



**Skyline**  
**COLLEGE**

**RESPIRATORY  
THERAPY PROGRAM  
STUDENT HANDBOOK**

**PROGRAM FACULTY**

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**Dear Student:**

Welcome to the World of Respiratory Care!

Breathing! Taken for granted by most, but for those in distress nothing else matters. The baby born prematurely, it's tiny air sacs unable to remain open; the adolescent with cystic fibrosis whose health depends on respiratory care; the elderly patient with emphysema receiving oxygen continuously; and the cardiac arrest patient speeding to the emergency room. All of these people depend on the skill of the Respiratory Care Practitioner.

The world of respiratory care is stimulating and challenging. It is filled with constant change and responsibility. It is a world filled with laughter and tears, anger and frustration, but most of all a world of caring and helping those in need.

This handbook will explain the philosophies and policies we utilize in the Respiratory Care Program. Most of all it informs you what we expect of students, and you can expect of us.

We are aware of the changing world we live in and always open to the needs of the student. We do expect though, that our policies be accepted and supported. We expect future policy changes to take place and we welcome your input. This handbook is meant to supplement the Skyline College Student Guide Handbook, It is important that the student Familiarize him/herself with general school policies.

Your time in the program will be what you make it. Your attitude will greatly effect what happens to you during the next two years. No other work is as important to mankind as caring for the sick. Make the most of the opportunity. The time and energy you expend should be exciting, informative and rewarding. It should be a time of learning, giving, helping the sick and maturing.

We have nothing to sell, no profits to accumulate and no dividends to distribute, except the sharing of knowledge, experience and direction.

WELCOME,



Raymond Hernandez, MPH, RRT, NPS  
Director, Respiratory Therapy Program

## **Mental and Physical Qualifications**

### **For Skyline College Respiratory Therapy Students**

The mission of the Skyline College Respiratory Therapy Program is to train competent entry level Respiratory Care Practitioners capable of providing care for the general patient population in the current health care settings. The purpose of this document is to state physical and mental qualifications 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 physical capabilities 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:
  - Stand and walk for up to 90% of work time
  - Bend and kneel to competently perform CPR
  - Climb stairs when necessary
  - Lift up to 45 pounds and carry up to 25 pounds
  - Push and pull heavy objects on wheels such as compressed gas cylinders and ventilators
  - 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
  - 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 hear, understand, and react quickly to verbal instructions, patient's needs and requests of others. The students must be able to hear alarms on equipment and monitors.
- 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

## **CURRICULUM**

The program consists of classroom lecture, laboratory and clinical course work. The core classes in the program must be completed in sequence. Students must complete the program with an Associate of Science degree. It is the student's responsibility to insure that he/she has completed all the requirements for graduation. Students with foreign course work and/or waivers must meet with the program director to clarify their curriculum. The expected curriculum follows. Permission of the program director is needed to deviate from the R.T. core curriculum.

The curriculum is competency based. Competencies, abilities and skills that students must acquire and demonstrate are clearly stated as behavioral objectives. The end result of this system is that each student must possess specified competencies and applied theory before receiving credit for a particular course. The student is also fully aware of expectations and is provided a guideline for study.

## ***TEXTS AND SUPPLIES***

Texts may be purchased in the college bookstore. Some may be used in classes throughout the program. The textbooks in this program form the foundation for your future library of health related books. Consider each purchase a good investment. Expect to spend between \$100 and \$300 per semester. You will also need to purchase lab supplies in semester #2 semesters that may cost approximately \$50.

Extra supplies you will need to purchase prior to hospital rotations are:

White lab coat (3/4 length and long sleeve)	Stethoscope
Name badge	Watch with second hand

In addition the student will find the following helpful: a calculator, pocket penlight and pocket notebook.

## ***MALPRACTICE INSURANCE***

All students of the SMCCCD health career programs must carry student malpractice insurance. This is to protect you from any personal litigation. Malpractice insurance is included as part of the registration fee of applicable courses; hence **registration will always be required prior to starting any clinical.**

# SKYLINE COLLEGE

## RESPIRATORY THERAPY PROGRAM

### REQUIRED CURRICULUM

The following core courses will be required of all students to receive the Associate of Science in Respiratory Therapy. Classes must be taken in sequence. A passing grade (C) will be required in all classes prior to advancing in the program. To obtain the Associates Degree, please consult the Skyline College Catalog or your counselor.

Prerequisite courses in Algebra, Chemistry and Human Anatomy (12 units)

#### 1st Year - Fall Semester:

Bio 260	Human Physiology	5 units
Rpth 400	Patient and Health Care Concerns	2 units
Rpth 410	Introduction to Patient Care and Respiratory Assessment	3 units
Rpth 420	Application of Cardiopulmonary Anatomy and Physiology	3 units
Rpth 484	Medical Terminology for Respiratory Therapy	2 units

#### 1st Year - Spring Semester

Bio 240	Microbiology	4 units
Rpth 430	Introduction to Respiratory Therapeutics	6 units
Rpth 445	Respiratory Diseases I	2 units
Rpth 438	Clinical Clerkship I	1 unit (64 hours)

#### Summer Session

Rpth 448	Clinical Clerkship II	2 units (128 hours)
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#### 2nd Year - Fall Semester

Rpth 450	Respiratory Diseases II	3 units
Rpth 460	Respiratory Critical Care	4 units
Rpth 458	Clinical Clerkship III	6 units (320 hours and 16 hours lecture)
Rpth 490	Neonatal, Pediatric, and Rehabilitative Resp. Care	1.5 units

#### 2nd Year - Spring Semester

Rpth 475	Hemodynamic Monitoring and Sel. Topics in Resp. Care	2 units
Rpth 480	Diagnostic Testing and Outpatient Respiratory Care	2 units
Rpth 485	Clinical Medicine Seminars	2 units
Rpth 488	Clinical Clerkship IV	6 units (384 hours)
Rpth 495	Examination Review & Preparation	2 units
Rpth 690	Special projects in Respiratory Care	2 units

Total major units = 72.5 units

Plus necessary courses to obtain the Associate of Science degree

## **PROFESSIONAL ORGANIZATIONS**

Professions and their members are represented by organizations that work for the benefit of the profession. Respiratory Care is no exception. Professional organizations exist at the national and state level. The organizations are affiliated and have chapters in each locality.

The organizations main goals are to promote the profession both from within and outside, to provide educational and professional conferences, disseminate information through scientific and professional journals and promote within government the interests of respiratory care professionals.

All students in the program will receive complementary membership and become student members of these organizations. The mailing addresses for these organizations are:

American Association for Respiratory Care (AARC)  
11030 Ables Lane  
Dallas Texas 75229  
[www.aarc.org](http://www.aarc.org)

California Society for Respiratory Care (CSRC)  
1961 Main Street - Suite #246  
Watsonville, CA 95076  
(888) 730-CSRC (2772) Toll Free  
(831) 763-CSRC (2772) Local  
(831) 763-2814 (fax)  
[www.csrc.org](http://www.csrc.org)

Students are also encouraged to request the following free publications.

Advance for Respiratory Care Practitioners  
<http://www.advanceforrcp.com/>

RT Magazine  
<http://www.rtmagazine.com/>

## **EXAMINATIONS AND CERTIFICATION**

The credentialing/licensing system for respiratory care practitioners can be confusing. There are two bodies which will be involved in you ultimately being able to practice as a Respiratory Care Practitioner in California. They are the State of California Respiratory Care Board and a peer organization The National Board for Respiratory Care. The state credential is a Certified Respiratory Care Practitioner (RCP) and the national credential is a Certified Respiratory Therapist (CRT). These are equivalent credentials. They are in fact the same test. When you attain the state license you will also acquire the national credential. The national organization also has a higher-level credential which graduates of Skyline College are eligible to take. This credential is the Registered Respiratory Therapist (RRT). Many institutions of employment require that therapists obtain the RRT credential to gain and/or maintain employment. The national organization also credentials in pulmonary function testing and Neonatal/Pediatric Specialist.

Examinations and licensing are applied for during the last semester in the program. Only those graduates passing the certification examination are eligible to work in the State of California. All tests are computer based taken at selected secure sites.

Addresses for the two credentialing organizations are:

**California Licensing Board**  
**Respiratory Care Board (RCB)**  
444 North 3<sup>rd</sup> Street, Suite 270  
Sacramento CA. 95811  
916-323-9999  
[www.rcb.ca.gov/](http://www.rcb.ca.gov/)

**Credentialing Board**  
**National Board for Respiratory Care (NBRC)**  
18000 W. 105<sup>th</sup> Street  
Olathe, Kansas 66061  
888-341-4811  
[www.nbrc.org](http://www.nbrc.org)

## CLASSROOM AND LABORATORY

### STANDARDS OF BEHAVIOR

Each student shall receive a copy of the Skyline College Student Guide Handbook. This handbook outlines the services available on campus and the general rules and regulations all students are to follow. It is expected that the respiratory therapy student acquaint him/herself with this guide. Below is information more specific to the respiratory therapy student.

Students who fail to comply with the College or Program's standards of behavior will enter disciplinary action per College/Program policy.

### COUNSELING

The Skyline counseling department is available for academic or personal guidance. This department should be used for all class registration, questions on academic requirements and personal guidance. The school also employs a professional psychologist. Students in demanding programs sometimes need professional help with stress. Do not hesitate to contact your counselor early. Do not hesitate to talk to the program director or other faculty.

The counselor assigned to respiratory therapy is:

Don Biederman  
Biederman@smccd.edu  
650-738-4295

### FINANCIAL AID

Due to the academic rigors of the respiratory therapy program, working may be difficult. The college does recognize that many students may have financial obligations necessitating work. If you have troubles with finances please contact the program director. If you think you qualify for financial aid, **please see the Financial Aids Office**. Scholarships also exist for respiratory therapy students. Here is a partial list:

American Association for Respiratory Care  
Breathe California – Bay Area  
California Society for Respiratory Care  
California Thoracic Society  
Kaiser Scholarship Foundation and Loan Program  
Mills/Peninsula Hospital Auxiliary

Please contact the program director for more information regarding scholarships.

## **ATTENDANCE**

The classroom attendance guidelines are stated in the Student Guide Handbook. By missing class you are missing information that is vital to your success as a Respiratory Care Practitioner. Suffice it to say, attendance is important! If you will be missing class it is recommended that you contact your instructor.

## **ACADEMIC REQUIREMENTS**

Grades are not always a full reflection of the quality of respiratory therapist you will be. They do help program faculty determine which students have retained information necessary to practice safely, hence we require a minimum grade of "C" or "CR" in all classes to remain in the program. Should this requirement not be met, the student will be immediately withdrawn from the program.

**Options to re-enter the program for students unable to attain "C" grades will be at the discretion of the program director.** The Programs Director's decision regarding a student reentering the program will be based on the following:

1. The student's academic standing, attendance, attitude and behaviors during their involvement with the program.
2. The reason for the student leaving the program. Was the student deficient in a classroom or clinical course?
3. Resolution or potential for resolution of the reason for leaving the program.
4. The faculty and clinical instructor's judgment on the student's potential to successfully complete the classroom and clinical phase of the training.
5. The availability of space and resources in the program.

Generally, students will receive one opportunity to be readmitted to the program upon failure of a required RT course. If the same RT course is failed twice, the student will not be eligible to re-enter the RT Program. If, after one failure a student fails a second course he or she will not be eligible to re-enroll in that course or reenter the RT program.

## **STANDARDS OF CLINICAL BEHAVIOR**

### **INTRODUCTION**

Clinical experience is the opportunity for the respiratory therapy student to practice and attain proficiency in respiratory therapy skills and other hospital based procedures. The hospital environment is used to make the transition from theoretical learning to actual patient care.

The hospital provides the key factor - - - - THE PATIENT

Clinical practice will help you develop skills in the following areas:

- patient communication and therapeutic relationships
- health care team communication
- respiratory therapy practices and procedures
- hospital organization and procedures
- professional attitudes and behavior
- organization
- safe practice

Learning is again competency based. The objective does not specify what the student should be doing during clinical instruction. It doesn't tell him/her how to learn something. It simply describes the result of that learning. To reach that result the student must practice to be able to demonstrate competency. We will provide the student with educationally supervised practice. Many procedures cannot be scheduled ahead of time. The student is responsible to seek out and investigate these procedures on his own. The student and instructor both are responsible for evaluation.

The hospital is a learning environment. Your personal gains depend on your actions, reactions, ambitions, assertiveness, willingness to help and learn, as well as the knowledge base you bring from the campus based classes and laboratories.

At all times you must remember you are a guest of the clinical facility and should, therefore, conduct yourself accordingly. You are a representative of the Skyline College Respiratory Therapy Program at all times. People will judge you and other students by your actions. Clinical rotations are the beginning of your professional life.

### **CONDUCT**

You represent the respiratory care profession and the college. Please follow the guidelines of the clinical facility. Each facility is governed by a set of policies and procedures. These are always kept current and accessible to students. If any question arises as to matters related to policy or procedure, please refer to these manuals.

Every patient has the right to privacy. As students you will have access to personal information. You must respect the patient's right to privacy. You should not discuss a patient's condition with friends or relatives.

When determining appropriate behavior, do not always copy fellow practitioners. It is the responsibility of the student to follow acceptable practice at any assigned clinical site.

## **CLINICAL CLERKSHIP ASSIGNMENTS**

The clinical coordinator in consultation with the clinical sites develops the student's clinical schedules. Every effort is made not to overly inconvenience the students, but keep in mind with a large class it may be difficult. Clinical sites are in both San Francisco and San Mateo Counties. Hours are day or evening shift and may consist of an 8 or 12 hour period dependant on the clinical site offerings. A student may be expected to arrive as early as 6:00am or complete a rotation shift as late as 11:30pm.

Availability of parking varies with each facility. Most hospitals in San Francisco have limited parking and may charge a fee. Ride sharing or mass transit is suggested.

## **PHYSICALS**

Hospitals require that all students have a screening physical prior to starting clinical. This need be done only once. The purpose of the physical is to document freedom from communicable disease. It is also necessary for the student to document freedom from Rubella, either from previous exposure or vaccination. Standard physical forms will be given to students during their first semester. Tuberculosis skin testing needs to be completed prior to entry into the clinical and once again after one year. The Skyline College Health Center can provide this service free of charge. Student will also be required to have completed the Hepatitis B vaccination series prior to their first clinical assignment.

## **STUDENT SAFETY AND PROTECTION**

When assigned to your clinical rotation you will be covered for illness or injury that occur by Workman's Compensation Insurance carried by the San Mateo Community College District. More information about this is provided in the clinical manual. During the first semester of the program modules will be presented on protecting yourself from the transmission of blood borne and other pathogens. Included in this manual is a short document on universal precautions and body-fluid precautions. Emphasis will also be placed on prevention of respiratory transmitted infections.

You will also receive material on the Hepatitis vaccination. If your insurance covers this procedure or you can afford the series of vaccinations, they are highly recommended. The college does not take any responsibility for providing this vaccination.

## **PERSONAL APPEARANCE**

Good grooming and personal cleanliness are of particular significance in a hospital. Patients and health care workers view you as a member of the professional health care team and therefore, expect you to look a certain way. When a member of what the public perceives as a professional does not look the

part, then that professional's ability to interact and work with that patient is hampered.

You will be expected to follow the dress code of the clinical facility you are at. Some clinical sites allow the use of scrubs. Comfortable business casual attire is required for all other clinical sites. Students are required to wear a white lab coat and proper identification at all times.

## **ATTENDANCE**

Clinical time is limited. Missing days only hurts the student. We understand that you may become ill during the program, but it is very important that you follow the following guidelines!

If you are going to be absent or tardy:

1. Notify your clinical facility **prior** to the start of your shift!
2. Notify the clinical instructor

Excessive tardiness, absenteeism, and/or failure to notify proper personnel shall result in disciplinary action according to program and school policy. Please refer to student handbook. Remember all clinical hours must be completed as a requirement to complete the course.

## **CLINICAL AFFILIATES**

### **California Pacific Medical Center:**

California Campus:	Pacific Campus
3700 California Street	2333 Buchanan
San Francisco	San Francisco

### **University of California, San Francisco Hospitals and Clinics**

Main Campus	Mount Zion Campus
3rd Ave and Parnassus	1600 Divisadero St.
San Francisco	San Francisco

### **Kaiser - San Francisco**

2425 Geary Blvd  
San Francisco

### **Mills/Peninsula Hospitals**

1783 El Camino  
Burlingame

### **San Francisco General Hospital**

1001 Potrero  
San Francisco

### **San Mateo General Hosp.**

222 West 39th Ave.  
San Mateo

### **Seton Medical Center**

1900 Sullivan  
Daly City

### **St. Francis Memorial Hospital**

900 Hyde Street  
San Francisco

### **St. Luke's Hospital**

3555 Army  
San Francisco

### **Veteran Affairs San Francisco**

4150 Clement Street  
San Francisco

## **STUDENT RELATIONSHIPS**

Program students will share a great many experiences over the course of two years while in the program. Students should not feel competition with each other. Some fellow students may know more about respiratory care, some will know less. None on, including instructors, know it all. All that can be hoped is to help each other, teach each other and learn from each other. Students and faculty work collaboratively in this program in an effort to build lasting relationships over the next two years and past graduation. As such, students are encouraged to address instructors by their first name. These relationships will serve both in the endeavor to understand the human cardiopulmonary system, as well as the intricacy of patient care.

The program also has a Respiratory Therapy Club which is part of the Student Organizations and Clubs of Skyline College. It is encouraged that students get involved as this provides opportunities for academic growth in building leadership and professional skills and will be of great benefit in becoming effective practitioners.



## Respiratory Therapy Program Handbook Affidavit

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DATE

This is to acknowledge that I have received and read the Skyline College and Respiratory Therapy Program Handbook. I accept and will adhere to the obligations contained within and understand that my dismissal may result if I do not comply.

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NAME (Print)

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NAME (Sign)