaccine**

COVID-19 vaccine is strongly recommended it as some clinical sites require it for participation. Students who are not vaccinated may be limited to their clinical placement options which could impact their ability to complete program requirements

### **FIT Testing**

Clinical sites may require you to wear an N-95 mask during your shift. The school will perform the FIT test for you. You must purchase the N-95 mask as part of your clinical uniform.

### **Physical Clearance Form**

Must be completed by a physician or nurse practitioner

### **Auto Insurance**

Complete form and provide a copy of insurance

### **Real ID or Valid Passport Requirement**

Some clinical facilities require a Real ID-compliant driver's license or a valid passport for site access and identification. Students are responsible for obtaining and maintaining the required form of identification prior to the start of clinical rotations.

Failure to meet clinical site identification requirements may result in delayed or denied access to clinical rotations, which could impact the student's ability to meet program requirements.

## **Clinical Evaluations**

Clinical evaluations are conducted by FCC instructors or hospital preceptors. Second year clinical evaluations are conducted at a minimum every four weeks for a minimum total of four clinical evaluations (grades). The clinical evaluation grading rubric is posted to the student portal in the corresponding clinical course. The evaluation grade is considered a test grade and should be viewed as a test. An instructor visits each clinical site. This is the time for the student to ask questions and the instructor to give feedback. If remediation is required during a clinical evaluation, the instructor will provide remediation immediately following the evaluation.

**If a student is deemed unsafe in the clinical setting by the instructor, the student will be directed to report to the college the following day for remediation and competency testing.** Frequent remediation will negatively affect a student's grade. Unsafe behavior may cause a student to be dropped from the program. Students will be supervised at clinical sites and will not substitute for a staff therapist. As a student, you may not accept any monies or gifts for your clinical work, and in turn, the staff therapist cannot request any monies or gifts from you.

## **Student Orientation to the Clinical Facilities**

### **A. Policy:**

All students must be oriented to the educational setting where the clinical experience is taking place. Beginning in October of the first fall semester, students will be placed at clinical facilities. A staff person/preceptor should orient you to the basic acute areas of the hospital. In the second year of clinic, the Clinical Instructor or a staff person/preceptor should be made available to you for this general orientation. If you do not believe the orientation to the hospital was adequate, contact your Clinical Instructor directly and ask to have the orientation repeated.

### **B. Procedure:**

- Hospital shift hours
- Parking
- Respiratory Care Department
- Bathroom facilities
- Respiratory Care Equipment
- Respiratory care charting documents
- Patient wards and charts
- Fire regulations (RACE)
- Codes (Code Blue, Pink, Red, etc.)
- Incident reports
- Staff and patient accidents
- Disaster plans

### **C. Absence/Tardy in the clinical setting:**

- This is your first job interview...MAKE A GOOD IMPRESSION

- Telephone number or pager of the person to contact
- When to notify? (~ two (2) hours before your scheduled arrival)
- Clinical hours are set and do not allow for make-up hours
- Absences may cause a student to be dropped from the program.

#### **D. Orientation to the Respiratory Therapy Department**

- Review of departmental policies and procedures
- Review charting (Varies from hospital to hospital)
- Drug locations
- RCP storage and equipment locations
- CXR computer access or hard copy locations
- Emergency/Code cart equipment
- Remember A, B, and C

#### **E. Introduction to key personnel:**

- Department Manager
- Educational Coordinator
- Team Leaders/ Supervisors
- Staff respiratory therapist
- Medical Doctors (Pulmonary, Cardiac, Intensivists, etc.)

### **Guidelines for Professional Conduct**

#### **Personal Appearance**

The fact that you have entered the health care profession intensifies the standards of acceptable appearances. Your personality is the total sum of the behavior patterns by which you are known as a unique person. In taking inventory of your standards, consider the following:

Asepsis (infection control practices) and comfort are integral parts of patient care. Student interference with these aspects of patient care due to uniform, hair, rings, nails, jewelry, or any other contributing factors must be corrected as determined by the established language in your student handbook and followed up by the Director of Clinical Education. The clinical uniform is to be worn in the classroom and in the clinical setting.

#### **Clinical Uniform**

First year students are to wear olive green **scrub** tops and pants purchased at FCC bookstore. The scrubs are to be clean and pressed to be considered professional attire. The hospitals' own internal policies may supersede those of Fresno City College. 2<sup>nd</sup> year students are to wear grey scrubs purchased at the FCC bookstore. If you purchase elsewhere, color and style may not match, and you will be considered out of uniform.

- The approved scrub uniform for all RCP students includes scrub pants, scrub top, scrub jacket, white, black, or grey undershirt, and hose or socks, shoes (constructed to ensure safety and support). All shoes worn in clinical areas must be clean, in good repair and enclosed - NO OPEN areas on shoes (ex: no clogs or Birkenstocks).
- Low-riding scrub bottoms are prohibited.

- All visible tattoos are to be covered up.
- No dangling earrings are allowed.
- All undergarments must not be visible through the material of the uniform.
- All students must have, as part of their uniform, the FCC ID nametag and the hospital I.D.
- Decorative or lapel pins or any other jewelry or paraphernalia must not be worn in the clinical setting.
- Belly bags, fanny packs, cellular phones and pagers are not allowed in the clinical setting or in the classroom. Any disruption by an electronic device will result in the student being invited to leave the classroom or hospital setting. Violation of this practice will result in an unexcused absence.
- Students are not permitted to wear sweaters or jackets with their scrub uniforms in patient care areas.
- **FCC respiratory patch** is to be sewed or placed on the left arm (shoulder area). Available at the bookstore.

### **Hair**

Hair must be neat and clean both in the classroom and in the hospital setting.

- For female students, the guideline for length of hair is off the collar. No extreme hairstyles or colors are permitted. The hospital, in support of their patients, may ask for modification in hairstyles. Long hair must be worn up or tied back neatly.
- For male students, hair must be off the collar. No extreme hairstyles or colors permitted. The hospital, in support of their patients, may ask for modification in hairstyles. Sideburns should be neatly trimmed and groomed (not long and bushy). Beards interfere with the effectiveness of the N95 mask (TB, H1N1, etc.), for safety purposes we request that men be clean shaven.

### **Makeup and Perfume**

Moderate, simple makeup is recommended. Extreme eye makeup (including false eyelashes) and extreme shades of lipstick and heavy makeup are discouraged. Clinical instructors, at their discretion, may ask students to alter makeup, nails, and jewelry. Perfume and cologne are prohibited. Fragrances are not allowed in the hospital setting, classroom, or any professional seminar where the smell may exacerbate an already compromised asthmatic patient or other hospital personnel.

### **Nails**

Fingernails will need care to ensure patient safety and asepsis. No artificial nails or acrylic nails are allowed. Natural nails must not extend beyond the tips of the fingers.

### **Jewelry**

Small, inconspicuous earrings may be worn. No other jewelry shall be worn while in the hospital and health agency except an engagement ring and/or wedding band. (Jewelry is discouraged in the interest of asepsis and safety). No hand jewelry is allowed in the NICU at VCH. No visible piercing is allowed except for one small earring per ear lobe. No facial or tongue piercing is allowed.

### **Speech and Conversation**

- Be aware of your responsibility and the legal implications in respecting others' rights, especially the right to privacy. Confidentiality of patient information must never be violated.
- Social network communication includes blogs, journals, Facebook, Twitter, Instagram or any other social networking tools or websites. Students may not post comments that would compromise another person's or organization's privacy or comments that do not conform to professional standards, state, and federal laws. Students should be aware that postings on social networking sites may be viewed by potential employers and may reflect negatively on the individual or college.
- Do not discuss any patient, any member of the health team, or any disease or surgical intervention in a place where you might be overheard and infringe on someone's right to privacy.
- HIPAA will be discussed in more detail during the program's first semester. Violation of HIPAA may result in dismissal of the program and a monetary federal fine.

### **Injury and Exposure Insurance**

Student insurance coverage is provided for all students for accidents that occur on campus or at college related activities including clinical education. All injuries sustained by the students in the clinical areas or on campus must be reported to the DCE or PD and the school nurse (if on campus). It is the responsibility of the student to file that report to be covered by Workman's Compensation through the school. Failure to report accidents, injuries, or infectious exposure may result in a lack of timely care. The student is to call The Company Nurse Hotline at 1.877.854.6877. Students must state the company name as State Center Community College District and the code VIPJP. The student is to communicate with The Company Nurse and follow the instructions for all paperwork and follow-up care. Students may go to their personal physicians or be treated in the hospital emergency room if medical attention is needed. Treatment of students in the Emergency Room is not free regardless of whether hospital personnel suggest they go there.

### **Malpractice Insurance**

The Allied Health, Physical Education, and Athletics Division at Fresno City College is currently paying for the RCP student's malpractice insurance.

### **Pregnancy, Title IX, and Program Requirements**

The Respiratory Care Program is committed to supporting all students, including those who are pregnant, in meeting both academic and clinical requirements. Under Title IX, pregnant students are protected from discrimination and are entitled to the same access to educational opportunities, including clinical rotations and other academic activities.

#### **1. Title IX Protection for Pregnant Students**

**Non-Discrimination:** You have the right to participate in the Respiratory Care Program without discrimination if you are pregnant, recovering from childbirth, or have a related medical condition. This includes attending classes, clinical rotations, and other program activities.

**Access to Opportunities:** You are entitled to the same access to educational opportunities, facilities, and programs as any other student. This means you cannot be excluded from or treated unfairly in any part of your academic or clinical training due to pregnancy.

## **2. Program-Specific Requirements**

The Respiratory Care Program has certain physical requirements due to the nature of the clinical work, which may include lifting, standing for long periods, and other physically demanding tasks. These are essential to ensure that students are prepared for the demands of working in a healthcare setting.

**Physical Clearance:** All students in the program are required to submit a physical clearance from a licensed healthcare provider (MD, DO, or NP) prior to beginning the program or clinical rotations. This clearance ensures that you are physically able to meet the program's requirements.

**Clinical Rotations:** Clinical rotations are an essential part of the Respiratory Care Program. These rotations involve working directly with patients in hospital settings, which can be physically demanding and sometimes require specific safety protocols or considerations.

## **3. Accommodations for Pregnant Students**

**Temporary Adjustments:** If you experience pregnancy-related medical conditions or require accommodations, you can request reasonable adjustments to your academic or clinical schedule. These reasonable accommodations may include, but are not limited to:

Extended time to complete assignments

Adjusted clinical hours or assignments

Modified attendance policies, as long as it doesn't cause an undue hardship to the program

**Health-Related Leave:** If necessary, you may take a temporary leave of absence for pregnancy or related medical conditions. Your leave will be treated in the same manner as other medical leaves and you may return to your program once you are medically cleared.

## **4. How to Request Accommodations**

**Communicate with the Title IX Coordinator:** If you need accommodation, you should contact the Title IX Coordinator and the Respiratory Care Program Director at your institution. The Title IX Coordinator and the Respiratory Care Program Director will work with you to ensure appropriate accommodation is provided to support your educational success.

**Documentation:** We encourage you to provide a note from your healthcare provider to verify the need for medical related accommodations or leave. This documentation helps the institution understand your specific needs and provide the best possible support.

## **5. Confidentiality and Your Rights**

**Privacy:** Your pregnancy and related medical conditions will be kept confidential. Any information you share regarding your pregnancy, medical condition, or accommodations request will not be disclosed without your consent, unless required by law.

**No Retaliation:** You are protected by Title IX from retaliation. If you request accommodation or take leave related to pregnancy, you cannot be penalized, harassed, or retaliated against in any way.

**Remember:** If you are pregnant or dealing with related medical conditions, you have the right to continue your education without fear of discrimination. The Respiratory Care Program is committed to providing a supportive environment for all students.

For further questions or to request accommodations, please contact the Title IX Coordinator or the Respiratory Care Program Director.”

### **Learning Resource Center**

The learning resource center (LRC) is near the library's east side. Students are encouraged to use the (LRC) to reinforce and update specific components related to the process of learning the art of respiratory care.

### **Credit by Examination**

Those students interested in credit by examination for specific college courses will find the college policy in the Fresno City College Catalog. The challenge procedure as it applies to FCC students is available through the Student Services Building Office. Those students contemplating challenge must contact a Health Science Academic Counselor and/or the Admissions and Records Department.

### **Credit for Military Service**

Upon successful completion of 12 units at Fresno City College with “C” grades or higher, any veteran/service person/reservist may submit for Fresno City College credits appropriate documents and transcripts representing completion of basic military training, military in-service training or credit earned in a serviceperson’s community college. Speak to an academic counselor for more information.

### **Veterans Services**

Veterans Services, located in the Student Services building, room 114, aids veterans and their dependents. Open 8am to 5pm Monday through Friday, the staff will assist veterans and dependents in applying for educational benefits. Counseling and academic advising are available in the Counseling Center.

### **Student Rights**

1. Have access to their educational records according to the Family Educational Rights and Privacy Act (FERPA). The college will not release their records to anyone who is not designated by the student to receive them, except as provided by law itself.
2. Explanation of entries in educational records.
3. Challenge contents in educational records.
4. Use the college appeal procedure as indicated in the college catalog.
5. During the first-class session of the course, be given written information detailing course assignments, expectations, grading system and pertinent schedules. However, clinical schedules may change upon hospital availability.
6. General advisement as well as assistance with course work from their instructors.

7. Offer constructive input regarding the instructional process and overall curriculum of the program.
8. Prompt verbal and written notice of unacceptable and/or unsafe behaviors as a respiratory care student that includes suggestions for resolution of related problems.

### **Educational Program Standards and Progress**

Efforts shall be made to maintain high standards for educational programs to ensure that students will meet requirements for the occupations for which they are preparing. This includes a commitment to provide adequate facilities and materials, qualified instructional personnel, and administrative support and supervision.

Likewise, students are expected to maintain established performance standards. Failure to do so jeopardizes their right to continuing attendance. Students are to be kept informed relative to their educational performance and progress.

### **Student Grievance Procedure**

The FCC Respiratory Care Program follows the Student Grievance Procedure as outlined in the college catalog. The student grievance procedure is established to allow students to address grievances in cases of rejected grade appeal or alleged unprofessional conduct. A student who has a grievance may act in the following sequence.

- Discuss the problem with the individual involved.  
If mutually satisfactory understanding has not been reached, the student may submit a Student Grievance Petition to the appropriate supervisor of the area of concern.
- The supervisor will send the Grievance Petition form to the appropriate staff member involved who, in turn, will respond in writing to the supervisor within five (5) working days. The supervisor will send a copy to the student.
- If the student is dissatisfied with the response, the student may submit the grievance, in writing, to the supervisor. The supervisor will respond within five (5) working days.
- If the student is still dissatisfied after taking these steps, the student may submit the grievance, in writing, to the District Dean of Admissions and Records, District Associate Dean of Financial Aid, Dean of Instruction, the Dean of Students, or the Business Manager, whichever is appropriate, who will respond in writing.
- As a final step, the student may submit the grievance, in writing, to the Academic Standards Committee for academic matters or for nonacademic matters to the College President, who will also respond in writing.
- The College President has final authority.

**Note:** Grievance Petition forms for this procedure are available in the office of the Dean of Students. A Grievance Petition form may not be filed later than 30 days after the fall or spring semester starting after the grievance date.

### **Graduation and Testing**

Immediately following graduation, and transcript verification, the Fresno City College Program Director will send your online graduation data directly to the National Board for Respiratory Care (NBRC). The Program Director must have your updated address and phone number to send to the NBRC to verify that you are a graduating student. You are responsible for coming to the college on the Monday following graduation and asking Admission and Records to send

a hard copy of your transcripts to the NBRC. The transcripts are to be sent directly from the college to the Board.

It is the NBRC that you will be communicating with for all aspects of your national testing (RRT, etc.). You pay approximately \$200 per test and the monies will be sent to the NBRC. These tests are national tests which allow you to work in all States and U.S. territories.

All materials for California licensure are to be downloaded at [\*\*Respiratory Care Board \(RCB\)\*\*](#) a month prior to graduation. Much of the information requested by the Board will be personal to you. The information should remain private.

**Important:** The NBRC and the Respiratory Care Board in California do not communicate with each other regarding test results. You will know immediately upon completing your test(s) whether you passed or failed. You need to contact the NBRC and ask for your test result(s) to be sent to the Respiratory Care Board of California.

## **Commission on Accreditation for Respiratory Care (CoARC)**

CoARC accredits degree-granting programs in respiratory care that have undergone a rigorous process of voluntary peer review and have met or exceeded the minimum accreditation Standards as set by the professional association in cooperation with CoARC. These programs are granted accredited status by CoARC, which provides public recognition of such achievement. Refer to first page of the handbook for CoARC contact information.

### **Mission:**

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.

### **Vision:**

By 2020, CoARC will be recognized as the leader in advancing respiratory care education across the spectrum of programs offered (e.g., associate, baccalaureate, and graduate degree programs).

### **Purpose:**

Provides consumer protection, advances and enhances the profession, and protects against compromise of educational quality

### **Introduction**

CoARC and its sponsoring organizations cooperate to establish, maintain, and promote educational standards of quality to prepare individuals for respiratory care practice, and to provide recognition for post-secondary educational programs that meet the minimum requirements outlined in these Standards. These Standards are to be used for the development, evaluation, and self-analysis of respiratory care programs.

Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardio-pulmonary disorders. As members of this team, respiratory therapists should exemplify the ethical and professional standards expected of all health care professionals.

Respiratory therapists provide patient care which includes clinical decision making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- Acquiring and evaluating data;
- Assessing the cardiopulmonary status of patients;
- Performing and assisting in the performance of prescribed diagnostic studies such as: obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography;
- Evaluating data to assess the appropriateness of prescribed respiratory care;
- Establishing therapeutic goals for patients with cardiopulmonary disease;
- Participating in the development and modification of respiratory care plans;
- Case management of patients with cardiopulmonary and related diseases;
- Initiating prescribed respiratory care treatments, managing life support activities, evaluating, and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired pulmonary therapeutic objectives;

- Initiating and conducting prescribed pulmonary rehabilitation;
- Providing patient, family, and community education;
- Promoting cardiopulmonary wellness, disease prevention, and disease management;
- Promoting evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care.” (CoARC-Accreditation Standards for the Profession of Respiratory Care, 2010)

### **Respiratory Care Board of California**

The mandate of the Respiratory Care Board is to protect and serve the consumer by administering and enforcing the Respiratory Care Practice Act and its regulations in the interest of the safe practice of respiratory care. Licensed Respiratory Care Practitioners (RCPs) regularly perform critical lifesaving and life support procedures prescribed by physicians that directly affect major organs of the body. RCPs provide care directly to the patient in either a hospital setting or the patient's home. Patients may be suffering from lung cancer, emphysema, asthma, or cystic fibrosis, or may be premature infants whose lungs have not yet fully developed. More than 34,000 RCP licenses have been issued in the State of California. The graduate must pass the NBRC exams for RRT before applying for a CA RCP license. Must have a license to have a job.

California licensing is addressed through the Respiratory Care Board (RCB) in Sacramento. The mission of the RCB is to protect and serve the consumer by enforcing the Respiratory Care Practice Act and its regulations, expanding the delivery and availability of services, increasing public awareness of respiratory care as a profession, and supporting the development and education of all respiratory care practitioners. A student must have a RRT credential before applying for a CA license. For all matters concerning California State licensing contact:

Respiratory Care Board of California  
 3750 Rosin Court, Suite 100  
 Sacramento, CA 95834  
 Ph: (916) 999-2190  
 Fax: (916) 263-7311  
 Toll Free: (866) 375-0386  
 Website [Respiratory Care Board \(RCB\)](http://Respiratory Care Board (RCB))

### **California Society for Respiratory Care**

The California Society for Respiratory Care (CSRC), as an affiliate of the American Association of Respiratory Care (AARC), is a non-profit professional organization, whose mission is to represent and support our members through public and legislative advocacy, educational opportunities, and to continuously strive for excellence in the cardiopulmonary profession. By these means, the CSRC is committed to health, healing, and disease prevention in the California community.

California Society for Respiratory Care  
1415 L. Street, Ste 1100, Sacramento, CA 95814  
email: [office@csrc.org](mailto:office@csrc.org), toll free 888-730-CSRC (2772)

### **American Association for Respiratory Care**

The American Association for Respiratory Care (AARC) will continue to be the leading national and international professional association for respiratory care.

The AARC will encourage and promote professional excellence, advance the science and practice of respiratory care, and serve as an advocate for patients, their families, the public, the profession and the respiratory therapist.

American Association for Respiratory Care  
9425 N. MacArthur Blvd. Suite 100,  
Irving, TX 75063-4706, USA  
1-972-243-2272

[American Association of Respiratory care](http://American Association of Respiratory care)