

RESPIRATORY THERAPY STUDENT HANDBOOK



Updated 3/2023

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Welcome

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



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

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

The Respiratory Therapy Program requires much time and dedication on your part. The academic challenges of the next 22 months are extremely rigorous but with an active commitment on your part, you will find your education enjoyable and rewarding. Your commitment to your patients begins **today** as you commit yourself to understanding the information and practicing the skills needed to become a skilled and knowledgeable Respiratory Therapist.

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

Welcome!

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Accreditation

Mt. San Antonio College is accredited by the:

*Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges*
331 J Street, Suite 200
Sacramento, CA 95814
(415) 506-0234
www.accjc.org
accjc@accjc.org

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

The Respiratory Therapy Program is accredited by:

The Commission on Accreditation for Respiratory Care
264 Precision Blvd.
Telford, TN 34690
817-283-2835
www.coarc.com

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented (CoARC Standard 5.03).

Programmatic Outcomes Data:

<https://coarc.com/students/programmatic-outcomes-data/>

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

Mission Statement

The mission of Mt. San Antonio College is to support and empower all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training, empowering students to attain success in an ever-evolving diverse, sustainable, global society. The College pledges to serve students so they may achieve their full educational potential for lifelong learning, for attaining certificates and associate and bachelor's degrees, for employment, and for the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement; advancing civic engagement and environmental responsibility; enhancing personal and social well-being; developing information and technological literacy, communication, and critical thinking; and enriching aesthetic and cultural experiences.

Vision Statement

Mt. San Antonio College strives to be a fully student-centered and welcoming campus that provides our diverse community an educational experience which is anti-racist, integrated, connected, and technologically advanced with unique and distinguished programs in an expansive and sustainable environment. We will devote energy, thoughtfulness, and passion to provide leadership in community college teaching, programs, and services. We will provide quality educational programs and support services by advancing student achievement and equity within a climate of integrity and respect through our core values. We will consistently exceed the expectations of our students, our staff, and our community.

Core Values

- **Integrity:** We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- **Equity and Diversity:** We value diversity in all aspects of the human condition. We pursue equity by empowering each person to achieve their success.
- **Community Building:** We collaborate in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus:** We address the basic human and academic development needs of students and the community both in our planning and in our actions.
- **Social Justice:** We serve the whole person by choosing restorative justice over discipline, offering wellness and behavioral support instead of exclusion, and actively creating an atmosphere of safety and support.
- **Anti-racism:** We are actively and unapologetically anti-racist in all aspects of our work.
- **Lifelong Learning:** We promote the continuing pursuit of learning through equal access to high-quality teaching and support services.
- **Positive Spirit:** We work harmoniously, show empathy, and take pride in our work.

- **Effective Stewardship:** We maintain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funds.
- **Sustainability:** We value environmentally conscious practices, and prioritize the planning and implementation of activities that improve the environment.

Respiratory Therapy Program

History

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

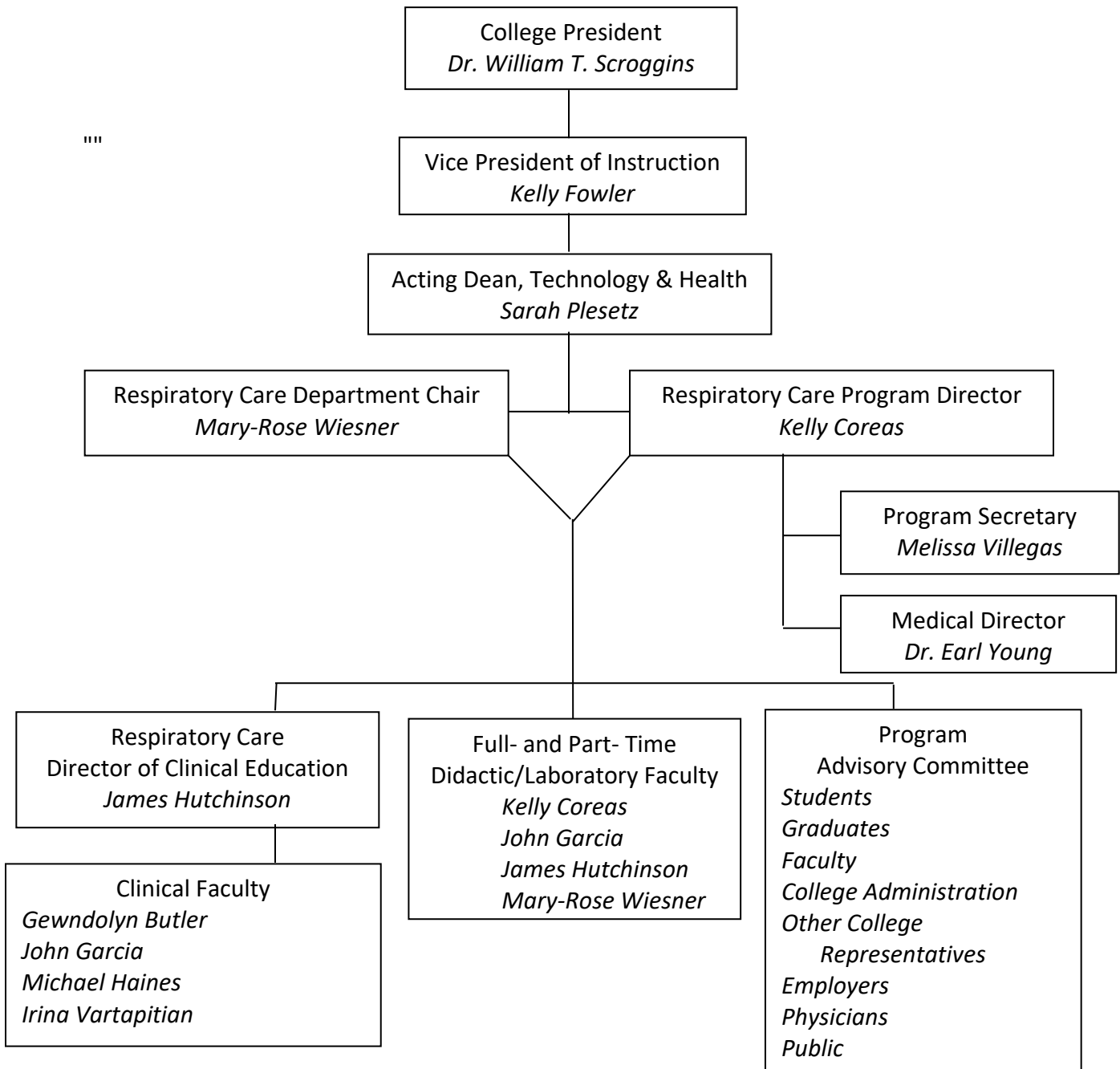
Educational Philosophy

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

Goal

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs) (CoARC Standard 3.01).

Organization



Employment of Respiratory Therapists

Employment of respiratory therapists is projected to grow 14% (much faster than average) from 2021 to 2031, faster than the average for all occupations. About 10,100 openings for respiratory therapists are projected each year, on average, over the next decade. Growth in the middle-aged and elderly population will lead to an increased incidence of respiratory conditions such as pneumonia, chronic obstructive pulmonary disease (COPD), and other disorders that can permanently damage the lungs or restrict lung function. The aging population will in turn lead to an increased demand for respiratory therapy services and treatments, mostly in hospitals.

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

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

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

In the state of California the average hourly wage is \$44.55 and the average annual wage is \$92,660. Job prospects will be best for therapists willing to travel to look for job opportunities. Some areas will be saturated with workers, while other areas (more often, rural areas) will be in need of respiratory therapists' services.

United States Department of Labor Bureau of Labor Statistics
<https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>
and <https://www.bls.gov/oes/current/oes291126.htm#st>
(accessed 3/2023)

Respiratory Therapy Program Expectations

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

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

Respiratory Therapy AS Degree Catalog Information

Overview

The Respiratory Therapy Program, which is accredited by the Commission on Accreditation for Respiratory Care (COARC), is designed to train students to function as Respiratory Therapists.

Respiratory Therapy is the application of technical skills involving a complete understanding of cardiopulmonary physiology and recognition of various pathological conditions that alter the patient's ability to breathe effectively.

By applying medical gases under pressure - i.e., compressed air, oxygen, and other mixtures - to the airways through the use of various kinds of equipment, the therapist, under the direction of the physician, treats the diseased or ineffective respiratory system.

Some mechanical aptitude and the ability to perform fine motor movements with hands and fingers is required in learning the operation of specialized equipment. This includes diagnostic apparatus which aids the physician in detecting cardiorespiratory diseases.

This degree requires the completion of General Education coursework plus the following:

Required Courses

	Weekly Hours			Total Weekly Hours (minimum)
	Unit	Lec	Lab	
Fall First Year (16 week semester)				
RESD 102 Theory & Principles of Respiratory Therapy	2	2		6
RESD 104 Respiratory Therapy Science	4	3	3	12
RESD 106 Pulmonary Anatomy and Physiology	3	3		9
Winter First Year (6-week intersession)				
RESD 108 Pharmacology for Respiratory Care	1.5	4		12
Spring First Year (16-week semester)				
RESD 110 Respiratory Therapy Science	4	3	3	12
RESD 112 Cardiopulmonary Pathophysiology	3	3		9
RESD 114 Comprehensive Pulmonary Assessment	3	3		9
Summer First Year (6-week intersession)				
RESD 200A Techniques of Respiratory Therapy	2.5		24	24
RESD 116 Special Procedures for Respiratory Care	1.5	4		12
Fall Second Year (16 week semester)				
RESD 200B Techniques of Respiratory Therapy	6		24	24
RESD 202 Adult Respiratory Intensive Care	3	3		9
RESD 204 Neonatal Intensive Care	3	3		9
Winter Second Year (6-week intersession)				
RESD 200C Techniques of Respiratory Therapy	2.5		24	24
Spring Second Year (16-week semester)				
RESD 200D Techniques of Respiratory Therapy	6		24	24
RESD 206 Respiratory Therapeutic Modalities	3	3		9
RESD 208 Current Issues in Respiratory Care	3	3		9
Total Units		51		

Admission

Entrance Requirements

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

1. Applicants must be at least 18 years of age upon entrance into the program and must be a high school graduate or equivalent.
2. Submit a college application and be accepted as a student at Mt. San Antonio College.
3. Complete the online orientation and the mandatory Assessment Questionnaire (AQ) for course placement in English, math, and reading. If you have taken English and math at another college, please provide official college transcripts to the Admissions and Records Office.
4. Submit an application to the Respiratory Therapy Program. The application can be accessed at: [Respiratory Therapy Online Application](#).
5. All foreign and domestic transcripts must be evaluated. See Admissions for details.

All applicants are required to meet the [Essential Functions for Success](#) in the Respiratory Therapy Program:

Physical Demands

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

Sensory Demands

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

Working Environment

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

English Language Skills

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

Other Requirements

- RESD 50 pre-requisites ANAT 10A, ANAT 10B, CHEM 10, MATH 51 and MEDI 90 must be completed prior to entering the program.
- All students will be required to complete a background check prior to entering the clinical courses.
- A physical examination including drug testing and specific immunizations, is required of all students prior to entering clinical courses.

A.S. Degree Requirement

All students **must** complete all major course requirements and general education requirements necessary to complete the Associate degree before a certificate of completion in Respiratory Therapy will be given. The student may elect to pursue either the Associate in Science or Associate in Arts degree. An Associate degree in Respiratory Therapy is required to take National Board for Respiratory Care (NBRC) examinations.

Special Information

To remain in the program, students must maintain a “C” or better grade in all courses.

Readmission Policy

Students who are dropped, failed, or withdrew from the program may request readmission for the following year in the semester in which they were stopped or may re-start the program. Students who fail or withdraw from the program must meet with the Program Director prior to re-entry into the program to discuss a remediation plan. Students who re-enter the program in the semester they stopped are required to demonstrate cognitive and psychomotor skills prior to re-entry. Students who re-start the program will be required to retake all Respiratory Therapy courses even if satisfactory grades were received.

Re-entry (readmission or re-start) may occur only one time. Re-entry is on a space-available basis and it is possible that readmission will be denied. Dismissals for reasons 1,2,5,6 of the Program Dismissal Policy are NOT eligible for readmission to the Program. In accordance with California law, the Respiratory Care Board will also be notified of any violations, which prevent consideration for readmission.

Additional Program Information

Educational Plan

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

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

Julie Perez-Garcia

jperez-garcia@mtsac.edu

Counseling Center – Building 9B

909-274-4380

www.mtsac.edu/counseling

Variances

If you are seeking to substitute a course completed at another school or to substitute one course for another, you need to petition for a variance with the appropriate department or division. Contact the appropriate department or division to learn more. Any variances for requirements for the Respiratory Therapy AS Degree at Mt. SAC should be completed prior to the start of the program.

Program Units per Semester

The amount of units required per semester for the core curriculum (Respiratory Therapy courses) varies by semester. Many students require a 12-unit load to satisfy requirements for certain funding sources or qualify for insurance discounts from their respective insurance agencies. If you have completed all general education requirements for the program and only need to take the core curriculum each semester, we recommend that you consider adding an elective course to satisfy the full-time requirement of 12 units if needed.

Grading Criteria

In order to meet the high expectations of the local community and the Commission on Accreditation for Respiratory Care, the grading scale for all Respiratory Therapy didactic courses is as follows:

A = 90 – 100%

B = 80 – 89.9%

C = 75 – 79.9%

D = 60 – 74.9%

F = <60%

Clinical courses are graded Pass/ No pass.

Laboratory and Clinical Course Exams

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

Cost

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

<u>Student Expenses</u>	<u>Approximate Cost</u>
Enrollment Fees	\$46/ unit
Student Activities Fee	\$11/ semester
Student Representation Fee	\$2/ semester
Student Health Fee	\$23/ semester (\$20/ intersession)
Student Transportation Fee	\$9/ semester
Parking Fee	\$50/ semester (\$25/ intersession)
<u>Materials</u>	
Textbooks*	\$900 (\$400 first semester)
Uniforms	\$20 - \$40 each
Lab Coat	\$20 - \$40 each
Self-Assessment Exams	\$70
<u>Clinical Expenses</u>	
Background Check	\$41
Drug Screening	\$20
Physical Examination	\$200 initial, \$50 follow-up
Stethoscope	\$25 - \$90+
Basic Life Support course	\$65
Advanced Cardiac Life Support course	\$95
Neonatal Resuscitation Program course	\$95
<u>Optional Fees</u>	
California Society for Respiratory Care membership	\$25/ year
American Association for Respiratory Care membership	\$25/ year
Recombivax HB (Hepatitis B vaccination)	\$99
<u>Transportation and Clinical Parking</u>	
Students must provide their own reliable transportation to class and clinical site.	
Students must provide their own vehicle insurance.	
Some clinic sites charge a fee for parking.	
<u>Meals</u>	
The college nor clinical site does not provide meals.	
<u>After Graduation</u>	
National Board for Respiratory Care examination fees	\$390
Respiratory Care Board of California license fee	\$300

*Textbooks are used for multiple semesters in multiple courses. Do not rent textbooks because you will be expected to have all of your textbooks available for future semesters.

Statement of Accommodations

If a student has a verified disability and requires accommodations for this class, please let the professor know what your needs are as soon as possible. Prior to using accommodations, the student must formally request class accommodations from the Accessibility Resource Center for Students, and the professor must receive an Accommodations Authorization Letter from the Accessibility Resource Center for Students.

Graduation Requirements

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

Associate Degree Requirement

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

Application for Graduation

The Application for Graduation (also known as the Graduation Petition) is the student's notification to Admissions and Records that the student has completed all requirements and would like to receive a degree. All students intending to receive a degree must file this application and have all required documents and official transcripts on file. Students should meet with a counselor to discuss their education plan before submitting the application. Please check the Schedule of Credit Classes for further information and exact due dates. <https://www.mtsac.edu/records/graduation/>

After Graduation

Credentialing

Upon satisfactory completion of the Associate Degree in Respiratory Therapy, the graduate is eligible to apply for the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) exam. Graduates successfully completing the TMC exam at the low cut score will earn the Certified Respiratory Therapist (CRT) credential. Graduates successfully completing the TMC exam at the high cut score will earn the Certified Respiratory Therapist (CRT) credential AND be eligible to take the Clinical Simulation Exam (CSE). Graduates who successfully complete the CSE will earn the Registered

Respiratory Therapist (RRT) credential. The RRT credential is required to obtain a license in the state of California. www.nbrbc.org

Licensure

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

Baccalaureate Degree

There are many opportunities for graduates from the Mt. SAC Respiratory Therapy Program to continue their education after graduation. Graduates may transfer to a college or university offering a baccalaureate program in Respiratory Therapy or other degree.

The Mt. SAC Respiratory Therapy Program has articulation agreements with the following programs:

- Loma Linda University
- Southern Illinois University (SIU)
- University of Kansas

Respiratory Therapy Program Policies

Program academic policies apply equally to all students and faculty. (CoARC Standard 1.06)

Course content, learning experiences (didactic, laboratory, and clinical), and access to learning materials are equivalent for all students. (CoARC Standard 4.08)

Failure to adhere to Respiratory Therapy Program policies will result in disciplinary action. Please see the [Disciplinary Action Policy](#).

Communication

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

Contact Information

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

Classroom Conduct

All students are expected to:

- adhere to all syllabus policies

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

Cellular Phones and Other Mobile Devices

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

Recording Devices

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

Dress Code

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

Laboratory

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

Classroom

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

Clinical

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

Social Media Policy

Respiratory Therapy students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

- Do not take photos or videos of patients on personal devices.
- Do not post any patient related image or video on social media.
- Do not post any information that may in any way, directly or indirectly, violate patient privacy and confidentiality.

- Do not post information that may lead to the identification of a patient. This is not limited to the patient name, it can also include location in the hospital, diagnosis, therapy, etc.
- Do not check in to your clinical site when you are there as a Mt. SAC student.
- Do not post pictures of your hospital identification badge.
- Follow all guidelines of your clinical site.

Attendance Policy

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

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

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

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

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

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

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

Zoom Classroom Etiquette

1. Be on time.
2. Dress appropriately.
3. Ensure that you have a clean, school-appropriate background.
 - If you feel that your background would not be appropriate for the classroom setting, please use one of the [Mt SAC Zoom backgrounds](#).
4. Minimize background noise and movement.
5. Position your camera properly.
6. Ensure that your display name is correct.

7. Do your own tech support and do a test run before the meeting (zoom.us/test)
8. **Please leave your camera on**, face-to-face interaction is important for class engagement.
 - Consider pausing your video momentarily (lower left of your screen) if you are eating, scratching, yawning, talking with someone else in the room, or anything else that might be distracting to others.
9. Mute your mic (also on the lower-left corner of your screen) as soon as you sign on and whenever you are not speaking.
 - Stay on mute if you're not talking.
 - Be prepared to unmute your microphone and participate if called on.
 - Class participation is required and it is likely you will be called on during class.
10. If you want to speak, physically raise your hand or use the "raise hand" feature that is available at the bottom center of your screen.
11. You can ask questions and make comments silently if desired using the "Chat" feature (on the bottom and center of your screen).
12. When you are speaking, let others know that you are finished by saying one of these sign-offs: "That's all." "I'm done." "Thank you." So that everyone knows you have finished your comments.
13. Limit distractions: turn off notifications, close or minimize running apps, and mute your smartphone.
14. Stay focused and avoid multi-tasking: don't check email/phone/web while on video call, as other participants can easily tell when you are distracted.
15. Remember to sign out or "leave the meeting" when the session is finished.

Special note: if you have young children or pets, from time to time they might pop up beside you. This is OK - and lovely - but if it starts happening repeatedly, please excuse yourself from the meeting, mute your microphone and step out of view to care for your child or pet.

Children

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

Gifts

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

Clinic Policies and Requirements

Course content, learning experiences (didactic, laboratory, and clinical), and access to learning materials are equivalent for all students. (CoARC Standard 4.08)

Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical,

instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for patient care they provide during programmatic clinical coursework. (CoARC Standard 5.09)

Clinic Manual

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

Assignments

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

Students must be prepared to accept any clinical assignment or scheduled days.

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

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

Student will not be assigned to a clinical site where they work or volunteer.

Student Health Status

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

A student diagnosed with an illness, injury, or pregnancy while enrolled in the program must provide a medical release from their health care provider. The release must state that the illness, injury, or pregnancy will not prevent continuing in clinic, lab, and class and that there are **no restrictions** on activity.

Required Clinical Documentation

All of the following documentation must be on file in the Mt. San Antonio College Respiratory Therapy office, in addition to course registration prior to course start date: More information on how to obtain this documentation will be provided during the spring semester of the 1st year of the program. This list may change at any time based on clinical site requirements.

- Background Check
- American Heart Association Basic Life Support Healthcare ProviderCard
- Physical exam (Medical history, 2-step tuberculosis screening or Quantiferon Test, Chest X-ray (if tuberculosis screening is positive), COVID immunization, Measles/ Mumps/ Rubella titer or immunization, Varicella titer or immunization, Tetanus/ Diphtheria/ Pertussis immunization or declination, Seasonal flu immunization or declination, Polio immunization, Hepatitis B titer, immunization, or declination, Urine drug/ alcohol test

Students must participate in a clinic orientation which includes (but is not limited to) the following topics:

- Airborne pathogens (OSHA)•Blood borne pathogens (OSHA)
- Injury and illness prevention (ergonomics, body mechanics,lifting)
- Needle safety
- Patient confidentiality/ HIPAA/ CIMA
- Standard precautions and infection control

Required Certifications

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

Basic Life Support (BLS) Certification

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

Advanced Cardiac Life Support (ACLS) Certification

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

Neonatal Resuscitation Program (NRP) Certification

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

Pediatric Advanced Life Support (PALS) Certification

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

Disciplinary Action Policy

Indications for Probation

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

1. Failure to adhere to program and course syllabus policies.
2. Failure to meet course objectives and/or critical elements.
3. Failure to submit required documentation.
4. Failure to complete clinical course registration prior to the clinical course start date.
5. Demonstration of a lack of personal and/or professional integrity and ethics on campus and/or in the clinical facility or failing to accept responsibility for own actions.

A written probation notice will be given to the student when it is necessary to indicate to the

student that conduct does not meet program policies. Once placed on probation, any additional violation of course policies will result in dismissal from the program. Students placed on probation must meet with their professor and develop a remediation plan. A follow-up meeting will be required.

Indications for Dismissal

1. Physical jeopardy – defined by any action or inaction on the part of the student that threatens the physical well-being of a patient, instructor, and/or another student.
2. Emotional jeopardy – defined by any action or inaction on the part of the student that threatens the emotional well-being of a patient, instructor, and/or another student.
3. Non-compliance with course syllabus, clinical manual, Respiratory Therapy Program policies, Mt. San Antonio College Standards of Conduct, or clinical facility policies.
4. Failure to meet minimum time and attendance requirements or falsification of time and attendance records.
5. Falsifying or omitting information in a patient record or other clinic documents.
6. Patient abandonment: leaving an assigned clinical area prior to the end of the scheduled clinical day without permission/knowledge of the assigned clinical instructor, Director of Clinical Education, or Program Director.
7. Failure to maintain a grade of “C” or better (75% or greater) in all required courses.
8. Commission of a medication error.
9. Unable to complete clinic requirements due to background check or other circumstances the prohibit placing a student at one the program’s clinical sites.
10. Violation of the Health Insurance Portability and Accountability Act (HIPAA).
11. Negligence or conduct contrary to accepted standards of practice, which might result in harm to a patient. Please refer to the American Association for Respiratory Care Statement of Ethics and Professional Conduct.

Mt. San Antonio College Academic Policies

Program academic policies apply equally to all students and faculty (CoARC Standard 1.06).

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

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

Prohibition of Unlawful Discrimination

Mt. SAC is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

Refer to [Prohibition of Unlawful Discrimination \(BP 3410\)](#) and [Prohibition of Unlawful Discrimination \(AP 3410\)](#) for full policy and procedure.

Prohibition of Harrassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by State and federal law, as well as this policy, and will not be tolerated. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, mental condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military status, or veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics

Refer to [Prohibition of Harassment \(BP 3430\)](#) and [Prohibition of Harassment \(AP 3430\)](#) for full policy and procedure.

Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking

Mt. San Antonio College is committed to creating and maintaining an environment that promotes safety and mutual respect of all members of the campus community. The College prohibits Sexual Misconduct of any kind, Dating Violence, Domestic Violence, and Stalking. Such misconduct violates College policy and may also violate state or federal law.

Refer to [Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking \(BP 3540\)](#) and [Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking \(AP 3540\)](#) for full policy and procedure.

Academic Honesty

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

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

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

1. Plagiarism
2. Receiving or knowingly supplying unauthorized information

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

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

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

Standards of Conduct

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/ CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion. 70 71
5. Causing or attempting to cause damage to College property or to private property on campus.

6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
21. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Refer to [Standards of Conduct \(BP 5500\)](#) and [Student Discipline Procedures \(AP 5520\)](#) for full policy and procedure.

Dropping Courses and Withdrawing from the College

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

Full 16-week courses

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

Intersessions and other short term classes

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

Student Complaints/ Grievance Process

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

Refer to [Standards of Conduct \(BP 5500\)](#) and Student Rights and Grievances Procedures (AP 5530) for full policy and procedure.

Appeals Process

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

Technology and Health Division Services

Health Careers Resource Center

Building 67B-250

909-274-4788

www.mtsac.edu/tech-health/hcrc

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

Staff at the HCRC can assist students in:

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

Tech Ed Resource Center (TERC)

Building 18C-1105

909-274-6118

<https://www.mtsac.edu/tech-health/terc/>

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

Mt. San Antonio College Student Support Services

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

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

Academic Support and Achievement Center (ASAC)

Building 6, (909) 274-4300

www.mtsac.edu/asac

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

Accessibility Resource Centers for Students (ACCESS)

Building 9B, (909) 274-4290

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

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

Child Development Center

Building 70, (909) 274-4920

www.mtsac.edu/cdc

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

Career & Transfer Services

Building 9B, (909) 274-4510

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

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

The Career Services Specialist for the Respiratory Therapy Program is:

Colin Brooks

cbrooks12@mtsac.edu

Computer and Internet Access Learning Lab

Building 6, (909) 274-5666

www.mtsac.edu/computerlabs

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

Community Education

Building 40, (909) 274-4220

www.mtsac.edu/feeclasses

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

Counseling Services

Building 9B, (909) 274-4380

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

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

The counselor for the Respiratory Therapy Program is:

Julie Perez-Garcia

jperez-garcia@mtsac.edu

Extended Opportunity Programs and Services (EOPS)

Building 9B, (909) 274-4500

www.mtsac.edu/eops

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

Financial Aid

Building 9B, (909) 274-4450

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

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

Library

Building 6, (909) 274-4260

www.mtsac.edu/library

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

SacBookRac

Building 9A, (909) 274-4475

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

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

Scholarship Program Office

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

www.mtsac.edu/scholarships

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

Student Health Services

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

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

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

The Writing Center

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

www.mtsac.edu/writingcenter

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

Professional Organizations

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

[American Association for Respiratory Care](#)

www.aarc.org

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

[California Society for Respiratory Care](#)

www.csarc.org

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

American Association for Respiratory Care Position Statements

AARC Statement of Ethics and Professional Conduct

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

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

Effective 12/94

Revised 12/07

Revised 07/09

Revised 07/12

Reviewed 12/14

Revised 04/15

AARC Statement on Cultural Diversity and Inclusion

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

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

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

Effective 12/94

Revised 12/07, 04/13

Reaffirmed 07/10

Revised 07/18

Mt. San Antonio College Respiratory Therapy Program Handbook Agreement

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

_____ I understand, do accept and will adhere to these policies and regulations.

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

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

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

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

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

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

Student Signature: _____ Date: _____

Print Name: _____

Student A#: _____

Mt.SAC e-mail address: _____

Personal e-mail address: _____