



FRESNO CITY COLLEGE

ASSOCIATE IN SCIENCE DEGREE

Respiratory Care Program Handbook & Program Policies

“The Respiratory Care Practitioner Program, CoARC #200083, associate degree, at Fresno City College is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com)”

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(This handbook is to be used in conjunction with the FCC catalog 2018-2019 and may be subject to change anytime throughout the RCP program)

This institution does not discriminate on the basis of race, sex, age, handicap or religion.



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

Respiratory Care Program

April 2019

Dear Respiratory Care Student;

This student handbook is a supplement to the Fresno City College catalog. The purpose of this handbook is to provide information specifically 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 important information about the program.

Students must continuously review this material throughout their respiratory care education in order 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.

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Mission of Fresno City College

As California's first community college, Fresno City College provides quality, innovative educational programs and support services directed toward the enhancement of student success, lifelong learning and the 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, 2015)

Respiratory Care

Respiratory Care is an interactive process that applies problem-solving interventions to meet the needs of the patient. Respiratory Care facilitates the wellness-illness continuum supporting opportunities for the patient to achieve optimal health and wellness. The purpose of the Respiratory Care Practitioner is to assist the patient in maintaining health, preventing or minimizing disease and disability, rehabilitating and restoring cardio-pulmonary wellness, and providing comfort and dignity in death. The interactive process is used to assess and identify patient problems, to plan care systematically, to implement care, and to evaluate the results of that care.

Introduction

Welcome to the Respiratory Care Practitioner Program. As defined by the American Association for Respiratory Care, Respiratory Care is a life-supporting, life-enhancing health care profession practiced under qualified medical direction (medical direction means that the practice of respiratory care is provided under the license of an M.D.). Respiratory care services include appropriate therapies for the cardio-pulmonary patient as it relates to the totality of patient care. Many tasks associated with respiratory care include, but are not limited to routine floor care (aerosol, bronchodilator therapy, oxygen therapies, and bronchial hygiene), advanced airway interventions may include airway management, ventilator care management, advanced cardiopulmonary interventions and techniques, resuscitation of the infant, child, and adult. Respiratory Therapists currently enjoy careers in sub-acute, acute, critical care, trauma, medical flight transports, and skilled nursing facilities. The growth of the respiratory care practitioner profession has expanded rapidly into home-care, polysomnography (sleep studies), and pulmonary function testing.

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, good communication skills, punctuality, and a **solid work ethic** are necessary for success in this field and the healthcare field at large. Students must learn to communicate with all members of the health care team, the patient, and the family. Weaknesses in this area will be addressed and discussed immediately for professional growth.

Program Objectives

Graduates are to demonstrate competence in the cognitive (knowledge), psychomotor (skills), and the affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Upon completion of the program, the graduate will be prepared to:

- Assess, gather, organize and establish a cardio-pulmonary profile to determine the patient's health care needs utilizing physiological, psychological, socio-cultural, ethnic, developmental, spiritual and environmental information
- Function as an active and informed member of the health care team.
- Analyze patient data to formulate a respiratory care plan
- Plan care to meet the prioritized needs and goals
- Implement the plan of care
- Evaluate the effectiveness of the plan of care in achieving desired patient outcomes and modify the plan appropriately to insure continuity of care

Provide professional RCP care by:

- Practicing within the legal and ethical scope of practice.
- Functioning as a member of the health care team.
- Implementing effective leadership and management techniques.
- Acting as a patient advocate.
- Developing triage skills.

Employ practices to assist the patients and their significant others by:

- Ensuring safe and supportive care.
- Utilizing therapeutic communication techniques.
- Building cross-cultural relationships, addressing the psychosocial needs of the patient, and enhancing assessment skills when needed for a variety of patient health concerns and outcomes (neonatal to geriatric).
- Teach patients and their families about safe and effective care.
- Educate patients and their families about disease states and signs of distress.
- Assessing learning needs and implementing teaching practices.

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, 2015)
 The programmatic measurable student learning outcomes will be obtained through successful completion of this entry level program. Following graduation, the graduate will take two (2) national examinations through the National Board for Respiratory Care (NBRC) to obtain the RRT credential. The results of all testing are sent electronically to the Director of the RCP Program. The data is compiled from every graduating class on an annual basis. The data is analyzed and submitted as an annual report on each graduating class to CoARC.

Over the next two (2) years, at the completion of each course, the faculty will be providing the student with a theory and clinical evaluation document. The questionnaire is designed to be anonymous. The student will be asked to complete the form in order for the faculty to assess on a semester to semester basis the Fresno City College RCP program objectives/goals. 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 approximately 8 months after graduation. These questionnaires are important. The program must meet and continue to exceed the percentage (%) thresholds 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 measure statistically 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 the competency to work within structured health care facilities and in various community settings.

Patient

Patient refers to an individual, patient support groups, and any group participating in and receiving respiratory care. Each patient is characterized by dynamic components that are physiological, psychological, cultural, ethnic, developmental, and spiritual. All of these areas interact by influencing the patient's response to internal and external needs. The patient has a right to self-determination in meeting his or her needs. Each patient is worthy of respect and concern.

Environment

The environment has internal and external components, which are constantly changing. The internal environment consists of cognitive, developmental, physiological, and psychological processes, while the external environment consists of the physical and social world. The dynamics of the internal and external environments constantly affect the patient's ability to adapt and to maintain homeostasis.

Health

Individual health practices impact the value and meaning of health as determined by culture and society. Wellness is identified as successful management of multiple stresses from internal and external environments. Illness results when the bio-psycho-social system is disrupted. The person's ability to cope with illness is influenced by how successfully the patient is able to adapt within the health care environment. The perception of wellness-to-illness is a highly individualized process, which is influenced by the patient's health beliefs and health behaviors.

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.

Students possess unique individual qualities that reflect their backgrounds, goals, and learning styles. In addition, differences in age, life experiences, support systems, education, and economic resources influence the students' learning processes. 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.

Fresno City College offers a wide support of services to meet individual needs of the student. 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 possess unique individual qualities. 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.

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.

Keep in mind that the student is responsible for his or her education. You are responsible for you. Stay disciplined and attentive towards your studies, as well as, your approach to your clinical competencies. We will in turn, meet you 100% of the way.

Purpose of the Program

Respiratory Care students are required to complete all Associate of Science Degree requirements and apply for graduation from Fresno City College. All general education courses required for this degree are program prerequisites, RCARE courses, program co-requisites, and general education courses. 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. 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 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 of 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 [The 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. A 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.

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 \(RCB\)](#)

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 dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of 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.

Before You Get Started

- Organize your life and time; use a planner, calendar or other device to keep track of assignments, clinical schedules, work, and family obligations.
- Get help with daily chores from family and friends - do not try and do it all as you did before the program
- Prepare that school is a full time job taking 40-60 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.
- Make some time for yourself somewhere in the schedule, even if it is only 15 minutes a day.
- 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.
- Find childcare and a reliable back-up for unexpected events.
- 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 insure 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.
- Be aware of your surroundings, assignments, and patient care at all times. You cannot slide- that is when mistakes happen.
- The faculty wants you to succeed; we are here to help you.

- Keep up with your reading in your textbooks and other assignments. Your test questions will come from all sources including the textbook, power point presentations, workbooks, lectures, and other reading assignments.
- Get enough rest so your mind can absorb the material being provided.
- Use the computer lab resources to familiarize yourself with national board testing styles, course content, practice exams, and virtual scenarios to help you better succeed.
- 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 navy blue 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.
- 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 available through financial aid and the health professions institute [Health Professions Education Foundation](#).
- See the health science academic counselors at least once a semester to make sure you are on the right track with your courses and future plans.

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, and hearing) in a manner that allows the RCP student to 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 various types of medical equipment.
- Must be able to perform such duties as, but not limited to:
- Lifting patients of various 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, NO RCP student is to be in a patient room with active TB or Rule out TB as a diagnosis. This situation requires that each health care worker be specially fitted with an N95 mask.
- 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 accommodations until you have this evaluated and determined what special assistance you may need. Make an appointment to see a DSP&S 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, then schedule testing will occur with DSP&S in their offices. DSP&S can be reached at (559) 442-8237 and is located in Building 1 on the FCC Campus Map. A Notice of Accommodation form must be presented to instructors of record.

Associate of Science degree in Respiratory Care

Prerequisites:

- High School diploma/GED (45 CHSPE)
- College Cumulative GPA 2.5 or higher
- Math 103, Elementary Algebra or higher
- 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.

RCP Curriculum:

Summer first course:

- RCARE16 Patient Assessment --3 units

First year-first semester (fall)

- RCARE 16B Diagnostic Methods – 3 units
- RCARE 17 Pharmacology – 3 units
- RCARE 20 Introduction to Respiratory Care – 5.5 units

First year-second semester (spring)

- RCARE 18 Physiology of the Respiratory System – 3 units
- RCARE 21 Applications and Procedures -- 10 units

Second Year-first semester (fall)

- RCARE 21B Simulation Lab – 1 unit
- RCARE 22 Clinical Applications I – 8 units
- RCARE 24 Neonatal and Pediatric Diseases – 2 units

Second Year-second semester (spring)

- RCARE 23 Clinical Applications II – 8 units
- RCARE 25 Respiratory Diseases – 2 units

A.S. Degree Electives: (Please speak to an Allied Health Academic Counselor for a complete list.)

- Physical Science 11 (Introduction to Physics)
- Physical Education Two (2) classes
- Humanities elective
- Political Science 2
- English 1A

NOTE: Prior to entering the RCP program we encourage students to complete as many sciences and A.S. electives as possible. In addition, we encourage you to maintain an ongoing relationship with the allied health academic counselors.

Financial Responsibilities of Students**Before Program Begins**

California State Resident Tuition (subject to increase)	\$47.00 /per unit=\$2,400
California State Mandated Health Fee (subject to change/yr.)	20.00
Parking fee (per semester) subject to change	30.00
Admission health examination, immunizations/diagnostic tests (approximate)	350.00
Background check and drug screen through Castle Branch	120.00
School uniform, lab coat, FCC student I.D., FCC program logo, watch, stethoscope, etc.	300.00
Basic Life Support (approximately)	60.00

During Program

Books (approximate only)	1200.00
Advanced Cardiac Life Support (ACLS) approximately	300.00
Neonatal Resuscitation Provider (NRP)	300.00
Pediatric Advanced Life Support (PALS)	300.00
Kettering National Seminars (NBRC review-approximately)	360.00
Exit Exams (written RRT, clinical simulations)	120.00
Online Ethics course (via AARC or CSRC)	15.00

After Graduation

TMC Exam	190.00
Clinical Simulations Exam	200.00
California State license fee	<u>250.00</u>

(Approximate) Total

\$6,170.00

The approximate price does 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 4th 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 of California](#).

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 is to be completed prior to the fall semester start date. Phyllis Willis, our Administrative Aide for the RCP program needs to see proof that this task is completed and she will document it as such. Phyllis, the college, nor faculty members are to have copies of these private documents. 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 graduates' 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 clinic rotation hours. Based upon the results of this initial background check, you may be asked to "double up" at another clinic site. Please see appendix with background information at [San Joaquin Valley Nursing Education Consortium](#) and click the tab Background Check. Follow the instructions carefully and thoroughly for obtaining a background check and drug screen. **PERFORM BACKGROUND and DRUG SCREEN between August 1st and September 1st.**

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.) In order to be licensed as an RCP in the State of California, you must be cleared by both of these federal entities. In the event that you are not, you need to communicate directly with the Respiratory Care Board in Sacramento. If you believe that there is anything in your private history that 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 regarding 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.

SUMMER SESSION TEXT BOOKS

Textbook (may purchase in bundles, as EBooks, or individually)	ISBN	Estimated Cost
Clinical Manifestations and Assessment of Respiratory Disease 8 th ed.	978-0-323-55369-8	130.00
Heart and Lung Sounds, On-line through Evolve	978-0-323-08015-6	75.00
Lab Kit		120.00

1ST SEMESTER (FALL) TEXT BOOKS

Textbook (may purchase in bundles, as EBooks, or individually)	ISBN	Estimated Cost
Egan's Fundamentals of Respiratory Care 11 th ed.	978-0-323-34136-3	155.00
Workbook	978-0-323-35852-1	50.00
Rau's Respiratory Care Pharmacology 9 th ed.	978-0-323-29968-8	95.00
Green's Respiratory Therapy	978-1-593-30934-3	50.00
Typhon clinical tracking		90.00
BLS Manual		50 + Skills (50)

2ND SEMESTER (SPRING) TEXT BOOKS

Textbook (may purchase in bundles, as EBooks, or individually)	ISBN	Estimated Cost
Egan's Fundamentals of Respiratory Care 11 th ed.	Previously purchased	
Philbeam's Mechanical Ventilation 6 th ed.	978-0-323-32009-2	200.00
Elsevier Adaptive Quizzing	978-0-323-35347-2	100.00

3RD SEMESTER (FALL) TEXT BOOKS

Textbook (may purchase in bundles, as EBooks, or individually)	ISBN	Estimated Cost
Neonatal and Pediatric Respiratory Care 5 th ed. Walsh	978-0-323-47947-9	130.00
Advanced Cardiac Life Support (ACLS) Manual		60.00 + Skills (50)
Neonatal Resuscitation (NRP) Manual		60.00 + Skills (50)
Hesi Respiratory Practice Exam		100.00

4th SEMESTER (SPRING) TEXT BOOKS

Textbook (may purchase in bundles, as EBooks, or individually)	ISBN	Estimated Cost
Sills Case Studies & Clinical Simulations or Equivalent information will be posted at a later date	978-0-323-10051-9	100.00
Clinical Manifestations and Assessment of Respiratory Disease 8 th ed.	Previously purchased	
Pediatric Advanced Life Support (PALS) need to purchase book and skills testing in 4 th semester		50.00 + Skills (50)

Textbook (may purchase in bundles, as EBooks, or individually)	ISBN	Estimated Cost
All advanced life support certification courses are taught by various instructors and prices are subject to change.		

Transportation

All transportation arrangements are the responsibility of the student. The student must submit current automobile insurance the first week of every semester if they are 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. It is the responsibility of the student to be 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

It is the responsibility of the student to keep his/her current address and telephone number on file with the Program Director, Clinical Director, and Departmental Secretary. This information will be kept confidential unless the student requests otherwise.

Financial Aid

The college provides financial 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. Faculty is responsible for adhering and implementing academic policies.

Attendance and Re-entry

- Students may be dropped from class if they fail to attend the first class session of the semester. There are **no** institutionally approved excused 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 2018-2019 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.**
- A clinical absence may impact negatively on the student's performance evaluation.
- Students who are 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 who are given a deficiency notice are expected to make an appointment to meet with the Program Director and the Director of Clinical Education of the RCP Program before they can attend 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.
- Reinstatement will be granted only if the student had 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 are 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 Phyllis Willis 90 days prior to re-entry start date. This is to ensure enrollment and clinical placement.
- Re-entry students on a waiting list may defer re-entry to a respiratory care class one time. After that, they must re-apply to be placed on a new waiting list for re-entry.

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 \$19.00 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.

Immunizations -Requirements and Exams for Health Science Majors

The Student Health Services at Fresno City College can assist the Health Science student with some of the immunization requirements. This information is given to you as a guideline **only**. Please read your admission packet carefully to clarify the specific program requirements. All immunizations are recorded by the faculty of the Respiratory Care Program. You are to make copies for our records, the hospital records, and your personal records. 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 for a referral for titers. Titers are a blood draw that will prove immunity. Cost of titers varies according to facility.

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 the time span of one to three weeks. If the second test is negative, the individual is considered to be 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 all health facilities. The health science major can bring in the chest x-ray report and receive a clearance if the symptom review in the Health Service 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 3rd vaccine is given at least 8 weeks after the 2nd and 4 months after the first.

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.

Tetanus, Diphtheria, Pertussis (Tdap)

Vaccine FCC cost is \$52.46 or signed declination.

Influenza vaccine

For current season (free of charge). An annual flu vaccine is mandated for clinical rotations.

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, on the basis of 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 on the basis of 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 2018-2019)

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 2018-2019 Catalog).

Academic Dishonesty

It is the consensus of the faculty that those who are proven to be dishonest or have compromised patient safety will be given the 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, possible 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 a very 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, in an attempt 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.

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, but is not limited to, 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.

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%

In order to systematically pass in successive order all RCP core courses must be passed with a grade C or better. If a student earns a 77% in a 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 sciences and electives that are 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 Competencies, Clinical Evaluations, and Remediation

Refer to specific course syllabi for test dates including lab competency testing. Each syllabus will describe the expected learning objectives and outcomes for the students. Clinical evaluations are conducted by FCC instructors or hospital preceptors. Second year clinical evaluations are conducted every four weeks for a 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 once a week. This is the time for the student to ask questions and for the instructor to provide feedback to student. If remediation is required during a lab competencies or clinical evaluation, the instructor will provide remediation immediately following the competency or 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 asked to have the orientation repeated.

B. Procedure: Orientation will include:

- 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

(To be reviewed by the hospital staff)

- 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.)

Clinical Expectations

- If you are on time, you are late.
- 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 or a weekend shift.
- You are expected to attend the clinical site you are assigned.
- 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 responsible, not the instructor's. Lack of immunizations will disqualify you from attending your clinical rotation.

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

Students are to wear **Cherokee Workwear olive green** scrub tops and **Cherokee Workwear olive green** scrub pants purchased at Scrubs and Beyond. The scrubs and jacket are to be clean and pressed to be considered professional attire. The hospitals' own internal policies may supersede that of Fresno City College. 2nd year students are to wear Cherokee grey scrubs.

- The approved scrub uniform for all RCP students includes: scrub pants, scrub top, scrub jacket, white, black, or gray undershirt, and hose or socks, shoes (constructed to insure 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 are required to 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 at any time during 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 with their scrub uniforms.
- **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 special care to insure 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 as well as the legal implications in respecting the rights of others, especially the right to privacy. Confidentiality of patient information must never be violated.
- 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 possibly infringe on someone's right to privacy.
- HIPAA will be discussed in greater detail the first semester of the program. 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 in order 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. Student 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 or not 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 Leave

The student may remain active in the respiratory care program with physician clearance until she delivers, provided she is able to meet all the weekly clinical and didactic objectives. The clinical hours must be maintained in the hospital rotations. Communication between student and directors of the program are important to maintain the student's progress in the program.

Antepartum

A written clearance from a physician should be submitted to the Director of Respiratory Care. This must be done within the first trimester of pregnancy. The letter must indicate that the student is able to function at the full and essential student RCP level of practice. The specific school form must be signed by the physician, nurse practitioner or certified nurse-midwife. The student may remain active in the RCP program with physician clearance until delivery, provided student is able to meet all the weekly clinical laboratory objectives and attendance is satisfactory. The student should notify the clinical instructor as soon as pregnancy is suspected. Some scheduled observational experience may need to be eliminated for student safety.

Postpartum

The student may return no sooner than one week postpartum. The student must present a written clearance that she can perform the full duties of an RCP student from her attending physician. The specific school form must be submitted and signed by the physician, nurse practitioner or certified nurse-midwife. This should be submitted to the Director of Respiratory Care.

Learning Resource Center

The learning resource center (LRC) is located near the east side of the library. 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 possible 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. A person who has completed army basic training can receive one (1) semester hour in personal physical conditioning, one (1) in outdoor skills practicum, one (1) in marksmanship and one (1) in first aid. A person who has completed Navy basic training can receive one (1) semester hour in personal/fitness

conditioning, one (1) in personal/community health and two (2) in first aid and safety. A person who has completed Air Force or Marine Corps basic training can receive one (1) semester hour in personal fitness/conditioning, one (1) semester hour in personal fitness/conditioning, one (1) in beginning swimming, one (1) in boating/seamanship and one (1) in personal health and first aid. These may be used to fulfill the PE requirement. To receive credit, the student must present a copy of his/her DD 214 or other appropriate documents citing pertinent data to the Admissions and Records office.

Veterans Services

Veterans Services, located in the Student Services building, room 114, provides assistance to 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 insure that students will meet requirements for the occupations for which they are preparing. This includes a commitment to provide adequate facilities and materials and qualified instructional personnel, as well as 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 take action 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 District Dean of Admissions and Records, in the office of the Dean of Students or any Associate Dean of Students and in any division office. A Grievance Petition form may not be filed later than 30 days after the beginning of the fall or spring semester following the date of the grievance.

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 will be paying 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 www.rcb.ca.gov a month prior to graduation. A great deal of the information that is 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 therapist 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 in order to have a job.

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 www.rcb.ca.gov

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
 1961 Main Street - Suite #246,
 Watsonville, CA 95076
 email: office@csrc.org
 888/730-CSRC (2772) Toll Free
 831/763-2814 (fax)

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.

Vision Statement

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
aarc.org

Appendix 1
PRIVATE VEHICLE USE AUTHORIZATION

**STATE CENTER COMMUNITY COLLEGE DISTRICT
AUTHORIZATION FOR USE OF PRIVATE VEHICLE FOR SCHOOL
TRANSPORTATION**

PRIOR TO TRIP: Submit to College Business Manager/Vice Chancellor, External Operations

- | | | |
|--|--|--|
| <input type="checkbox"/> Fresno City College | <input type="checkbox"/> Reedley College | <input type="checkbox"/> Madera Center |
| <input type="checkbox"/> Oakhurst Center | <input type="checkbox"/> Clovis Center | <input type="checkbox"/> District Office |
| <input type="checkbox"/> Community Campus | | |

I. INFORMATION ON VEHICLES

Vehicle 1 Make or Model _____ Vehicle License # _____

Vehicle 2 Make or Model _____ Vehicle License # _____

Vehicle 3 Make or Model _____ Vehicle License # _____

Registered Owner: _____

Address of Registered Owner: _____

Name of Driver: _____ Driver's License # _____

Name of Insurance Company: _____

Type of Insurance: (Check as applicable)

Public Liability _____ Property Damage _____ Medical Coverage _____ Collision _____

II. INFORMATION ON TRIP

Date of Trip: _____ Destination: _____

Purpose of Trip: _____

Number of Passengers: _____

III. AUTHORIZATIONS

1. Requested By: _____

2. Authorized By: _____

3. Unit Manager: _____

4. _____

College Business Manager/Vice Chancellor, External Operations

**APPENDIX II
DISCRIMINATION COMPLAINT**

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fresno City College

DISCRIMINATION COMPLAINT

PLEASE PRINT

NAME _____ DATE _____

ADDRESS _____

HOME TELEPHONE NO. (____) _____ ALTERNATE (____) _____
TIMES _____

I WISH TO COMPLAIN AGAINST: Name of person, college, program or activity:

Address (if available) _____

Indicate by checking the applicable box(es) below what you believe was the basis for the discrimination against you (please check only those which apply):

- Ethnic group identification Race/National Origin Religion
- Color Physical or mental disability
- Sex Other (Please explain)

In what way do you feel that you were discriminated against? (Please describe what happened. Use additional sheets if necessary): _____

Date of alleged discrimination _____

If there is anyone who could provide more information regarding this, please list names, addresses, and phone numbers

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

**APPENDIX III
STUDENT GRIEVANCE APPEALS PETITION**

STUDENT GRIEVANCE APPEALS PROCEDURE

A student who has a grievance should take action in the following sequence.

1. Discuss the problem with the individual staff member involved.
2. If a mutually satisfactory understanding has not been reached, the student may submit a Student Grievance Petition to the appropriate supervisor of the area of concern.
3. 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.
4. 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.
5. If the student is still dissatisfied after taking these steps, the student may submit the grievance, in writing, to the Dean of Instruction, the Dean of Students, or the Business Manager, whichever is appropriate, who will respond in writing.
6. As a final step, the student may submit the grievance, in writing, to the Academic Standards Committee for academic matters or to the College President for non-academic matters who will also respond in writing.
7. The College President has final authority.

NOTE: Grievance Petition forms for this procedure are available in the Office of the Associate Dean of Records, in any division office, and/or in any Director's office.

A Grievance Petition form may not be filed later than 30 days after the beginning of the Fall or Spring semester following the date of the grievance.

APPENDIX V
VERIFICATION OF STUDENT HANDBOOK RECEIPT

**Fresno City College
Respiratory Care Program
Verification of Handbook Receipt**

Please sign and date this form to verify that you have been provided with a copy of the Fresno City College Respiratory Care Program Handbook for the May of 2019.

It is your responsibility to read this handbook in its entirety and keep for reference throughout your time in the respiratory care program.

Student Signature

Date

Name, Please Print

**APPENDIX VI
POLICIES ON SEXUAL HARASSMENT**

Prohibition of Sexual Harassment

It is the policy of the governing board that the State Center Community College 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 Fresno City College, Kings River Community College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

Sexual harassment includes such behavior as implied or expressed requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment;
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment the circumstances surrounding the conduct should be considered.

In order to ensure adherence with the board policy, the colleges shall designate persons responsible for receiving complaints of sexual harassment and publicize the names and titles of the persons so designated on each campus. When a complaint has not been resolved on the campus, the district's Affirmative Action Officer shall be the officer responsible for ensuring district compliance with the rules and regulations adopted by the Board of Governors of the California Community Colleges for district investigation and resolution of complaints of discrimination including sexual harassment.

Legal reference: Ad. Code, Title 5, 59300-59362

Adopted by the governing board: December 6, 1993

Revised: September 4, 1984

41/3B18

AR 5109 (a)

District Procedures for Investigation and Resolution of Student Complaints of Unlawful Discrimination, Including Sexual Harassment

The district officer responsible for insuring district compliance with the rules and regulations adopted by the Board of Governors of the California Community Colleges will be the Director of Certificated Personnel/Affirmative Action Officer.

The colleges will post and/or publish annually in appropriate publications available to all students the board policy and complaint procedures herein described.

The colleges of the district may develop procedures for attempting to resolve charges on discrimination before the district complaint procedure takes effect, but such campus procedures must be limited to 30 days from the date of the alleged discrimination. (Appendix K)

Complaint procedure

1. After all other attempts to resolve a complaint have failed, a complaint may be filed either by:
 - a. A student who alleges that he or she has suffered unlawful discrimination in a college or district program or activity, or
 - b. An employee of the district who has learned of such unlawful discrimination against a student in his or her official capacity.

1. The complaint must be filed on the form titled "Unlawful Discrimination Complaint." Forms will be available in the Dean of Student's office on each campus, as well as in the office of the Director of Certificated Personnel/Affirmative Action Officer.
 - a. The complaint must be filed within 120 calendar days of the alleged unlawful discrimination.

- b. Within 14 calendar days of receipt of the complaint form, the Affirmative Action Officer will:
 - 1). Commence an investigation of that complaint,
 - 2). Notify the State Chancellor's office that a complaint has been received, and
 - 3). Notify the complainant that an investigation is being conducted.
2. If the Affirmative Action Officer receives a complaint, which is defective in its compliance, he/she shall immediately notify the complainant that the complaint is defective and specify in what requirement the complaint is defective.
3. The investigation must be completed within 90 calendar days from its initiation. Upon completing the investigation, the Affirmative Action Officer will attempt to resolve any valid complaint and will take such action as is deemed necessary to correct the effects of the discrimination and to insure that no unlawful discrimination will occur in the district.
4. The investigation officer will notify the complainant of his/her proposed resolution and will also notify the complainant that he/she may object to the proposed resolution by submitting objections to the state chancellor within 30 days. Such notice to the complainant shall be given on the form provided by the state chancellor.
5. Within 90 days from the initiation of the investigation, the district will forward to the state chancellor:
 - a. The original complaint,
 - b. A report of the nature and extent of the investigation,
 - c. A report of any action taken to resolve any valid complaint, and
 - d. Evidence that the district has notified the complainant of the proposed resolution and of his/her right to object by appealing to the state chancellor.

Legal reference: Ad. Code, Title 5, 59300-59362
Approved: January 13, 1982
Revised: December 14, 1983; September 4, 1984
50/3B17

AR 5109.1 (a)

College Procedure for Complaints of Sexual Harassment (Students)
 (Complaints of other forms of discrimination will follow established channels and procedures outlined in AR's 4136, 4236, and 4336.)

This procedural statement is a special application of the district's established complaint procedures and prohibition against discrimination. It is presented in direct reference to the sexual harassment of students of the colleges of the State Center Community College District and to the related policy of the district adopted by the district's governing board. The board policy is based on federal and state statutes on this subject.

While sexual harassment of students by other students or by district employees represents a wrong as described by board policy and in the district's complaint procedures, the nature of this particular offense renders it exceptional. Thus, a separate procedure has been established to recognize this distinction.

Sexual harassment is a matter requiring unusually prompt attention by authority since failure to act may represent various kinds of academic and personal damages to the alleged victim. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant upon regular complaint procedures. Since this district recognizes the delicate nature of such situations, each step in the complaint procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of these procedures to establish prompt recourse and to ensure fairness and equity both to the persons alleging the wrong and to the person accused of the wrong.

The colleges and the district recognize their responsibility to make every effort to maintain a neutral work and educational environment free of sexual harassment or any other kind of intimidation.

For purposes of this regulation, sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards a student, when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
3. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment the circumstances surrounding the conduct should be considered.

Procedure

All steps in this campus procedure must be completed within 30 calendar days. Since the dean of students has five (5) working days in Step 3, and the president has ten (10) working days in Step 4 in which to act, the first two steps must be completed within nine (9) calendar days.

Step 1 Students who believe that they have been subjected to any form of sexual harassment should carefully review both the district's policies on this subject and this procedure. They are encouraged to seek counsel from any number of the college community in whom they have confidence; however, it is recommended that the student contact one of the faculty or staff members identified expressly at each college to discuss any complaint of sexual harassment. The names of the women and men who have been given special responsibilities for advising in complaints of sexual harassment are available by telephone or in person at the office of the dean of students on each campus.

The complaint advisor and/or the student may attempt to verify the validity of the complaint and/or resolve the complaint directly with the person against whom the complaint is lodged. If resolution is possible at this informal level, then no record needs to be made of the complaint. However, should such a direct approach be uncomfortable, threatening, or be otherwise deemed by the student or the advisor to be undesirable, this step may be omitted. The student must sign a statement describing the incident and the nature of the complaint, using a form provided for that purpose (see attachment). The identity of the student shall be protected at all times and the signed complaint shall at this step remain confidential and held only by the advisor.

The complaint advisor shall then confer with the person against whom the complaint has been brought, advising him/her of the nature of the complaint but keeping confidential the identity of the complainant. If the problem cannot be resolved at this level, the complainant may proceed to Step 2.

Step 2 If the complaint of sexual harassment is against a faculty member or another employee of the district, and if no resolution of the problem has been achieved, the student and/or the complaint advisor shall review the signed complaint and the failure to resolve it with the immediate supervisor of the faculty member or employee against whom the complaint has been brought. The signed complaint shall not leave the possession of the advisor; a copy shall not be given to the supervisor unless the problem is resolved at this level. The supervisor must subsequently confer with the person against whom the student has complained and must continue to respect the student's request for anonymity. If the supervisor questions the validity of the complaint or is unwilling or unable to take action to resolve the problem, the student may proceed to Step 3.

Step 3 A student's unresolved complaint of sexual harassment shall be brought to the attention of the dean of students either by the complainant, the complaint advisor, or both.

The complaint signed by the student shall be forwarded to the dean of students by the complaint advisor. The dean of students shall hear the student's complaint, and confer with the faculty member or employee against whom the complaint has been brought in the presence of his/her immediate supervisor and, if advisable, in the judgment of the dean, the complaint advisor.

If the Dean of Students cannot resolve the complaint within five (5) working days, Step 4 will be implemented.

Step 4 The dean will transmit the complaint, in writing and signed by the complainant, to the college president with a copy to the district affirmative action officer for information purposes.

The president will act as described in the circumstances that follow:

The president will consult the person mentioned in the complaint and all persons as may be necessary to resolve the complaint. The supervising manager of the person accused must be again consulted in this process, and the accused will at this time be given a copy of the written accusation.

If the problem cannot be resolved to the satisfaction of all parties within ten (10) working days, the president may either dismiss the matter because he deems it invalid, stating his reasons in writing to all parties, with a copy to the district affirmative action officer; or he may forward the case to the district affirmative action officer and notify the student of her/his right to appeal. The president must act within ten (10) working days.

Should the president's resolution be to insert a written reprimand in an employee's personnel record, or to take disciplinary action, such action will be taken in compliance with federal, state, and district rules, regulations, and contracts. The district affirmative action officer shall be copied on all such actions and a full summary of the nature of the complaint and its resolution shall be provided.

District procedures for investigation and resolution of student complaints of discrimination, including sexual harassment

Should resolution not be achieved at the campus level, the procedures outlined in AR 5109 must be followed and a report submitted to the California Community Colleges' counsel as required by law.

Approved: December 14, 1983

**APPENDIX VII
OUT OF SEQUENCE AGREEMENT**

Fresno City College
Respiratory Care Program
OUT-OF-SEQUENCE AGREEMENT

I will not be able to continue my course of study in the Respiratory Care Program because of one of the following reasons:

___Financial ___Family ___Illness ___Excessive Absences ___Course
Failure ___Other

COMMENTS

PLEASE READ CAREFULLY

I am aware that interruptions in my program of study for any one of the above reasons will subject me to loss of my continuing student status, and I will be reclassified as an out-of-sequence student whose placement is contingent on space availability. If there are more students than spaces, placement will be determined by lottery. I understand that as a consequence of this delay in my coursework, I will not be continuing on with my fellow classmates; and I will be in classes with continuing students in other semesters of the program. Regardless of the circumstances, those courses in which a student receives a "W", "D" or an "F" grade may be repeated once only.

- I understand that while the continuing students are guaranteed positions throughout the program, the out-of-sequence student is given no guarantee from one semester to the next in the absence of available spaces.
- I further understand that as an out-of-sequence student, if I wish to defer a rotation I can expect to have my name moved to the bottom of the list.
- I am required to keep my address up to date and notify the Respiratory Care Program Director of any changes of address and telephone number. If the RCP office cannot contact me for placement, I can expect to have my name removed from the list, to be reinstated only after conference with the RCP Director and the Dean of the Allied Health, Physical Education, and Athletics Division.
- I am aware that student placement will be determined at the end of each semester after final grades have been calculated. .
- I have read and understand the above, and I have been informed by the Program Director of the consequences of noncompliance.

Student's Signature

Date

Director Signature
Respiratory Care Program
Rev. 03/01/2012

Date