



**SKYLINE COLLEGE
RESPIRATORY THERAPY PROGRAM
APPLICATION
General Information**

Thank you for your interest in the Respiratory Therapy Program cosponsored by Skyline College and City College of San Francisco. Attached are all necessary forms for applying to the program. Please read all instructions **carefully** before completing the application. It is very important to read the program and career information packets prior to applying. The application process will begin Jan 15 and close May 1. If space is still available after closure, the application period will be reopened. Please keep these instructions for future reference.

RETURN ALL APPLICATION MATERIALS TO:

Office of Admissions and Records
Skyline College
3300 College Drive
San Bruno CA. 94066
Attn: Terry Stats

An application may be downloaded from the Skyline College Respiratory Therapy Program website during the open application period

To be considered for Fall admission to the Respiratory Therapy Program, all applicants **must**:

- A. Meet all college admission requirements.
- B. Submit completed Respiratory Therapy Program application including application checklist.
- C. Submit a completed Skyline College application if you have not attended Skyline College the prior semester.
- D. Have completed with a "C" or better or are in the process of completing the following:
 - 1. **Algebra** - Math 110 or 112 or equivalent
 - 2. **Chemistry for Health Sciences** – Chem 410 or equivalent
 - 3. **Human Anatomy** – Biology 250 or equivalent

Note: It is recommended that these courses have been completed within 5 years upon application of the program. High school coursework cannot be accepted to meet prerequisite requirements.
- E. Submit official transcripts for all academic work attempted or completed from other colleges and universities. *SMCCD students may submit unofficial transcripts printed through Websmart.*

Note:

 - 1. Allow 3-4 weeks for transcript delivery
 - 2. Mail transcripts to Admissions and Records, not the Respiratory Therapy Program.
 - 3. Foreign transcripts will need evaluation: (See counseling dept. for other approved evaluators.)

International Education Research Foundation Inc. Website: www.ierf.org
P.O. Box 3665 Culver City, CA 90231-3665 USA
Phone: 310-258-9451 Fax: 310-342-7086

Note: please ask for a community college evaluation (Detail Report). It must include both description for upper /lower division and grade awarded.

- F. Submit three (3) letters of recommendation. Standard forms can be downloaded from the website. A general letter is acceptable addressing the qualities in the standard form. Please read the instructions on the reference form before giving them to the recommenders. The following are suggested categories for recommenders:
 - 1. Dean, counselor, principal
 - 2. Teacher or instructor
 - 3. Health care workers
 - 4. Employer or supervisor
 - 5. Leaders of community organizations (volunteer, church or club)

*Recommendations from close friends or relatives will **not** be accepted.*

APPLICATION DEADLINE: May 1

Note: Background check / drug testing clearance is required of all students admitted into the program as a condition of their entry into the clinical setting.

The application process is as follows:

1. Return all completed materials to Skyline College within the application period.
2. It is the applicant's responsibility to insure their application is complete.
3. **Only completed applications** will be forwarded to the Respiratory Therapy Department for consideration. It is the applicant's responsibility to ensure all materials are received prior to the application deadline. *(See previous page for details)*
4. Applicants will be admitted into program in succession based on the following qualifications:
 1. Completed application and successful completion of all prerequisites with official transcript documentation by May 1.
 2. Completed application with official transcript documentation by May 1 and successful completion of all prerequisites by the end of Spring semester.
(Prerequisite completion verification must be submitted by end of Spring semester)
 3. Completed application with official transcript documentation by May 1 and successful completion of all prerequisites by the end of Summer semester.
(Prerequisite completion verification must be submitted by end of Summer semester)

Note: If more applications are received than space allows, a lottery system will be setup and a waiting list will be formed. Twenty five applicants will be accepted each Fall semester.

5. Accepted and wait list applicants will be notified by email and/or mail no later than **June 1**.
7. If you need financial aid for the Fall semester, please check early with the financial aid office.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Raymond Hernandez, Director
Respiratory Therapy Program
(650) 738 – 4457
hernandezr@smccd.edu

Science, Math Technology Division
Skyline College
3300 College Drive, San Bruno CA. 94066
(650) 738 – 4221

or

Visit our program on the web at www.skylinecollege.edu or
<http://www.smccd.edu/accounts/hernandezr/index.htm>

Important: The California Respiratory Care Board requires a minimum of an Associate Degree in order to apply for licensure in the state of California. It is highly recommended that prior to starting the program, the applicant be eligible for English 100 and have completed 9-12 units of the required general education to receive an Associate Degree.



Required Abilities Qualifications

Skyline College Respiratory Therapy Students

The mission of the Skyline College Respiratory Therapy Program is to train competent entry level Respiratory Care Practitioners (RCP) capable of providing care for the general patient population in the current health care settings. To be effective, an RCP should be flexible to respond to changing demands in their work environment and be able to perform during stressful situations while providing patient care.

The purpose of this document is to state attributes required of the student to ensure successful completion of the Respiratory Therapy Program. If the student is not capable of demonstrating the following skills and abilities, it is the responsibility of the student to request appropriate accommodation. In consultation with the disabled students coordinator, reasonable modifications and/or accommodations will be made for the student with a documented disability.

The following statements identify the attributes and abilities appropriate to the profession of Respiratory Therapy.

- A. The prospective Respiratory Therapy Student must possess appropriate strength, motor coordination and manual dexterity to be able to:
 - A. Stand and walk for up to 90% of work time
 - B. Bend and kneel to competently perform CPR
 - C. Climb stairs when necessary
 - D. Lift up to 45 pounds and carry up to 25 pounds
 - E. Push and pull heavy objects on wheels such as compressed gas cylinders and ventilators
 - F. Use of hands and fingers 100% of the time for such duties as percussion and auscultation of patients, assembling and disassembling equipment, and manipulating controls on machines
 - G. Document communication in charts, reports and other forms of correspondence through the use of legible handwriting
- B. The student must be able to communicate verbally in an effective manner to explain procedures and direct patients during these procedures
- C. The student must be able to comprehend and react quickly to verbal instructions, patient's needs, and requests of others. The student must be able to assess visual and audible alarms on equipment and monitors to differentiate critical levels and respond appropriately. The student must be able to listen to breath sounds during auscultation to assess appropriately.
- D. The student must have near vision acuity to read charts, observe patients, dispense medications, read machine controls, and patient monitors. The ability to read LED's is needed, as is the ability to see in dim light.
- E. At the end of the training program, the Respiratory Therapy Graduate must be capable of:
 - Maintaining effective performance in stressful situations related to equipment and patient problems. The graduate must be able to respond appropriately to situations requiring emergency care of the patient
 - Providing physical and emotional support to the patient during procedures
 - Working closely with members of the health care team