



Central Campus

Department of Respiratory Care

Associate Degree of Applied Science in Respiratory Care

PROGRAM HANDBOOK

Spring 2026

Revised: June 2022; April 2023; June 2023; August
2023; January 2024; June 2025; January 2026

Addendum to the San Jacinto College Student Handbook:

<http://www.sanjac.edu/sites/default/files/201415StudentHandbook.pdf>

Table of Contents

SECTION 1: Introduction

1.1 <u>San Jacinto College Vision and Mission Statement</u>	6
1.2 <u>RC Department Mission Statement</u>	6
1.3 <u>RC Program Welcome</u>	6
1.4 <u>Chain of Command and Campus & Department Staff</u>	9
1.5 <u>RC Student Goals and Outcomes</u>	10
1.6 <u>American Association for Respiratory Care (AARC) Code of Ethics</u>	11

SECTION 2: Curriculum Plan, Course Description & Faculty Information

2.1 <u>Curriculum Plan RC AAS Fall Start</u>	14
2.2 <u>Curriculum Plan RC AAS Spring Start</u>	15
2.3 <u>Course Descriptions</u>	19
2.4 <u>Program Faculty</u>	21
2.5 <u>Program Costs</u>	22

SECTION 3: RC Accreditation, Credentialing, Licensure, Organizations, & Affiliations

3.1 <u>CoARC (Commission on Accreditation for Respiratory Care) Accreditation Information</u>	23
3.2 <u>NBRC Credentialing Requirements</u>	23
3.3 <u>TMB (Texas Medical Board) Licensure</u>	25
3.4 <u>SJRA (San Jac Respiratory Association) Activities</u>	26

SECTION 4: Academic Policies, Guidelines, and Procedures

4.1 <u>Application and Selection Process</u>	27
4.2 <u>Admission Process</u>	29
4.3 <u>Students Requesting Transfer into the RC Program</u>	30
4.4 <u>Criminal Background Checks and Drug/Alcohol Screenings Using Verified Credentials</u>	31

4.5 <u>CPR Certification</u>	33
4.6 <u>Physicals and Immunizations</u>	33
4.7 <u>Mask Fit Testing (N-95 mask)</u>	35
4.8 <u>Infectious Prevention Protocol</u>	35
4.9 <u>Management of Exposures</u>	36
4.10 <u>Reporting Illness of Communicable Diseases</u>	39
4.11 <u>Disabilities</u>	40
4.12 <u>Professional Appearance</u>	40
4.13 <u>Uniforms</u>	41
4.14 <u>Code of Conduct</u>	42
4.15 <u>Grounds for Disciplinary Action</u>	43
4.16 <u>Probation, Suspension, and Dismissal</u>	45
4.17 <u>Academic Concerns & Escalating Consequences</u>	47
4.18 <u>Course Progression, Non-Progression, & Reentry Requirements</u>	48
4.19 <u>Re-Admission Appeals & Course Failure Policy</u>	49
4.20 <u>Grade Appeal Procedure</u>	50
4.21 <u>Non-Academic Grievance Procedure</u>	50
4.22 <u>Requirements for Graduation</u>	51
4.23 <u>Liability Insurance</u>	51
4.24 <u>Electronic Devices Policy</u>	52
4.25 <u>Class/Laboratory Preparation</u>	52
4.26 <u>Lab Requirements</u>	53
4.27 <u>Method of Course Delivery</u>	54
4.28 <u>Social Media Policy</u>	55
4.29 <u>Remediation Plans</u>	55

4.30	<u>Discussion of Grades</u>	56
4.31	<u>Professional Development</u>	56
4.32	<u>Student Photos</u>	57
4.33	<u>Release of Reference Information</u>	57
4.34	<u>Health Insurance Portability & Accountability Act (HIPAA)</u>	57
4.35	<u>Course Grading</u>	58
4.36	<u>Class Make-Up Policy</u>	58
4.37	<u>Class Attendance Policy</u>	59
4.38	<u>Class Etiquette</u>	59
4.39	<u>Remote & On-Campus Testing Requirement: Honorlock Proctoring</u>	60

SECTION 5: Clinical Educational Policies, Procedures and Guidelines

5.1	<u>Clinical Site Selection</u>	61
5.2	<u>Clinical Assignments</u>	61
5.3	<u>Clinical Documentation and Clearance Requirements</u>	63
5.4	<u>Clinical Orientation and Required Documentation</u>	64
5.5	<u>General Rules for Clinical Courses</u>	64
5.6	<u>Student Injury or Illness While on Duty at a Clinical Site</u>	65
5.7	<u>Clinical Performance Evaluations</u>	65
5.8	<u>Clinical Competency Checklists</u>	66
5.9	<u>Promptness and Attendance</u>	66
5.10	<u>Supervision of Students</u>	67
5.11	<u>Cell Phones and Electronic Devices in the Clinical Setting</u>	68
5.12	<u>Student Signatures</u>	69
5.13	<u>Service Work Guidelines</u>	69
5.14	<u>Use of Artificial Intelligence (AI)</u>	70

SECTION 6: Waivers and Forms

6.1 [Handbook Receipt Waiver](#)

6.2 [Physical Examination Form](#)

6.3 [RC Program Course Substitution Request Form](#)

6.4 [RC Program Student Evaluation/Warning Form](#)

6.5 [Medical Evaluation](#)

6.6 [Immunization Record](#)

6.7 [Post-Exposure Checklist](#)

6.8 [Waiver and Release of Liability](#)

6.9 [Student Release of Information Request Form](#)

6.10 [Authorization for Use, Disclosure or Release of Health Information and Consent for Release of Educational Records](#)

6.11 [HIPAA Compliance Form](#)

1.0 Introduction

1.1 San Jacinto College Vision and Mission Statement

Vision

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

Mission

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

1.2 Department of RC Mission

RC Program Mission

The San Jacinto College Respiratory Care Program mission is to prepare students to be actively participating members of the healthcare team by providing education and training in advanced, intensive-care skills that will be used in the assessment, treatment, and monitoring of adult, pediatric, and neonatal patients from an accredited associate degree program and preparation for successful completion of the Respiratory Therapist Exam.

RC Program 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). To ensure the promotion of excellence and professionalism among the students in this program and to provide the best quality medical care to the patients, the following guidelines are used by the San Jacinto College Central Respiratory Care Program.

1.3 Welcome

To the Freshman Class in Respiratory Care:

Welcome to the San Jacinto College's department of Respiratory Care. The field of respiratory care began in the 1940s and 1950s, largely in response to the polio epidemic, which caused widespread respiratory paralysis. During this time, negative pressure ventilators like the iron lung were used to help patients breathe, and

hospitals began training staff specifically to manage oxygen therapy and ventilator support. These early caregivers were often called inhalation therapists.

In the 1950s, respiratory care became more prominent and popular due to the urgent need for skilled professionals to assist with mechanical ventilation, especially for polio patients. This growing demand laid the foundation for formal education, certification, and the eventual recognition of respiratory therapy as a profession.

Today, respiratory care has evolved into a highly specialized and technology-driven field. Respiratory therapists are licensed professionals who work in critical care, emergency medicine, neonatal care, and home health. The role now includes advanced responsibilities like managing ventilators, administering complex medications, interpreting diagnostic tests, and participating in life-saving procedures.

During your program, we will be training you to become a respiratory care professional! We hope you enjoy your course of study and that it will be a valuable learning experience. It will be our pleasure to share the next two years with you. Below is a list of names with which you might begin to familiarize yourself. These names will be important to you over the next two years.

Dr. Brenda Hellyer,
Chancellor San Jacinto
College District

Dr. Laurel V. Williamson, Deputy Chancellor and President San Jacinto
College Central

Dr. Teddy Farias,
Dean Health Sciences

Dr. Lindsey Johnson, Department Chair for Allied Health

Olivia Marshall, MSRC, RRT-NPS, Program
Director Respiratory Care

Chris Johnson, MBA, RRT-CPFT, Director of Clinical Education/Clinical
Coordinator Respiratory Care

Jimmy Avira, MSRC, RRT, Instructor
Respiratory Care

Eva Stewart
Administrative
Assistant

These pages have been assembled to help you during the first few weeks since there is so much to learn in a short period of time. As members of the faculty of San Jacinto College, let us extend to you a TEXAS SIZE WELCOME.

You are about to start on a very interesting voyage as you enter the profession of Respiratory Care. It is a very exciting but demanding career. What will be expected of you?

To start with, you have probably already set certain standards of performance for yourself based on your knowledge of your social and academic strengths and weaknesses.

Your instructor will expect certain things from you in relation to fulfilling assignments, learning the vocabulary of respiratory care and standards for achievement.

In addition to learning textbook materials, great demands of conduct, discipline, personality, skill, and attitude will be made of you. If you plan to study within the medical realm and eventually become a part of it; you must look at this new world with its true reality. It is a world filled with enormous responsibilities and a certain amount of stress where there is no room for error.

As you enter this program you have assumed a mature adult position. Your behavior in this educational program represents not only you but your profession, your department, your background, and your family. Therefore, begin now to think and act as a professional individual. Always be honest with yourself and the college. If you need help, do not feel embarrassed to ask for it.

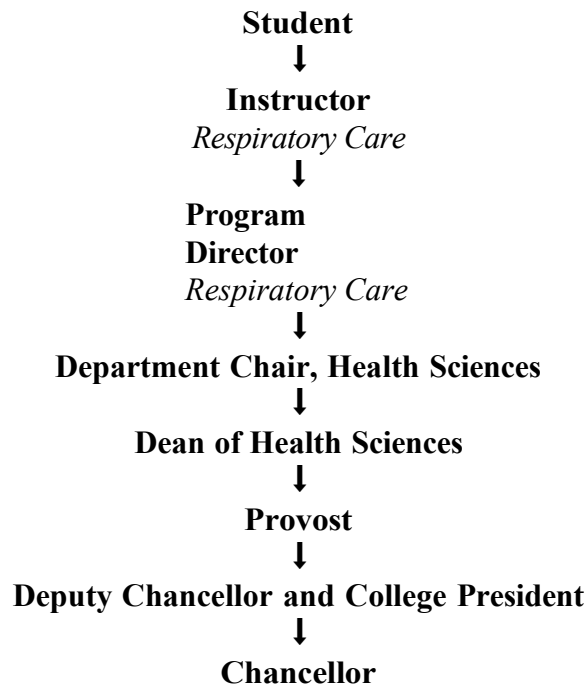
The way of a student contains many sacrifices, but here is the accomplishment upon graduation of becoming a professional in an ever-expanding field. The potential opportunities are unlimited, and we wish you great success.

Remember we, your instructors, are here to help you succeed.

1.4 Chain of Command

In the Respiratory Care Program, communication should follow the formal chain of command. This ensures that questions, concerns, or issues are addressed at the appropriate level. Students should always begin by discussing matters with their **instructor** before moving up the chain as needed.

Follow the order below when seeking guidance or resolving concerns:



❖ **Reminder:** When in doubt, start by contacting your **instructor**. They are your primary point of contact and can help direct you appropriately.

For contact details of individuals in this chain, please refer to the **college directory available on the San Jacinto College website**. Administrative support may also be provided by **Eva Stewart, Administrative Assistant**, who can be reached at Eva.Stewart@sjcd.edu.

1.5 RC Student Goals and Outcomes

Respiratory Care Program

<p><i>The student goals for the Respiratory Care Program are:</i></p>
<p><i>1. Students will be able to collect, set up, and maintain equipment for function, operation, and cleanliness for the procedure competency</i></p>
<p><i>2. Students will be able to perform standard respiratory therapy treatment modalities and manage ventilatory support.</i></p>
<p><i>3. Students will be able to analyze the etiology, pathophysiology and clinical manifestations of cardiopulmonary disorders to identify specific diseases</i></p>
<p><i>4. Students will be able to compare and manage cardiopulmonary disorders using the identified recommendations.</i></p>
<p><i>5. Students will be able to calculate drug dosages and select pulmonary and cardiovascular drugs for optimal therapeutic benefits.</i></p>
<p><i>6. Students will be able to critically evaluate malfunctioning equipment and prescribe corrective actions to address the identified malfunctions</i></p>
<p><i>7. Students will be able to analyze and interpret patient data to evaluate cardiopulmonary disorders and communicate recommendations/interventions to the healthcare team members.</i></p>
<p><i>8. Students will be able to exhibit professional and ethical behavior based on AARC code of ethics and role-based healthcare laws.</i></p>

**** RC students will be trained for moderate and high complexity testing.*

1.6 American Association for Respiratory Care (AARC) Code of Ethics

Graduates of the Respiratory Care program are qualified for certification by the National Board for Respiratory Care (NBRC). Therefore, students in the RC program are responsible for adherence to the standards for professional ethics outlined by the AARC below. This can also be found at the AARC website (www.AARC.org) or by using the following hyperlinks: [AARC Statement of Ethics and Professional Conduct](#)

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. Disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always unacceptable behaviors. It is the position of the American Association for Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

2.0 RC Program Curriculum Plan, Course Description & Faculty Information

Prerequisite courses

This is a 66-credit hour degree plan. The pre-requisite courses for this program include the following

BIOL 2301 & BIOL 2101	Anatomy and Physiology I (Lecture) and Anatomy and Physiology I (Lab)	4
BIOL 2302 & BIOL 2102	Anatomy and Physiology II (Lecture) and Anatomy and Physiology II (Lab)	4
Select one of the following:		3
MATH 1314	College Algebra	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	
MATH 1342	Elementary Statistical Methods (Statistics)	
Higher level Math		
RSPT 1101	Introduction to Respiratory Care	1

¹Students planning to obtain a baccalaureate degree should take **MATH 1314** College Algebra.

You may only have **1 pre-requisite course in-progress when you apply to the program.

Co-requisite courses

Students who apply for admission to the Respiratory Care program will be ranked based on their scoring on the Respiratory Care Selection Criteria Scoring Rubric. Meeting the minimum requirements for admission does not guarantee admission. The following general education courses are required prior to completion of the program however, completion of these courses prior to application for admission into the program may increase your score on the admissions rubric.

PSYC 2301 General Psychology

ENGL 1301 Composition I

Language, Philosophy and Culture (Humanities), or Creative arts (Fine Arts)

2.1 Curriculum Plan: Associate of Applied Science Degree by Term; Fall

Respiratory Care AAS

Fall Start Plan of Study

First Term (Fall)

RSPT 1310 Respiratory Care Procedures I
RSPT 1225 Respiratory Care Sciences
RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology
HPRS 1106 Medical Terminology

Second Term (Spring)

RSPT 1311 Respiratory Care Procedures II
RSPT 2310 Cardiopulmonary Disease
RSPT 2372 Introduction to Mechanical Ventilation
RSPT 1360 Respiratory Care Clinical I

Third Term (Summer)

RSPT 2414 Mechanical Ventilation
RSPT 2317 Cardiopulmonary Pharmacology
RSPT 2360 Respiratory Care Clinical II

Fourth Term (Fall)

RSPT 2355 Critical Care Monitoring
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care
RSPT 2361 Respiratory Care Clinical III

Fifth Term (Spring)

RSPT 2230 Respiratory Care Examination Preparation
RSPT 2362 Respiratory Care Clinical IV

******Students must earn a grade of C or better in all Respiratory Care (RSPT), Science and Mathematics courses and must maintain an overall grade point average of at least 2.0 to graduate from the Respiratory Care program.

2.2 Curriculum Plan: Associate of Applied Science Degree by Term; Spring

Respiratory Care AAS

Spring Start Plan of Study

First Term (Spring)

RSPT 1310 Respiratory Care Procedures I
RSPT 1225 Respiratory Care Sciences
RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology
HPRS 1106 Medical Terminology

Second Term (Summer)

RSPT 1311 Respiratory Care Procedures II
RSPT 2372 Introduction to Mechanical Ventilation
RSPT 1360 Respiratory Care Clinical II

Third Term (Fall)

RSPT 2414 Mechanical Ventilation
RSPT 2310 Cardiopulmonary Disease
RSPT 2317 Cardiopulmonary Pharmacology
RSPT 2360 Respiratory Care Clinical III

Fourth Term (Spring)

RSPT 2355 Critical Care Monitoring
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care
RSPT 2361 Respiratory Care Clinical IV

Fifth Term (Summer)

RSPT 2230 Respiratory Care Examination Preparation
RSPT 2362 Respiratory Care Clinical V

**Students must earn a grade of C or better in all Respiratory Care (RSPT), Science and Mathematics courses and must maintain an overall grade point average of at least 2.0 to graduate from the Respiratory Care program.

The following Plan of Study is available on the Respiratory care webpage and includes a place for co-requisite course completion within the program for students who do not enter the program with them completed with a grade of C or better. If you need to be advised or require a customized plan you should set up an appointment with the Program Director by email.

PLAN OF STUDY

3RESP

PREREQUISITES		CREDITS
RSPT 1101	Introduction to Respiratory Care	1
BIOL 2301 & BIOL 2101	Anatomy and Physiology I (Lecture) and Anatomy and Physiology I (Lab)	4
BIOL 2302 & BIOL 2102	Anatomy and Physiology II (Lecture) and Anatomy and Physiology II (Lab)	4
Mathematics ¹		3
Credits		12

First Year

FIRST TERM		
HPRS 1106	Essentials of Medical Terminology	1
RSPT 1310	Respiratory Care Procedures I	3
RSPT 1225	Respiratory Care Sciences	2
RSPT 1340	Advanced Cardiopulmonary Anatomy and Physiology	3
ENGL 1301	Composition I	3
Credits		12

SECOND TERM		
RSPT 1360	Respiratory Care Clinical	3
RSPT 1311	Respiratory Care Procedures II	3
RSPT 2310	Cardiopulmonary Disease	3
RSPT 2372	Introduction to Mechanical Ventilation	3
	Credits	12
SUMMER YEAR ONE TERM		
RSPT 2360	Respiratory Care Clinical	3
RSPT 2414	Mechanical Ventilation	4
RSPT 2317	Cardiopulmonary Pharmacology	3
	Credits	10

Second Year

FIRST TERM		
RSPT 2361	Respiratory Care Clinical	3
RSPT 2355	Critical Care Monitoring	3
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3
	Language, Philosophy and Culture (Humanities) or Creative Arts (Fine Arts)	3
	Credits	12

SECOND TERM		
RSPT 2362	Respiratory Care Clinical	3
PSYC 2301	General Psychology	3
RSPT 2230	Respiratory Care Examination Preparation	2
	Credits	8
	Total Credits	66

Capstone Experience: **RSPT 2230** Respiratory Care Examination Preparation

Work-Based Learning: **RSPT 1360, RSPT 2360, RSPT 2361, and RSPT 2362**

¹ Students planning to obtain a baccalaureate degree should take **MATH 1314** College Algebra.

Note: Course outline is representative of fall entry only. Adjustments will be made for spring entry.

Students must earn a grade of C or better in all Respiratory Care (RSPT), Science, and Mathematics courses and must maintain an overall grade point average of at least 2.0 to graduate from the Respiratory Care program.

2.3 Course Descriptions RSPT

RSPT 1310 Respiratory Care Procedures I

This course provides essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease.

RSPT 1225 Respiratory Care Sciences

This course is a study of physics, mathematics, and chemistry as related to respiratory care. Prerequisite: [MATH 1314](#) or [MATH 1332](#) or [MATH 1342](#).

RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology

This course provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary system. Prerequisite: [BIOL 2301](#), [BIOL 2101](#), [BIOL 2302](#), [BIOL 2102](#)

HPRS 1106 Medical Terminology

This course is a study of medical terminology, word origin, structure and application.

RSPT 1311 Respiratory Care Procedures II

This course develops essential knowledge and skills of airway care and mechanical ventilation. Prerequisite: [RSPT 1225](#), [RSPT 1340](#), [RSPT 1310](#) Prerequisite with concurrency: [RSPT 1360](#)

RSPT 2310 Cardiopulmonary Disease

This course covers etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Prerequisite: [RSPT 1340](#).

RSPT 2372 Introduction to Mechanical Ventilation

This course is an introductory study of mechanical ventilation. It emphasizes the basic modes of ventilation and the use of arterial blood gas interpretation to facilitate ventilator setting changes. Prerequisite: [RSPT 1310](#), Prerequisite with concurrency: [RSPT 1311](#) and [RSPT 1360](#).

RSPT 1360 Respiratory Care Clinical I

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: [RSPT 1160](#), [RSPT 1225](#), [RSPT 1310](#), [RSPT 1340](#), Prerequisite with concurrency: [RSPT 1311](#), [RSPT 2372](#).

RSPT 2414 Mechanical Ventilation

The continuation of the study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Prerequisite: [RSPT 2372](#) or [RSPT 2314](#), Prerequisite with concurrency: [RSPT 2360](#).

RSPT 2317 Cardiopulmonary Pharmacology

A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Prerequisite: [RSPT 1311](#), Prerequisite with concurrency: [RSPT 2360](#).

RSPT 2360 Respiratory Care Clinical II

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: [RSPT 1360](#) and [RSPT 2372](#), Prerequisite with concurrency: [RSPT 2414](#).

RSPT 2355 Critical Care Monitoring

This course covers advanced monitoring techniques used to access a patient in the critical care setting. Prerequisite: [RSPT 2310](#) Prerequisite with concurrency: [RSPT 2353](#)

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care

This course is a study of neonatal and pediatric cardiopulmonary care. Prerequisite: [RSPT 2371](#) Prerequisite with concurrency: [RSPT 2361](#)

RSPT 2361 Respiratory Care Clinical III

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: [RSPT 2360](#), [RSPT 2414](#), Prerequisite with concurrency: [RSPT 2353](#).

RSPT 2230 Respiratory Care Examination Preparation

This course is a comprehensive review to optimize respiratory care credentialing exam success. Prerequisite: [RSPT 2355](#) Prerequisite with concurrency: [RSPT 2231](#), [RSPT 2362](#)

RSPT 2362 Respiratory Care Clinical IV

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: [RSPT 2361](#), [RSPT 2355](#) Prerequisite with concurrency: [RSPT 2230](#), [RSPT 2231](#)

2.4 Program

Faculty Program

Director

Olivia Marshall, MSRC, RRT-NPS

Olivia.Marshall@sjcd.edu

281-478- 3671

Director of Clinical Education/Clinical Coordinator

Christopher Johnson

281-998-6150 ext 1784

Christopher.Johnson@sjcd.edu

Instructor

Jimmy

Avira

281-998-6150 ext.

Jimmy.Avira@sjcd.edu

Administrative Assistant

Eva Stewart

281-998-6150 ext. 3612

Eva.Stewart@sjcd.edu

Please see the San Jacinto College employee directory for additional information:
<https://www.sanjac.edu/about/contact-us/employee-directory/>



2.5 Program Costs

DEPARTMENT OF RESPIRATORY CARE APPROXIMATE PROGRAM COSTS

2025

Category	In-District	Out-of-District
Pre-Requisite Courses (12 hrs)	\$996	\$1,728
Program Core Courses (48 hrs)	\$3,984	\$6,912
Total Tuition & Fees	\$4,980	\$8,640

Refer to website for out-of-state/international tuition schedule:

<https://publications.sanjac.edu/general-information/paying-college/tuition-fees/>

Additional Program Costs

Item	Vendor/Provider	Estimated Cost
Compliance Tracker (Background, Drug Screen, Vaccine Record)	Verified Credentials	?*
Vaccines & Titters*	Any Provider	\$700
Physical Exam*	Any Provider	\$60
Scrubs (1 set)	TMC Scrubs N More	\$44.98
CPR for Healthcare Providers	American Heart Association	\$100
Annual Lab CE Subscription	Media Lab	\$75
Subtotal (Additional Costs)		\$ 997.98

Other Costs

- Textbooks (Estimated): \$700
- Course Repeat Fee \$75
- Clinical site parking: Varies by site

Total Estimated Program Cost	In-District	Out-of-District
Tuition + Additional + Other	\$6,677.98	\$10,337.98

Important Notes

- *Costs for compliance tracking, vaccines, titers, and exams may vary by provider and insurance coverage.
- Tuition is paid each semester. Deadlines posted at: <https://www.sanjac.edu/apply-register/paying-college/payments>
- In-District includes Channelview, Deer Park, Galena Park, La Porte, Pasadena, and Sheldon ISDs.
- Out-of-state/international students pay additional fees.
- Students are responsible for transportation and clinical parking costs.

SECTION 3: RC Accreditation, Credentialing, Licensure, Organizations, & Affiliations

3.1 CoARC (Commission on Accreditation for Respiratory Care) Accreditation Statement

The San Jacinto College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). For further information concerning respiratory care accreditation, students may write or call:

CoARC
264 Precision Blvd.
Telford, Tennessee 37690

817-283-2835 or visit <http://www.coarc.com/>

3.2 NBRC Credentialing Requirements

RC Program – National Board for Respiratory Care (NBRC) Credentialing

Upon successful completion of the Respiratory Care Program at San Jacinto College, graduates are eligible to take the national certification examination sponsored by the National Board for Respiratory Care (NBRC).

- Graduates who pass the certification exam will earn the professional credential CRT (Certified Respiratory Therapist) or RRT (Registered Respiratory Therapist)

TMC Examination: Two cut scores determine whether you will receive credentials as a CRT and eligibility for the Clinical Simulation Examination, provided you are eligible to earn the RRT credential. If you achieve the low-cut score, you earn the CRT credential. If you achieve the high cut score, you earn the CRT credential and become eligible for the Clinical Simulation Examination, if you qualify.

TMC Detailed Content Outline – Effective January 2020

(for candidates testing before January 1, 2027)

The TMC Examination consists of 160 multiple-choice items (140 scored items and 20 pretest items) taken over a three-hour period.

CSE Examination: The CSE consists of 22 problems (20 scored items and 2 pretest items). The clinical setting and patient situation for each problem are designed to simulate reality and be relevant to the clinical practice of respiratory care. You will be given four hours to complete the CSE.

CSE Detailed Content Outline – Effective January 2020

(for candidates testing before January 1, 2028)

RT Examination: Two cut scores determine whether you will receive credentials as a CRT or as an RRT. If you achieve the low cut score on the RT Examination, you earn the CRT credential. If you achieve the high cut score, you earn the RRT credential.

RT Detailed Content Outline – Effective January 2027

(for candidates testing on or after January 1, 2027)

The Respiratory Therapy Examination consists of 185 multiple-choice items (160 scored items and 25 pretest items) taken over a four-hour period.

Refer to the Detailed Content Outline for the date when you plan to take the examination.

NBRC

Registration:

www.NBRC.org

- Program staff will provide instructions and notify students when and how to register.

NOTE: While National Board for Respiratory Care (NBRC) certification and Texas Medical Board (TMB) licensure are required for employment in the field of Respiratory Care, students are not obligated to pass a certification exam to graduate from this program. However, students should be aware of certification eligibility requirements and timelines.

3.3 Texas Medical Board (TMB) licensure Requirements

The application process overview and all other requirements to apply for a license to practice in the State of Texas following achievement of the Registered Respiratory Therapist (RRT) credential earned through the NBRC can be found at the Texas Medical Board (TMB) webpage:

<https://www.tmb.state.tx.us/page/licensing-respiratory-care-practitioner>

The requirements for licensure include the following:

- Candidate must graduate from an accredited Respiratory care program
- Candidate must pass the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) or Respiratory Therapist Exam earning the credential CRT (Certified Respiratory Therapist) or RRT (Registered Respiratory Therapist)
- Candidate must apply for licensure. RCP Documentation Checklist & Eligibility Requirements can be found here: <https://www.tmb.state.tx.us/idl/8F87A083-D083-B8B6-2B97-8F6E0355A443>
- Candidate must take and pass the Jurisprudence (JP) exam. Visit the online JP Exam page for more information: <http://www.tmb.state.tx.us/page/licensing-jp-exam>
- Candidate must complete the Fingerprinting process. Information on fingerprinting can found here: <https://www.tmb.state.tx.us/page/get-fingerprints>

**Graduates wishing to pursue careers in the field of Respiratory Care outside the state of Texas will need to inquire about the process for licensure in that state.

3.4 San Jac Respiratory Care Association (SJRA) Activities

SJRA Student Organization Students attending the program approved professional activities or other professional activities must be a member of **San Jac Respiratory Care Association (SJRA)** The rules for school-sponsored travel must be followed, and attendance for all missed medical laboratory technology classes is excused. See the SJRA Advisor for attendance guidelines and membership details.

PURPOSE:

The purpose(s) of this organization shall be to promote integrity, leadership, excellence, and community service, while raising awareness of respiratory health on campus and throughout our community.

MISSION:

The mission of the SAN JAC RESPIRATORY ASSOCIATION is to promote public awareness of the respiratory care profession, participate in community health promotions and educational activities, provide a student support system, and raise funds to support goals of advancing the education of students. SJRA is dedicated to developing future professionals and keeping students up to date on the changing world of respiratory care.

VALUES: (B.R.E.A.T.H.E.)

- * Benevolence: Desire to do good to others
- * Respect: Show regard to others while embracing diversity
- * Excellence: Take initiative to go above and beyond standard expectations
- * Awareness: Cultivate knowledge and expansion of the field of respiratory care
- * Trust: Provide solid and assured bonds amongst ourselves and the organization
- * Honor: Having an esteemed and principled character
- * Empathy: Displaying compassion and understanding towards one another

Advisor: Olivia.Marshall@sjcd.edu

Co-Advisor: Jimmy.Avira@sjcd.edu

For more information on San Jacinto College clubs and organizations visit:
<https://www.sanjac.edu/student-life/clubs-organizations/>

SECTION 4: Academic Policies, Guidelines, and Procedures

4.1 Application and Selection Process

Selective Admission Notice – RC Programs

The Respiratory Care Program at San Jacinto College is a selective admission program with limited enrollment. 25 – 30 students are admitted twice per year (Fall & Spring) for the RC program. Limited enrollment ensures each student receives the quality instruction and hands-on experience required to become a competent entry-level laboratory professional.

Admission Requirements for the RC Program

To be considered for admission into the RC program, applicants must complete the following steps:

1. **Apply to San Jacinto College**
Begin by applying for general admission [HERE](#)
2. **Submit Official Transcripts**
 - A high school diploma or GED is required.
 - All college transcripts must be submitted and evaluated by **San Jacinto College Enrollment Services**.
 - Transcripts must be sent to:
 - a) Office of Enrollment Services

The **RC Program Director** or **Department Chair** will determine final approval for transfer credits applied toward the RC degree.

3. **Complete Prerequisite Courses**
The following courses must be completed **with a grade of “C” or higher** except for **1 in-progress course prior to program entry**:
 - **BIOL 2301 & BIOL 2101** – Anatomy and Physiology Lecture & Lab – 4 credit hours
OR
 - a) **BIOL 2401** – Intro to Anatomy & Physiology (Lecture + Lab) – 4 credit hours
 - **BIOL 2302 & BIOL 2102** – Anatomy and Physiology Lecture II & Lab II – 4 credit hours
OR
 - a) **BIOL 2402** – Intro to Anatomy & Physiology II (Lecture + Lab) – 4 credit hours
 - **MATH 1314** – College Algebra or higher – 3 credit hours
OR
 - a) **MATH 1332 & MATH 1342**
 - **RSPT 1101** – Introduction to Respiratory Care – 3 credit hours

4. **Support Course (Corequisite) Requirements**

The following courses are required for graduation and must be completed with a grade of "C" or better. If not achieved, the course must be retaken:

- **PSYC 2301** – General Psychology
- **ENGL 1301** – Composition I
- **Language, Philosophy and Culture (Humanities), or Creative arts (Fine Arts)**

▶ *Science courses do not expire.*

▶ *Substitutions for higher-level math or English may be considered with approval from the Program Director and Dean of Health Sciences.*

▶ Email Eva.Stewart@sjcd.edu for questions about qualifying Language, Philosophy and Culture (Humanities), or Creative arts (Fine Arts) courses

5. **Attend a MANDATORY information session**

- Dates & Times of Information sessions available on the Respiratory Care web page : [RC Homepage](#)
- Information sessions are 45 minutes

6. **Submit RC Program Application**

- Applications are available 100% on-line and must be submitted by:
◆ **June** (Fall Admission) or **November** (Spring Admission)
Check this page for the day of the month: [CLICK HERE](#)
- Apply to the RC program for admission [RC Program Application](#)

7. **Background Check**

- Students must complete a **criminal background check** by the application deadline through [Verified Credentials](#)

8. **Drug Screen**

- After program selection, students must complete a **urine drug screen** through [Verified Credentials](#)

9. **Complete Health Requirements**

- All **immunizations, titers, and physical exam documentation** must be submitted after program selection and before the first day of class unless otherwise communicated by the Program Director/Director of Clinical Education.

Admission Requirements for the RC Program

To apply to the RC program, complete the following steps:

1. **Apply to San Jacinto College**
 - ◊ sanjac.edu/apply-register/overview/apply-now
2. **Submit RC Program Application**

Apply directly to the RC program at:

 - ◊ [RC Program Application](#)

4.2 Admission Process

Once selected for admission, final acceptance into the Respiratory program is contingent upon the completion of the following steps:

1. **Submit Acceptance**
 - Respond by the stated deadline to confirm your acceptance of the admission offer.
2. **Attend Mandatory Orientation**
 - All selected students are required to attend a departmental orientation session.
 1. Important program expectations, schedules, and next steps will be covered at this session.
3. **Complete Health and Compliance Requirements**
 - Upload all required documentation to [Verified Credentials](#), including:
 - Health records and immunization documentation
 - Proof of current CPR certification (American Heart Association – BLS for Healthcare Providers)
 - Proof of current medical insurance coverage
 - Submission must be completed by the deadline specified at orientation.
4. **[Order Required Uniforms](#)**
 - Students are responsible for purchasing approved scrubs and any other required uniform items.
 - Approved vendor:
TMC Scrubs and More
7227 Fannin St #105, Houston, TX 77030
(713) 797-1212 | tmcskrubs@gmail.com
tmcskrubs.com
 1. Students will take their acceptance letter with them to place their scrub order.
 2. Uniform orders should be placed promptly to ensure delivery before the program start date.
5. **Submit Outstanding Documentation**
 - Any missing or additional documents discussed at orientation must be submitted by the stated deadline.

6. Complete Drug Screen and Background Check

- Students must complete a drug and alcohol screen and background check through the approved vendor.
- Detailed instructions will be provided during the information session as well as in the admission offer letter.
- Satisfactory results are required for final program entry.

7. Fulfill Any Additional Requirements

- Any other requirements outlined in your official selection letter must also be met by the specified deadlines.

4.3 Students Requesting Transfer into the RC Program

Students requesting transfer into the Respiratory Program from another college or program must complete the following steps:

1. Submit Required Documentation:
 - All official college transcripts
 - A completed application to both the Respiratory Program and San Jacinto College – Central Campus (see application information above)
2. Meet New Student Requirements:
Transferring students must fulfill all the same requirements as newly accepted students into the RC Program. These include, but are not limited to:
 - Immunizations
 - Drug and alcohol screening
 - Background check
 - Physical examination
 - CPR certification
 - Mask fit testing

Note: Transfers will only be considered at the start of a semester if space is available.

Additional Transfer Requirements

Before admittance and program completion, the following conditions must also be met:

A. Course Evaluation and Substitution:

- The student is responsible for completing and submitting any required course substitution forms. (See [Appendix](#))
- Courses completed at another institution must be evaluated and deemed equivalent by the Office of Enrollment Services.
- Previously completed RC courses must align with the plan of study at San Jacinto College.

B. Letter of Good Standing:

- The student must request that their current program director or chair submit a letter verifying that the student is in good academic and professional standing.

C. Professional Conduct:

- The student must not have any professional or ethical counseling on file from their current program.

D. Competency Assessment:

- The student must successfully complete a cumulative clinical competency assessment covering procedures in which they were previously deemed competent.

E. Program Prerequisites:

- The student must meet all program-required prerequisites and corequisites.

F. Residency Requirement:

- The student must complete a minimum of 50% (33 credit hours) of the RC Program at San Jacinto College to be eligible for the Associate of Applied Science degree in Respiratory Care.

4.4 Criminal Background Checks & Drug/Alcohol Screenings Using Verified Credentials

All applicants to the Respiratory program at San Jacinto College are required to purchase a compliance tracking account through [Verified Credentials](#) during the application cycle in which they are applying.

Verified Credentials is a secure, web-based platform that allows students to manage and submit all required clinical compliance documentation in one centralized location. This system helps ensure that students meet the clinical eligibility requirements mandated by the College and its affiliated healthcare partners.

Through Verified Credentials, students will upload and track documentation for the following:

- Criminal background check
- Drug and alcohol screenings
- Physical examination
- Proof of medical insurance
- Immunization records
- Other physical and clinical compliance requirements

Purchasing a Verified Credentials account is an out-of-pocket expense and is mandatory for admission into the Respiratory program. Failure to comply with this requirement will result in ineligibility for program admission. More information about the Verified Credentials process and other application requirements can be found on the San Jacinto College RC program webpages under the Steps to Apply.

In compliance with clinical affiliation agreements between San Jacinto College and its healthcare partners, the Respiratory program requires the following:

Requirements

- All students attending clinical rotations must complete a criminal background check and drug/alcohol screen upon application to the program and may be required to resubmit annually as determined by clinical affiliate request.
- These requirements align with The Joint Commission standards and help ensure students meet eligibility for licensure and certification.
- Students must report any criminal charges or convictions:
 - At program entry
 - At any time while enrolled

See the section “Charges While Enrolled in Program” for more details.

Random Drug/Alcohol Screening

- Random screenings may be required once per semester by the Program Director or clinical affiliate site.
- All drug/alcohol screening costs are the student’s responsibility at any time while enrolled.

- Students who are not enrolled for one full semester must complete a new background check and drug/alcohol screen before reentering the program.

Unsatisfactory Results

A student may be deemed ineligible for clinical placement if their background check or drug screen reveals significant findings, including but not limited to:

- Plea of guilt, no contest, withheld or deferred adjudication, stayed, suspended, or pre-trial diversion
- Sexual offenses
- Medicare/Medicaid fraud
- Terrorism-related sanctions
- Active warrants

Other disqualifying results may include:

- Restrictions outlined in [Texas Occupations Code, Section 301.452\(b\)](#)
- Restrictions from the program's accreditation agency
- Restrictions imposed by clinical affiliates

❖ If clinical placement cannot be obtained due to background or drug screen results, the student will be unable to complete the program.

Record Keeping

- All background information is maintained in confidential electronic files by the investigating agency.
- Only the credit program clinical coordinator and Program Director have access to this information.

Student Rights

- If a student believes the background report contains inaccurate information, they may challenge it with the investigating agency.
- The student is responsible for obtaining and submitting relevant court documentation.
- The student may not participate in clinical rotations until the issue is resolved.
 - Failure to attend clinical may result in course failure due to unmet objectives.

Consent for Release of Information

- Students must sign a release form allowing the Program Director, Department Chair, or Clinical Coordinator to receive the background check and/or drug/alcohol screening results directly from the investigative agency.

Charges While Enrolled in the Program

If a student is arrested or charged with a felony or misdemeanor while enrolled, they must:

1. Immediately report the incident to the Program Director.
2. Submit:
 - Official court documents
 - A written explanation of the incident
3. Failure to report in a timely manner may result in disciplinary action, up to and including dismissal from the program.

Depending on the nature of the charges:

- The student may not be allowed to continue in the program.
- The student must meet with the Clinical Coordinator at the beginning of each semester to update clinical placement eligibility.

Impact on Clinical Rotations

- Students will be assigned to clinical rotations in Semesters 2 through 4.
- If denied clinical attendance by an affiliate, the student will be unable to enroll in the clinical course that semester.
- The student must wait until an affiliate grants clinical placement.
- Continued denial of placement will prevent program completion.

4.5 CPR Certification

All students admitted to the Respiratory Care program at San Jacinto College are required to maintain current CPR certification throughout the duration of the program.

Minimum Certification Requirement:

- Agency: American Heart Association (AHA)
- Level: Basic Life Support (BLS) for Healthcare Providers

This certification must include hands-on training in adult, child, and infant CPR, AED use, and choking response. Online-only CPR courses are not accepted. The course must be completed in-person or in a blended format that includes an in-person skills evaluation.

Students are responsible for ensuring their certification remains valid while enrolled in the program. Proof of current CPR certification must be uploaded to the [Verified Credentials](#) compliance tracking system as part of the application and onboarding process.

To locate an authorized AHA course, visit the American Heart Association's CPR course finder:

☐ <https://cpr.heart.org>

◆ *Certification from other providers (e.g., Red Cross, National CPR Foundation) will not be accepted. Only AHA BLS for Healthcare Providers is approved for clinical compliance.*

Failure to obtain and maintain the correct CPR certification may result in ineligibility for clinical placement and could impact a student's ability to progress in the program.

4.6 Physicals and Immunizations

All students admitted to the Respiratory Care Program are required to maintain current and accurate health records for the duration of their enrollment. It is the student's responsibility to ensure that all medical documentation is up to date and submitted by the established deadlines.

Physical Examination

Students must undergo a physical examination within 60 days prior to orientation for the semester of admission. Documentation of this examination must be completed and signed by a licensed physician and submitted to the program's clinical records management system (Verified Credentials) by the deadline announced by the program.

- The physical exam must include a physician's review of the Core Performance Standards (see Appendix A).
- A new physical examination may be required if the student has been out of the program for one or more semesters.

Required Health Records/Immunizations for Admission

The following health requirements must be met and documented before admission into the RC Program:

- COVID vaccines are NOT required, they are optional
- TB Skin Test (within the last 12 months)
 - *If positive, a current chest x-ray report must be submitted.*
- Influenza Vaccine (current seasonal)
- Tdap (Tetanus, Diphtheria, Pertussis — within the last 5 years)
- MMR (2 doses and a positive titer)
- Varicella (2 doses and a positive titer)
- Hepatitis B (3-dose series and a positive titer)
- Hepatitis C Antibody Test
 - *Must be performed within 60 days prior to orientation.*
 - If positive, a Hepatitis C RNA quantitative test is required.
 - If RNA test is also positive, the student must schedule a meeting with both the Program Director and their physician to review the implications of these results.
- CPR Certification
 - *Must be current and from the American Heart Association – BLS for Healthcare Providers (see above)*

◆ *All titers must be recent and verifiable. Some clinical affiliates may require titers to be repeated if they are deemed outdated. Any documentation that is rejected will require remediation with Verified Credentials.*

Ongoing Compliance

- All immunizations and health records must be kept current throughout the student's enrollment.
- All documentation must be uploaded to Verified Credentials by the dates set by program officials, which may be several weeks prior to the start of each semester.
- If records are incomplete, missing, or expired, the student will be:
 - Removed from clinical assignment
 - Subject to grade deductions for missed time
 - Placed on suspension until the issue is resolved

Failure to maintain health compliance may result in suspension from the program and jeopardize the student's ability to continue clinical training and program progression.

4.7 Mask Fit Testing (N-95 mask)

Mask fit testing of N-95 masks for Respiratory care students and clinical faculty is REQUIRED by our clinical affiliate sites.

- Students must complete mask fit testing prior to being placed in a clinical course.
- Students will be given information on how/when to complete mask fit testing at the MANDATORY
- New Student Orientation after acceptance into the program.
- Students may provide proof of mask fit testing from their current employer if available.
- Mask fit testing should be repeated annually.

4.8 Infection Prevention Protocol

Infection Prevention and Needle Stick Injury Precautions

Healthcare students must take strict precautions to prevent injuries caused by accidental needle sticks and other exposures that may place themselves or patients at risk of contracting HIV/AIDS, hepatitis, and other blood-borne infectious diseases.

This policy is based on the “Guideline for Infection Control in Hospital Personnel” published by the Centers for Disease Control and Prevention (CDC) in the *Morbidity and Mortality Weekly Report*, Vol. 36, No. 2S, along with any subsequent amendments. These guidelines are incorporated herein by reference.

Universal Precautions

All individuals should be treated as potential carriers of HIV and other blood-borne pathogens. Universal blood and body fluid precautions must be strictly followed during all patient care activities and clinical learning laboratory sessions, including injection practices.

Key Guidelines

1. **Glove Use:**
Gloves must be worn when touching blood, body fluids, mucous membranes, or non-intact skin of all patients; when handling items or surfaces contaminated with blood or body fluids; and during all venipuncture or vascular access procedures.
2. **Masks and Eye Protection:**
Masks, protective eyewear, or face shields must be worn during procedures likely to generate droplets of blood or other body fluids to protect the mucous membranes of the mouth, nose, and eyes.
3. **Gowns or Aprons:**
Wear gowns or aprons during procedures where splashes of blood or body fluids are anticipated.
4. **Hand Hygiene:**
Hands and other skin areas contaminated with blood or body fluids must be washed immediately and thoroughly. Hands must be washed immediately after removing gloves.
5. **Skin Conditions:**
Healthcare workers with exudative lesions or weeping dermatitis must refrain from direct patient care or handling patient-care equipment until fully healed.
6. **Sharp Instrument Safety:**
Take all precautions to prevent injuries from needles, scalpels, and other sharps during use and disposal. To prevent needle stick injuries:

- Do not recap, bend, break, or manually remove needles from disposable syringes.
 - Dispose of all used needles, scalpels, and sharps in designated puncture-resistant containers immediately after use.
 - Large-bore reusable needles must also be placed in puncture-resistant containers for safe transport to reprocessing areas.
7. **Pregnancy Precautions:**
Pregnant healthcare workers should strictly follow all infection control precautions to minimize the risk of HIV transmission. While pregnancy does not increase the risk of contracting HIV, there is a risk of perinatal transmission to the infant.
8. **Airborne Isolation:**
Students are not permitted to perform exams or enter the rooms of patients under airborne isolation precautions if they DO NOT have a current N-95 mask fit test.

Strict adherence to these guidelines is essential to protect the health and safety of both healthcare students and patients.

4.9 Management of Exposures

Post-Exposure to Bloodborne or Airborne Pathogens

If a student is exposed to blood, body fluids, or airborne/droplet-transmitted pathogens, the student must immediately follow post-exposure procedures as required by the clinical affiliate and/or San Jacinto College. All costs associated with post-exposure evaluation, testing, and treatment are the responsibility of the student.

The student and the clinical instructor must complete a San Jacinto College Departmental Incident Report Form and submit it to the Program Director or Department Chair within 7 days of the incident. The student's return to class or clinical rotations will be determined by San Jacinto College in consultation with the student's healthcare provider and must include submission of any required medical documentation.

Immediate Action After Exposure

If the exposure involves a percutaneous injury (e.g., needlestick or cut), mucous membrane (e.g., splash to eyes or mouth), or significant skin exposure (especially if the skin is chapped, abraded, or affected by dermatitis), the student must follow these steps:

1. **Perform First Aid Immediately:**
 - Wash the affected area with soap and water.
 - Flush mucous membranes (eyes, mouth) with clean water or saline for at least 15 minutes.
 - If the injury is significant or life-threatening, go directly to the nearest emergency center.
2. **Notify Clinical Instructor:**
 - Report the exposure immediately to your assigned clinical instructor.
 - The clinical instructor will contact the RC Clinical Coordinator for further instructions.
3. **Notify the Affiliate Site Supervisor:**
 - Inform the department supervisor/manager at the clinical site.
 - Follow the site's internal exposure and incident reporting protocols.

- File an incident report if required by the affiliate site.
- 4. Source Patient Testing (if applicable):
 - The facility may or may not test the source patient for Hepatitis B, Hepatitis C, and HIV.
 - The facility may or may not share those results with the exposed student.
 - If the source patient is known to be positive for any of these infections, the student must:
 - Begin post-exposure prophylaxis (PEP) immediately if recommended.
 - Follow up with a personal healthcare provider.
 - Submit documentation of evaluation and treatment to the Clinical Coordinator.
- 5. If the Source Patient is Unknown or Untested:
The student is required to complete the following baseline and follow-up testing:
 - Baseline Blood Work (immediately after exposure):
 - Hepatitis B
 - Hepatitis C
 - HIV

(Note: If the student has a documented positive Hepatitis B surface antibody titer, repeat Hepatitis B testing may not be required.)
 - 3-Month Follow-Up:
 - HIV
 - 6-Month Follow-Up:
 - Hepatitis B
 - Hepatitis C
 - HIV

(Repeat Hepatitis B testing may not be required depending on documented immunity.)
- 6. Documentation and Reporting:
 - The San Jacinto College Departmental Incident Report Form must be completed by both the student and clinical instructor.
 - Submit the completed report to the Program Director or Department Chair within 7 days of the incident.
- 7. Clearance to Return:
 - The decision regarding the student's return to class or clinical practicum will be made by the college in consultation with the student's physician.
 - Additional documentation or follow-up testing may be required prior to reinstatement.

Post-Exposure Procedures for Tuberculosis (TB)

If a student is exposed to TB or displays symptoms consistent with TB—including persistent cough (>2 weeks), blood in sputum, night sweats, weight loss, anorexia, or fever—they must follow this procedure:

1. Report the Exposure:
 - Notify the Clinical Instructor immediately.
 - The Clinical Instructor must notify the RC Clinical Coordinator.
 - Report the incident to the affiliate site supervisor and complete an incident report if required.
2. College Incident Report:
 - The student and instructor must complete a San Jacinto College Departmental Incident Report Form and submit it to the Program Director within 7 days of the incident.
3. Medical Evaluation:
 - The student must see a personal physician at their own expense.

- A Mantoux TB skin test must be completed immediately and again at 3 months post-exposure.
 - Submit all test documentation to the Clinical Health Records Coordinator.
4. Return to Class/Clinical:
- The student may only return to the program if TB is ruled out or if they are actively undergoing treatment and cleared as noninfectious by a college-approved physician.

Sharps Disposal in the Learning Laboratory

All needles, syringes, scalpels, and other sharp instruments used in campus laboratories are sterile and single use only. After use, all sharps must be immediately discarded into designated “Sharps Containers” or other clearly labeled puncture-resistant receptacles.

See Post-Exposure Checklist for RC ([Appendix](#))

4.10 Reporting Illness of Communicable Disease

It is the responsibility of the student to immediately report any exposure to or diagnosis of a communicable disease or other medical conditions that could pose a risk to themselves, patients, or staff. The student must notify their clinical instructor right away.

The instructor will collaborate with the Department Chair and/or Program Director to determine appropriate next steps, which may include temporary removal from clinical activities or class.

Return to Clinical or Didactic Courses:

- Students must provide a written medical release from a licensed physician that clearly states they are clear to return to a clinical environment.
- This requirement applies to:
 - Any diagnosed communicable disease
 - Emergency center visits
 - Hospitalizations
 - Surgical procedures
 - Any procedure involving anesthesia
- The release must be submitted to the RC Clinical Coordinator before the student may return to any Respiratory Care coursework or clinical rotation.
- Time missed will be applied toward the program's attendance policy.

❖ *Failure to report such conditions or exposures may result in disciplinary action, up to and including dismissal from the program.*

List of Reportable Communicable Diseases

Students must report known or suspected cases of any of the following illnesses, consistent with institutional and public health guidelines:

- Chickenpox
- Contaminated Sharps Injury
- COVID-19
- Legionella
- Measles
- Meningococcal Disease
- Mpox (formerly Monkeypox)
- Mumps
- Pertussis
- Polio
- Rabies, Human
- Rubella
- Tuberculosis

College Guidelines and Resources

Students are also responsible for reviewing the college's official health policy regarding communicable diseases and exposures.

◆ For more information, visit the San Jacinto College Communicable Diseases Policy:
<https://www.sanjac.edu/support/health-support/communicable-diseases/>

4.11 Disabilities

San Jacinto College is committed to providing equal access to educational opportunities for all students, including those with documented disabilities.

If you have a documented disability and wish to request academic accommodations, you must contact the Accessibility Services Office as early as possible in the application or enrollment process. It is the student's responsibility to self-identify, provide appropriate documentation, and request accommodations to establish eligibility for support services.

Contact Information:

San Jacinto College Welcome Center

◆ Building 27, Room 1500

◆ Phone: 281-478-2768

◆ [San Jacinto College Accessibility Services Website](#)

✉ Email: Accessibility.Services@sjcd.edu

Staff at the Welcome Center can assist in directing you to the appropriate Accessibility Services advisor for your campus and program needs.

Accommodations may include, but are not limited to extended test time, assistive technology, accessible classroom seating, and other supports based on documented needs. Accommodations are not retroactive and must be renewed each semester.

4.12 Professional Appearance

In addition to adhering to the standards outlined below, students must also comply with any additional dress code and conduct policies established by the clinical affiliate site to which they are assigned. Compliance with these standards is essential to maintain a professional appearance, ensure safety, and promote a positive learning environment.

Hair

- Hairstyles must be neat, clean, and well-groomed at all times.
- Hair should be a natural color.
- For those with long hair, it must be securely tied back or restrained to prevent interference with clinical duties and to maintain infection control.
- Hair accessories should be minimal and professional.

Cosmetics and Grooming

- Makeup should be applied conservatively and in moderation to maintain a professional

appearance.

- Fingernails must be kept clean and trimmed to fingertip length with no visible free edge.
- Only clear nail polish is permitted. Artificial, acrylic, gel, or other enhancements are strictly prohibited due to infection control risks.
- Facial hair should be neatly trimmed and well-maintained.

Jewelry and Body Adornments

- Wedding rings may be worn but at the wearer's own risk; other hand jewelry, including rings, should be avoided to reduce the risk of glove perforation and contamination.
- Earrings must be small and close to the earlobe; dangling or large earrings are not allowed.
- No visible body piercings or facial jewelry are permitted while in the clinical setting.
- No other jewelry (necklaces, bracelets, anklets) may be worn with the uniform.
- Tattoos, while not prohibited, should be covered at all times during clinical activities to maintain a professional appearance.

General Hygiene

- Students must arrive to clinical and lab sessions freshly showered or bathed.
- Use of deodorant or antiperspirant is required to maintain appropriate personal hygiene.
- Perfumes, colognes, scented lotions, or any strongly scented products are prohibited to prevent allergic reactions or discomfort to patients and staff.

Compliance and Enforcement

- Students will be regularly evaluated on their adherence to the dress code and hygiene standards.
- Non-compliance during class, laboratory, or clinical sessions will result in dismissal from the session and will be recorded as an absence.
- Repeated violations may result in disciplinary actions, including probation or suspension from the program.
- Students are responsible for always maintaining these standards while representing the program and clinical affiliates.

4.13 Uniforms

The purpose of requiring uniforms is to ensure all students present a professional appearance. Students must be in full school uniform to attend any class, laboratory, or lecture. Failure to comply will result in missed time, which will be counted toward the course grade. Noncompliance with the uniform policy may lead to negative evaluations, probation, or suspension from the program.

Uniform Requirements:

- Uniforms must be purchased from the approved vendor and worn according to the vendor's supply list.
 - *Please see section [4.2 for TMC Scrubs and More information](#)*
- Acceptable uniforms include scrub pants or a uniform skirt, a matching uniform top, appropriate shoes, socks, and an undergarment shirt.
- SJRA shirts and crews may ONLY be worn on campus any day of the week unless otherwise informed by your Instructor. SJRA swag is not to be worn to clinical rotations.
- Uniforms should be loose-fitting to allow comfortable movement and provide full coverage.
 - Pants should have at least $\frac{3}{4}$ inch of looseness at the hips without buckling or pulling.
 - Tops must cover the buttocks fully, with at least $\frac{3}{4}$ inch of material at the hips, and should

not buckle or pull across the bust or hips.

- Pant hems must be conventional; no gathered or “warm-up” style hems are permitted.
- Turtlenecks are not allowed under smocks, and undergarments should not extend beyond uniform sleeves.
- Uniforms must always be clean, pressed, and neat.
- Uniforms are required for all clinical or hospital assignments.
- Shoes must be black or white, closed-toe and closed-heel; open-toe or open-heel footwear is not permitted.
- Students must not wear uniforms to any establishment or location that could present an ethical conflict or negative impression.
- Professional and ethical behavior is expected at all times while in uniform. Unprofessional conduct may result in dismissal from the program.

Student Identification Badge:

- Every student is required to obtain and wear a San Jacinto College Student ID badge at all times while in uniform, both on campus and during clinical rotations.
- ID badges must be worn above the waist with the photo and name clearly visible and facing forward.
- No pins, stickers, or decorations may be attached to the ID badge.
- ID badges may be purchased at the Admissions Office. For more information, visit [San Jacinto College Student ID Cards](#).
- Some clinical affiliates REQUIRE the purchase of a student badge for on-site clinical instruction. It is the responsibility of the student to receive and return the facility badge at the beginning and end of their clinical rotation according to the procedure outlined by the facility.

Attendance and Absences:

- Any time missed due to failure to adhere to uniform or ID badge requirements will be counted as an absence and impact clinical and course attendance records.

4.14 Code of Conduct

Please note: This Code of Conduct supplements the San Jacinto College Code of Conduct.

The RC program is dedicated to preparing safe, competent, and ethical practitioners who uphold the highest standards of patient care and professional behavior. These expectations reflect the values of the healthcare community and are essential to protect the welfare of patients, fellow students, faculty, and the public.

Students are responsible for adhering to this Code of Conduct at all times — in the classroom, on campus, and during clinical rotations. Violations will result in disciplinary action, which may include warnings, probation, suspension, or dismissal from the program depending on the severity and frequency of infractions.

Student Responsibilities

- Demonstrate ethical, safe, and professional behavior in all academic and clinical settings.
- Follow all program policies, including dress code, attendance, and confidentiality.
- Maintain academic integrity and honesty.
- Report any concerns or unsafe conditions promptly to faculty.

Note of Caution:

Students are expected to maintain standards of professionalism in all communications with peers and faculty, including interactions outside of formal classroom, clinical, and school-sponsored communications. This includes social media, messaging platforms, and any informal or off-campus settings. Unprofessional or inappropriate conduct in these communications may be subject to disciplinary action, as it can affect the learning environment and professional reputation.

4.15 Grounds for Disciplinary Action

The following behaviors are unacceptable and subject to disciplinary consequences:

I. Use of Alcohol or Drugs

Use or possession of alcohol, illegal drugs, or impairment due to substances before or during classes or clinical shifts. Examples include:

- Detection of alcohol on breath or person
- Impaired coordination, slurred speech, or red/glassy eyes
- Belligerence, combativeness, or irrational decisions endangering safety.
- Possession of drug-related paraphernalia

II. Impairment from Physical or Mental Conditions

Being impaired due to any health condition or substance use that risks harm to self or others, including:

- Irrational or aberrant behavior
- Hallucinations, delusions, or aggression
- Physical threats or attacks

III. Unprofessional or Dishonorable Conduct

Actions that deceive, defraud, or harm patients, staff, faculty, or peers, including:

- Falsifying or omitting tests or results
- Theft of property belonging to the college, clinical sites, or patients
- Carrying weapons or threatening others
- Unauthorized copying or distribution of confidential records
- Use of personal cell phones in clinical settings
- Sharing confidential patient information improperly
- Acting beyond one's authorized scope of practice
- Failure to follow instructor directives or wait for supervision.

IV. Academic Integrity Violations

Cheating or dishonest academic behaviors, including:

- Copying exam answers or sharing test information
- Plagiarizing assignments or data
- Submitting previously graded work as new
- Use of unauthorized notes or signals during exams

V. Damage or Theft of Property

Deliberate damage or theft of college or clinical site equipment or supplies.

VI. Use of Profane or Offensive Language or Gestures

Use of language or behavior that is obscene, derogatory, discriminatory, or harassing in nature, including

sexual harassment as defined by college policy.

VII. Disparaging Remarks and Professionalism

Students must refrain from making disparaging, derogatory, or disrespectful remarks about fellow students, faculty, or college leadership. Professionalism requires respectful communication and behavior toward all members of the academic community. Disparaging comments or actions that undermine the dignity or reputation of others will be subject to disciplinary action.

VIII. Disruptive Behavior, Attendance, and Punctuality Issues

Behaviors that disrupt learning or clinical work, including:

- Confrontational arguments with faculty or peers
- Excessive sharing of personal matters during class
- Loud, distracting gestures or interruptions
- Habitual lateness or unexcused absences
- Failure to notify instructors of absences as required
- Unauthorized use of electronic devices during class or clinical time

IX. Assault or Threatening Behavior

Physical or verbal aggression, including hitting, threatening, or intimidating others.

X. Failure to Adhere to Dress Code and Hygiene Standards

Noncompliance with uniform, grooming, or hygiene policies, such as:

- Wearing unauthorized attire
- Smoking or chewing gum in uniform
- Poor personal hygiene or unkempt uniforms

XI. Harassment or Inappropriate Contact

Repeated or unwelcome contact with faculty or peers, including stalking behaviors, excessive communications, or violations of sexual harassment policies.

Disciplinary Procedures

- **Investigation:** All alleged violations will be reviewed by program faculty/director.
- **Consequences:** Penalties may range from verbal or written warnings (see interdepartmental warning notice ([Appendix](#))) probation, suspension, to dismissal based on severity and recurrence.
- **Escalation:** Consequences may increase in severity with continued or new infractions during enrollment in the RC program.
- **Appeals:** Students may appeal disciplinary actions following college procedures.
- **Clinical Site Restrictions:** If a clinical affiliate refuses access due to student behavior, dismissal from the program will result.
- **Confidentiality:** Breach of patient confidentiality will lead to immediate dismissal.

Summary for Students

- Always follow all safety and ethical standards.
- Be punctual and prepared for all classes and clinical rotations.
- Wear the approved uniform and maintain personal hygiene.
- Maintain academic integrity, no cheating or plagiarism.
- Abstain from alcohol and drugs during program activities.
- Use professional language and behavior.

- Respect patient confidentiality and privacy.
- Notify instructors promptly about absences or issues.
- Use electronic devices only when permitted.

By adhering to this Code of Conduct, students contribute to a safe, respectful, and professional learning environment essential for their success and the trust of the healthcare community.

4.16 Probation, Suspension, and Dismissal

Respiratory Care students are held to high standards of academic, professional, and ethical conduct. Serious violations may result in probation, suspension, or dismissal from the program. All violations of the RC Program Code of Conduct and San Jacinto College's student code of conduct are subject to disciplinary action.

Probation

Probation is a formal warning issued for significant misconduct or repeated minor violations. Key points:

- A 10-point deduction will be applied to the student's final course grade in any semester in which they are placed on probation.
- Once on probation, the student remains on probation status throughout their enrollment in the RC program.
- Any additional offense that qualifies for probation or higher while already on probation will result in dismissal from the program.

Examples of probation-level offenses (not all-inclusive):

- Taking pictures of ventilators with a personal device and/or charting under another patient's name.
- Failing to follow proper patient identification procedures using two identifiers.
- Behaviors that compromise patient safety.
- Sleeping during clinical rotation hours.
- Repeatedly arriving unprepared for class, lab, or clinical rotations.
- Accumulating six or more tardies or early departures (in any combination) in a clinical semester.
- Second instance of a no-call, no-show to a scheduled clinical shift.
- Violations of the RC Program Handbook Code of Conduct.

Suspension

Suspension is a temporary removal from the program due to a more serious offense or escalation of previous disciplinary action.

- A student suspended from clinical will receive an "F" for their clinical course that semester.
- Suspension results in removal from the program for a minimum of two consecutive semesters.
 - *Example:* A student suspended during the spring semester is eligible to return in the following spring semester (after missing summer and fall).
- Students out of clinical rotations for one semester or more must demonstrate clinical competency before returning.
- If a student has been out for more than one full semester, they must repeat the last successfully completed clinical course, regardless of the original passing grade, to re-establish clinical readiness.

Examples of suspension or dismissal-level offenses (not all-inclusive):

- Falsification of any documents (e.g., sign-in sheets, time logs).
- Cheating or plagiarism in any setting (classroom, lab, or clinical).
- Breaching patient confidentiality or HIPAA regulations.

- Theft or dishonest practices.
- Actions resulting in harm or injury due to negligence.
- Being removed from a clinical site at the site's request.
- Being under the influence of drugs, alcohol, or other impairing substances during program activities.
- Physical assault, threats, or harassment of any kind.
- Inappropriate, confrontational, or unprofessional behavior toward patients, staff, peers, or instructors.
- Use of profanity, obscene gestures, or physical altercations.
- Repeated classroom, lab, or clinical disruptions.
- Vandalism or destruction of school or affiliate property.
- Failure to follow supervision or exposure protocols (see Section 5.16).
- Any professional conduct that damages the reputation of the program or affiliate sites.

Dismissal

Students may be dismissed from the program for:

- Accumulating two grades of D, F, or W, in any combination of courses (see course failure guidelines).
- Committing a serious offense that endangers patient safety, violates legal standards, or disrupts clinical site operations.
- Committing a probation- or suspension-level offense while already on probation.
- Not maintaining continuous enrollment in RC courses for two full semesters without prior approval.

Dismissal from the program means the student is not eligible for re-enrollment for a minimum of 2 years, unless formally appealed and approved.

Appeals Process

- Students may appeal suspension or dismissal decisions to the Respiratory Care Appeals Committee.
- Students not enrolled in RC courses for two consecutive semesters must appeal for re-entry and will be required to:
 - Complete a new drug/alcohol screen.
 - Undergo a new background check.
 - Provide an updated physical exam.
 - Meet any other admissions requirements applicable to new students.

Unsuccessful appeals may be escalated to the Dean of Health Sciences. If the student believes the decision was unfair, they may pursue further review through the general grievance procedure outlined in the San Jacinto College Student Handbook.

Administrative Discretion

The Program Director or Department Chair reserves the right to:

- Escalate a probation offense to suspension or dismissal, based on severity.
- Downgrade a suspension or dismissal offense to probation, if mitigating factors exist.

4.17 Academic Concerns and Escalating Consequences

In addition to conduct-related probation, students may also face escalating academic consequences for persistent academic underperformance or non-compliance with academic expectations, even if formal probation or grade deductions are not initially applied.

While not all academic concerns result in an immediate point deduction or probation status, students should be aware that patterns of continued underperformance or repeated academic interventions may lead to dismissal from the Respiratory Care Program.

Academic Instances That May Trigger Intervention (Without Point Deduction):

The following are examples of academic-related concerns that may not result in an immediate 10-point deduction from a course grade but will be documented and may result in probation, suspension, or dismissal if not corrected:

- Failing a course (earning a final grade of D, F, FX, or W).
- Faculty submission of an Early Alert for academic performance, excessive absences, or behavioral concerns.
- Missed deadlines or frequent incomplete assignments.
- Repeated low quiz or test performance indicating lack of preparation or comprehension.
- Failure to improve after remediation, tutoring, or advising.
- Unprofessional communication or disengagement with instructors or support services.
- Inability to meet minimum program standards despite interventions (e.g., minimum 70% exam average or clinical performance benchmarks).

Escalation of Academic Issues

If academic concerns continue, the following consequences may apply:

1. Advising Meeting and Written Warning – An initial academic concern may lead to a meeting with the Program Director, Faculty Advisor, or Clinical Instructor. A formal notice may be placed in the student's file.
2. Academic Improvement Plan (AIP) – Students may be required to follow a structured plan for improvement. Failure to comply may result in probation or restriction from clinical placement.
3. Probation or Loss of Good Standing – If a pattern of academic concern continues across multiple semesters or MLAB courses, the student may be placed on academic probation, even without conduct violations.
4. Dismissal from the Program – Accumulating **two grades of D, F, FX, or W**, in any combination of RC courses, failure to meet conditions of an AIP, or ongoing violations of program/college policies—even if not linked to a single probation-level event—may result in dismissal from the RC program.

Additional Violations Compound Risk

If academic issues are accompanied by:

- Clinical performance concerns,
- Professionalism issues (e.g., repeated tardiness, inappropriate communication),
- Violations of the RC Program Code of Conduct or College policies,

then disciplinary action may escalate more rapidly. Students with concurrent academic and conduct concerns are at significantly increased risk for suspension or dismissal.

4.18 Course Progression, Non-Progression, and Reentry Requirements

The Respiratory Care Program is designed as a structured, sequential curriculum in which each course builds upon the content and skills of the previous one. To ensure student success and clinical competence, strict progression policies are enforced.

Course Sequencing and Co-Requisites

- All RC courses are scheduled in a specific required sequence and must be taken as designated by the program.
- Courses assigned within a semester are considered co-requisites and must be enrolled in and completed together.
- If a student fails (below 70%) or withdraws from any RC course in a semester, the student is not permitted to continue to subsequent courses in the following semester until the failed or withdrawn course is successfully repeated with a final grade of C (70%) or higher.
 - Example: If a student is unsuccessful in *a first semester course*, the student may not progress to *second semester* courses until that course is passed.

There are no exceptions to course progression requirements.

Clinical and Course Assignments

- Clinical placements are assigned by the Clinical Coordinator and Program Director based on availability, facility agreements, and educational needs.
- Student requests for specific assignments or locations will not be accommodated.
 - Exception: If a student must complete a specific course or clinical assignment to meet graduation requirements, they must submit a written request for consideration to the Department Chair or Program Director for approval.

Non-Progression: First Semester

- Students who do not complete first-semester RC courses with a grade of A, B, or C must reapply to the RC Program for re-admission.
- Reapplication is not guaranteed and will be evaluated based on available space, academic standing, and readiness to reenter the program.

Non-Progression: Didactic Courses

- Students who are not enrolled in any RC course for one full semester (fall or spring) due to withdrawal, failure, or personal reasons will be required to demonstrate continued competency before reentering clinical rotations.
 - Students must pass a comprehensive written exam with a minimum score of 75% to requalify for clinical placement.
 - Students must contact the Program Director ***at least three months prior*** to the intended reentry semester to begin reentry evaluation and paperwork.

Repeating Clinical Courses

- If a student is repeating a clinical course, no courses ahead of that semester may be taken. In addition, the following information may be taken into account:

- Students must contact the Clinical Coordinator *at least three months prior* to the intended reentry semester to begin reentry evaluation and paperwork.
- Clinical space is available after placement of non-repeating students, and
- There is sufficient time to complete all required clinical onboarding (hospital paperwork, immunizations, etc.).

Reentry Requirements After a Break

- Any student not enrolled in RC courses for one full semester or longer must complete updated admission compliance steps, including:
 - Criminal background check
 - Drug and alcohol screening
 - Updated physical examination (if required)
 - Any other documentation required for new incoming students

Grading Scale

The following grading scale is used for all RC courses:

Grade	Percentage
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

A minimum grade of 70% (C) is required to pass all RC courses.

4.19 Re-Admission Appeals and Course Failure Policy

The Respiratory Care Program requires all students to earn a minimum grade of “C” (70%) or higher in every RC course to remain in good academic standing and to progress through the program. In accordance with San Jacinto College policy, all students must also maintain a minimum 2.0 cumulative GPA to qualify for graduation.

Course Failure and Program Suspension

A student who earns two grades of D, F, or W, in any combination of RC course will be subject to dismissal from the RC Program.

- The two failing or withdrawal grades do not have to occur in consecutive semesters.
- Grades earned due to academic dishonesty will also be included in this count.
- A student placed on program suspension is ineligible for automatic re-admission.

Appeal for Re-Admission

Students who are:

- Inactive for two consecutive semesters or more, OR
- Dismissed due to two D, F, or W grades,

must submit a formal appeal to the Respiratory Care Appeals Committee to be considered for re-admission.

Appeals Committee Structure & Process:

- The Respiratory Care Appeals Committee is composed of three faculty members appointed by the Program Director.
- The committee evaluates:
 - Academic history.
 - Reason(s) for previous failures or withdrawals.
 - Evidence of readiness to re-enter and succeed in the program.
- The student may be required to:
 - Repeat some or all prior RC coursework.
 - Reapply as a new incoming student under current admission criteria.

Important Notes:

- The committee's decision is final and binding within the RC Program.
- Written notification of the appeal and outcome will be provided to the student within 5 business days of the hearing.
- Students may request a meeting with the Program Director or Department Chair for feedback or clarification.

Further Grievance Options

If a student believes the appeal decision was made in error or handled unfairly, they may initiate a general grievance as outlined in the San Jacinto College Student Handbook.

For information regarding the student grade appeal process, students should refer to:

- College website: [Grade Appeals](#)

4.20 Grade Appeal Procedure

Students who believe their final course grade has been assigned unfairly have the right to appeal through the academic grade appeal process. This process provides a formal and fair mechanism to review and resolve grade disputes.

- Detailed procedures for filing a grade appeal are outlined in the most current edition of the San Jacinto College Student Handbook.
- The full process is also accessible online at the College website:
[Final Grade Appeal Procedure V.5001.C.a](#)

Students are encouraged to review the guidelines carefully and follow the established steps to ensure their appeal is considered.

4.21 Non-Academic Grievance Procedure

If a student needs to file a grievance involving another student, a college service, or a department, the appropriate steps must be followed as outlined in the **San Jacinto College Student Handbook**.

- Before initiating grievances, students should carefully review the **Filing a Grievance** section in the Student Handbook to understand the process and determine the appropriate course of action.
 - The complete grievance filing procedures are available online at:
San Jacinto College Student Handbook – [General Complaints](#)

Following the established procedures ensures that complaints are addressed fairly and in accordance with college policies.

4.22 Requirements for Graduation

To graduate from the Respiratory Care Program or to complete the Associate of Applied Science in Respiratory Care degree, students must meet the following requirements:

- **Formal Application:** Students must submit a formal application for graduation at the Registrar's Office before a diploma or certificate is processed.
- **Graduation Verification:**
 - During the semester prior to program completion, students must verify their graduation status with the Admissions Office.
 - Students are required to meet with the Educational Planning, Counseling, and Completion (EPCC) department to apply for graduation and confirm eligibility. EPCC will verify graduation status.
- **Transcripts:**
 - All official transcripts, including those from outside institutions, must be on file with the Admissions Office by the time of program completion.
 - Transcripts from institutions outside San Jacinto College must be evaluated by the Office of Enrollment Services to ensure proper credit transfer, which may affect the timing of graduation or eligibility for certification exams.
- **Graduation Fee:** Students must pay the graduation fee as required by the college.
- **Commencement Preparation:**
 - Students must be fitted for caps, gowns, and any required academic attire.
 - Attendance at the commencement rehearsal is mandatory for participation in the ceremony.
- **Grade Point Average:** A minimum cumulative GPA of 2.0 or higher is required to successfully complete the program and qualify for graduation.

Important Note Regarding Certification

- ***Completion of the RC Program does NOT require passing any external certification exam (such as the NBRC TMC or Respiratory Therapy Exam) to graduate or receive the certificate.***
- External certification is a separate professional credentialing process pursued voluntarily after program completion and is not a requirement for earning your degree from San Jacinto College.

4.23 Liability Insurance

All students enrolled in a Respiratory Care clinical course are required to have student liability insurance.

- Liability insurance coverage is automatically included and purchased during registration for the clinical course.
- Students are permitted to access only the Clinical Education Center to which they are assigned and only during the semester of their assignment.
- Attendance at the clinical site is strictly limited to the dates and times scheduled by the clinical coordinator.
- Unauthorized presence at clinical sites outside assigned times or locations is prohibited and will result in suspension or dismissal from the program at the discretion of the Program Director based on the nature of the incident.

4.24 Electronic Devices Policy

Use of electronic devices in the classroom and laboratory settings is strictly limited to accessing course-related learning materials, such as:

- E-books BlackBoard (Learning Management System)
- Instructor-approved websites and resources

Unauthorized use of electronic devices, including but not limited to texting, calling, browsing social media, taking photos, or engaging in any activities unrelated to the current learning environment—is prohibited.

- Students violating this policy will be dismissed from class immediately and marked absent for the day.
- Repeated violations may result in program probation or suspension.

Electronic Devices in Clinical Education

- No electronic devices are permitted in any clinical education setting, including phones, tablets, or cameras.
- Refer to detailed guidelines regarding electronic device use in clinical rotations.
- Taking photographs is strictly forbidden in the classroom, laboratory, and clinical environments to protect patient privacy and uphold professional standards.

4.25 Class and Laboratory Preparation

Course syllabi for all Respiratory Care courses will be provided on the first day of class and are also accessible through BlackBoard, San Jacinto College's course management system. The course syllabi include:

- Course description and objectives
- Methods of instruction
- Faculty office hours
- Course policies and guidelines

Unit objectives will be provided in advance of lectures to guide student preparation.

Student Expectations

- Students are expected to complete all assigned readings and learning activities listed in the course content prior to attending class or lab sessions.
- Demonstrations of techniques and procedures will be required where indicated in the syllabus.
- Exam content will be drawn from assigned readings, learning activities, handouts, and in-class/lab presentations.
- Written assignments will be assigned at the instructor's discretion and must be completed on time.
- Due to the extensive content covered, students are strongly encouraged to develop study schedules and effective learning strategies to meet course objectives and exam requirements.

Communication and Access to Materials

- Course-related communication and materials will primarily be delivered through BlackBoard.
- Students must use their San Jacinto College username and password to access BlackBoard and follow provided instructions for account setup.
- A basic proficiency in word processing software is required to complete assignments and access materials.

- Students should regularly review course materials online and bring relevant assignments and handouts to class for discussion and activities.
- College computer labs are available to all students needing access to computers.

Classroom and Laboratory Conduct

- Active and regular participation is expected during class and lab sessions.
- Students are encouraged to engage in open, respectful discussions and inquiries related to course content.
- Use of recording devices (audio or video) in the classroom or lab requires prior instructor approval, except for accommodation authorized by Disability Services. Recording devices are not permitted in clinical settings. Failure to comply may result in dismissal from the program.
- Materials unrelated to course or clinical assignments are not allowed during class, lab, or clinical sessions.

Seating Arrangements

- Student seating in the classroom may be assigned randomly or alphabetically by the instructor and may be changed at the instructor's discretion.
- Assigned seating helps the instructor learn student names, take attendance, and manage grading efficiently.
- Seating assignments may be changed at the instructor's discretion.
- Students requiring special seating accommodations (e.g., for hearing or vision impairments) must submit a written request with appropriate documentation.

4.26 Laboratory Requirements

Students must actively participate in all scheduled laboratory practice sessions for the following

Respiratory Care courses:

RSPT 1310, 1311, 2372, and 2414. These sessions are essential for developing the skills required to competently perform Respiratory procedures.

Laboratory Modalities and Skill Development

- Laboratory sessions may be delivered using a variety of modalities, including:
 - Hands-on practical exercises
 - Simulation activities
 - Dry lab exercises (conceptual or procedural practice without specific equipment)
- Following instructor demonstrations, students may use textbooks and lab handouts as pre-simulation assessment tools to identify and improve weak areas before formal laboratory evaluations.
- Students will be evaluated on:
 - Test performance
 - Technical skills
 - Equipment operation
 - Accuracy of Arterial Blood Gas results
 - Response time, identification of patient status, and troubleshooting
 - Successful completion of laboratory competencies requires satisfactory performance in these areas.

Additional Practice and Scheduling

- Students who require extra practice, need to complete simulated competency exams, or must repeat lab evaluations must schedule additional lab time with the laboratory instructor.

- These extra sessions may occur outside of regularly scheduled clinical or laboratory hours.
- No make-up labs will be offered outside of these arrangements.

Attendance and Punctuality

- Students are expected to remain in the laboratory for the entire scheduled session until dismissed by the instructor—no exceptions.
- Tardiness or leaving early before the instructor dismisses the lab will be recorded.
- The following policies apply:
 - Arriving after the lab session has started will result in the student being marked tardy.
 - Three tardies are equivalent to one absence.
 - Leaving before official dismissal will result in a Leave early for that lab session.
 - Three Leave Early's are equivalent to one absence.
- Lab attendance is monitored closely. Course grade reductions for lab attendance begin after the second lab absence.
- Students with three or more combined absences from lab and lecture in a single RC course may face a 10-point deduction (or a full letter grade reduction) on their final course grade.

Missed Lab Exams and Make-Up Policy

- If a student misses a lab exam, they must contact the lab instructor within 24 hours to arrange a make-up exam.
- Failure to notify the instructor within this timeframe will result in a grade of zero (0) for the exam.
- Make-up exams will only be granted for absences supported by appropriate documentation and approval from the lab instructor or program director.

Health and Safety

- If a student experiences an injury, allergic reaction, or any medical issue during lab rotations or classes, it is the student's responsibility to seek medical attention promptly, at their own expense if necessary.

4.27 Method of Course Delivery

Respiratory Care courses are offered through a variety of delivery methods to accommodate diverse learning needs. Course formats include:

- **Traditional Face-to-Face:**
All instruction takes place in person on campus during scheduled class times.
- **Online Anytime (Asynchronous):**
Courses are delivered fully online, allowing students to complete coursework on their own schedule without real-time class meetings. This format offers maximum flexibility for students who cannot attend synchronous sessions.
- **Online on a Schedule (Synchronous):**
All coursework is completed online, but lectures and virtual instruction occur at specific scheduled times, similar to a traditional class.
 - Students are required to log in and actively participate during scheduled class periods.
 - Faculty will take attendance as in face-to-face courses.
- **Hands-On Hybrid:**
Designed for technical and skill-based courses, this format combines online delivery of most course content with scheduled, in-person sessions on campus for hands-on practice and skills demonstration.
- **Web-Enhanced:**

Primarily face-to-face courses supplemented with online components such as assignments, discussions, or resources accessed via the learning management system to enrich learning.

Note: Students must have experience with Blackboard, Microsoft Office, and a San Jacinto e-mail address.

4.28 Social Media Policy

Students are strictly prohibited from discussing any information related to clinical sites or clinical courses on any social media platforms, including but not limited to Facebook, Twitter, Instagram, texting, or any public or private online forums.

- Breaches of patient confidentiality or disclosure of clinical site details on social media will be considered a serious violation and may result in immediate dismissal from the Respiratory Care Program.
- Additionally, any posts or communications that reference the Respiratory Care Program, including students, faculty, courses, or clinical experiences—in a manner that is negative, defamatory, or detrimental to the reputation of the program will be subject to disciplinary action, up to and including dismissal.

Students are expected to uphold the highest standards of professionalism and confidentiality both online and offline, in alignment with healthcare ethics and program policies.

Tips and Best Practices for Social Media Use

- **Protect Patient Confidentiality:** Never share any information, images, or details about patients, clinical cases, or clinical sites, even if names or identifiers are omitted.
- **Think Before You Post:** Consider how your posts might be perceived by peers, faculty, employers, and patients. If in doubt, do not post.
- **Maintain Professionalism:** Use social media to enhance your professional image. Avoid posting content that could be seen as offensive, disrespectful, or unprofessional.
- **Separate Personal and Professional Accounts:** Consider keeping personal and professional social media profiles separate to maintain appropriate boundaries.
- **Respect Program and Institutional Policies:** Always follow the guidelines set forth by your program, clinical sites, and San Jacinto College regarding online conduct.
- **Report Concerns:** If you see inappropriate or confidential information being shared online related to the program or clinical sites, report it to program faculty or administration promptly.

Following these best practices helps protect your privacy, maintains patient trust, and supports the integrity of the Respiratory Care Program.

4.29 Remediation Plans

The Respiratory Care Program is committed to supporting student success through early identification of at-risk students and prompt, targeted intervention. Timely remediation and retention strategies are essential to help students overcome challenges and achieve their academic goals.

Remediation and Retention Strategies

- **Progress Communication:**
Didactic and clinical instructors will regularly inform students of their academic progress, providing clear guidance and actionable steps for improvement throughout the course.
- **Advisement for Low Performance:**
Any student is not passing at midterm will receive an Early Alert and is required to schedule a meeting with the course instructor.
 - It is the student's responsibility to arrange this appointment promptly.
 - During this meeting, the instructor will discuss strategies and resources to help improve academic performance.
- **Holistic Support Approach:**
Remediation plans will consider all factors influencing student success, including:
 - Personal challenges
 - Test-taking skills
 - Study habits and time management
 - Stress and anxiety management
- **Referral to College Resources:**
Students may be referred to additional campus support services as needed, such as:
 - Counseling Services
 - Veterans Center
 - Financial Aid Office

4.30 Discussion of Grades

Maintaining confidentiality of academic performance is essential to foster a respectful, professional learning environment and protect student privacy. Discussing grades with peers can lead to misunderstandings, distractions, and breaches of trust that undermine the integrity of the program.

Student grades are confidential and must be shared only between the students and authorized faculty members.

- Discussion of clinical, competence, laboratory evaluations, or any grades with peers or others on campus or during clinical rotations is strictly prohibited.
- If a student is found discussing their own grades or soliciting another student's grades, the following actions will be taken:
 - First offense: Written warning notice.
 - Second offense: Mandatory meeting with the program director to discuss professional conduct and expectations.
- Repeated violations or failure to comply with professional guidance may lead to further disciplinary action, including probation or suspension from the Respiratory Care Program.

4.31 Professional Development

Students are strongly encouraged to join **San Jac Respiratory Association (SJRA)**, the campus organization for Respiratory Care students. Membership provides opportunities to:

- Serve as officers or committee members
- Engage in community service
- Participate in a variety of professional development activities throughout the academic year

Participation in at least one annual professional development activity is expected. For more details, refer to [Section 3.3: San Jac Respiratory Association \(SJRA\)/ Professional Activities](#).

4.32 Student Photos

- Any student photo intended for display or publication must receive prior approval from program personnel.
- Photos deemed inappropriate will not be used under any circumstances.
- Students are not permitted to take photos while representing San Jacinto College or the Respiratory Care Program without explicit permission from program faculty or officials.
- All students must sign a Photo Release Waiver to appear in school presentations or educational materials (see [Appendix](#)) Photo Release Form).
- Any unauthorized or inappropriate photo-related incidents may result in disciplinary action, ranging from probation to dismissal from the program.

4.33 Release of Reference Information

Any student requesting a reference or recommendation from faculty members—whether full-time or part-time—must complete the Reference Release Form and submit it to the appropriate instructor.

- The instructor will then forward the completed form to the Respiratory Care Department for processing.
- (See [Appendix](#)) for the Reference Release Form.)

4.34 Health Insurance Portability and Accountability Act (HIPAA)

HIPAA mandates the protection and confidential handling of protected health information (PHI) to ensure that individuals' health data is securely maintained while allowing necessary information flow for quality healthcare delivery and public health protection.

- Students enrolled in the Respiratory Care Program are required to strictly adhere to HIPAA regulations.
- Unauthorized disclosure or sharing of confidential patient information with patients, families, or any unauthorized individuals is strictly prohibited.
- Any breach of patient confidentiality constitutes a serious violation and may result in suspension or dismissal from the program.
- Accessing ones personal records during clinical site attendance is strictly prohibited.

HIPAA Acknowledgment Requirement

- Completion of the HIPAA compliance form is a mandatory component of student orientation.
- Failure to complete the HIPAA compliance form will result in the student being ineligible to continue in the Respiratory Care Program.

4.35 Course Grading

- A minimum grade of 70% (C) is required to successfully pass a course and progress to subsequent courses in the Respiratory Care Program.
- If a student earns less than 70%, the course must be repeated. Accumulating two grades of D, F, FX, or W, in any combination in RC courses will result in permanent suspension from the Respiratory Care Program.
- Additional grade reductions may apply as outlined in the program handbook under sections such as attendance, student code of conduct, affective evaluations, lab requirements, probation, and suspension.
- Discussion or sharing of grades among students is prohibited. Violations will result in grade penalties. See the program handbook section on Discussion of Grades for details.
- Cheating, plagiarism, or any academic dishonesty will be handled according to the San Jacinto College Student Handbook policies and may result in suspension or dismissal from the course, program, or college. Refer to the college handbook for detailed information on cheating, plagiarism, and academic integrity.

4.36 Class Make-Up Policy (Exams, Quizzes, and Assignments)

- Quizzes and in-class assignments:
 - No make-up opportunities will be offered.
 - If absent on a quiz or assignment day, the student will receive a grade of 0 unless otherwise addressed in the Instructor's course syllabus. (See attendance policy.)
- Homework assignments:
 - Must be submitted in class on the assigned due date, no later than the first five minutes of class.
 - Late homework will be reduced by 10 percent if submitted after 5 minutes into the class period in which it is due but within one week unless otherwise addressed by your Instructor in the course syllabus. It will be further reduced by 10% per week that it is late up to week three. After week three, a maximum score of 70 can be achieved.
 - ***ABSOLUTELY NO LATE WORK will be accepted after week 15 of a full semester or week 9 of a summer semester.***
 - If absent on the due date, the student must email the assignment to the instructor within the first five minutes of class on that day.
 - Failure to submit by this deadline will result in a grade of 0 for the assignment.
- Exams:
 - If absent for an exam, the student must contact the instructor on or before the first day they return to class to schedule a make-up.
 - Make-up exams will differ in content and format from the original.
 - Failure to notify the instructor by the required time will result in a grade of 0 for the exam.
 - Make-up exams require a valid excuse approved by the instructor or program director; documentation may be required.
- Final Exam:
 - If absent for the final exam, the student must contact the instructor before the end of the scheduled exam day.
 - A make-up final exam will be scheduled, with different content and format.
 - Absences from the final exam require an approved excuse and may require documentation (e.g., physician's note, police report).
 - An unexcused absence will result in a grade of **0** for the final exam.

4.37 Class Attendance Policy

(Does not include Labs or Clinical Hours)

- Attendance is mandatory for all class sessions.
- Absences exceeding 8.33% of the total course contact hours will result in a deduction of 10 points (equivalent to one letter grade) from the final course grade for each additional absence beyond this threshold. (The exact number of allowable absences varies based on course credit hours.)
- Attendance will be recorded at the designated start time of each class.
- Students who arrive after attendance is taken will be marked absent for that session; tardiness is not permitted.
- Students may not leave the classroom once class has started and are expected to remain until officially dismissed.
- Leaving class early will result in the student being marked absent for the entire session, and the student will not be allowed to return to class that day.

4.38 Classroom Etiquette

- Cell phones are prohibited during class and must be turned off and stored away unless otherwise directed by the instructor.
- Using a cell phone or any electronic device to take photos or record assignments, tests, or any class material will be considered cheating and may result in course failure and program suspension. (Refer to the cheating and plagiarism policy.)
- Personal electronic devices must be turned off and placed in bags along the wall during exams.
- Possession or use of a phone or electronic device during an exam or quiz will be considered academic dishonesty. (See cheating and plagiarism policies.)
- Laptops and tablets are permitted for class use only to access materials directly related to the Respiratory Care course. Viewing unrelated content on personal or classroom computers will result in dismissal from class and the student being counted absent for the session.
- Use of any recording devices in the classroom requires prior permission from the instructor, except when accommodations have been granted through Disability Services.
- Students must refrain from disruptive behaviors including talking out of turn, sleeping, outbursts, use of obscene language or gestures, or any other activity that distracts the class. Such behaviors will not be tolerated.
- Eating is not allowed in the classroom. Drinks and food are also prohibited in computer labs and clinical/laboratory areas.
- Disruptions that interfere with the learning environment may result in dismissal from class and further disciplinary action. This list is not exhaustive—refer to the Respiratory Care Program Code of Conduct for additional guidelines.
- Once class has begun, if a student needs to leave for any reason, they may not return to that class session but may attend subsequent classes.
 - Any assignments or quizzes missed due to leaving class early may not be made up.
- Failure to comply with these guidelines will result in dismissal from class and being marked absent.
- Serious or repeated violations may lead to disciplinary action as outlined in the Respiratory Care Program Handbook and the San Jacinto College Student Handbook.

Emergency Communication:

If a student must be reachable for an emergency or urgent communication during class, prior permission from the instructor must be obtained before class begins. Alternatively, other communication methods should be arranged in advance.

4.39 Remote and On-Campus Testing Requirement: Honorlock Proctoring

As part of the Respiratory Care Program, all students are required to utilize Honorlock, a secure remote proctoring system, for certain exams and assessments conducted both off-campus and on-campus throughout the program.

Honorlock is used to maintain academic integrity and standardize the testing experience across all student environments. This includes proctored exams administered on campus in computer labs as well as those taken remotely.

Requirements

- **Mandatory Use:** All students must use Honorlock for any exam or quiz designated as proctored by faculty. This applies to both remote and on-campus testing environments. Failure to comply may result in disciplinary action or loss of exam credit.
- **Early Setup and Training:** Students must complete a required system check and training module within the first two weeks of the program to ensure familiarity with the Honorlock platform and confirm equipment compatibility.
- **Required Equipment:**
 - A laptop or desktop computer (no tablets or Chromebooks unless explicitly approved)
 - A functioning webcam and microphone
 - Reliable internet connection (on or off campus)
 - Google Chrome browser with the Honorlock Chrome extension installed

Connectivity and Testing Guidelines

Students are expected to follow these guidelines before every exam to prevent technical disruptions:

- Perform a system check and Honorlock verification before each test session.
- Ensure that the Google Chrome browser is up to date and that the Honorlock extension is installed and enabled.
- Run a network speed test prior to remote exams; on-campus testing will use institution-provided internet.
- Arrive early for on-campus exams to allow time for Honorlock login and setup procedures.
- Review Honorlock at: <https://honorlock.com/videos/>

Support and Best Practices

- Use a quiet, well-lit space for remote testing.
- Bring all required IDs and follow room scan protocols as instructed.
- Close unnecessary applications and browser tabs before beginning.
- Report any technical difficulties to Honorlock Support, the RC faculty, or the campus Help Desk as early as possible.

Note: Any attempt to bypass or interfere with Honorlock monitoring features—on or off campus—will be considered a violation of academic integrity and may result in disciplinary action in accordance with the Student Code of Conduct.

5.0 Clinical Education Policies, Procedures, & Guidelines

5.1 Clinical Site Selection

Clinical rotation assignments are determined solely by the Clinical Coordinator and Program Officials. Every effort is made to ensure students receive exposure to a variety of clinical experiences across different affiliate sites.

- Students are not permitted to select or request specific clinical sites, nor may they request changes to their assigned rotations.
- Only the Clinical Coordinator or Program Director may authorize a change in clinical site placement, and such changes may occur at any time as deemed necessary for educational or administrative purposes.
- All site assignments are made with consideration of program outcomes, accreditation standards, clinical availability, and student learning needs.

San Jacinto College reserves the right to remove a student from any clinical affiliate site if the site determines the student is unsuitable due to concerns including, but not limited to:

- Health or safety risks
- Inadequate performance or professionalism
- Criminal background issues
- Violation of institutional or program policies
- Any other reasonable cause deemed appropriate by the clinical site

A removal of this nature may impact the student's progression in the program and will be reviewed according to program policies on professionalism, clinical performance, and disciplinary action.

5.2 Clinical Assignments

Students admitted into the Respiratory Care Program will have the opportunity to be assigned at several of the following clinical education centers:



**SAN JACINTOSM
COLLEGE**

Name of Affiliate
Baylor St. Luke's Medical Center (formerly St. Luke's Episcopal Hospital) (UMBRELLA)
Harris Health
The University of Texas M. D. Anderson Cancer Center (“MD ANDERSON”), an institution of The University of Texas System
HCA Gulf Coast Division - All Facilities (UMBRELLA) Kingwood Medical Center, Clear Lake Regional Medical Center, Bayshore, Park Plaza, The Woman's Hospital of Texas, Pearland Regional Medical Center, etc.
Houston Methodist Hospital/Houston Methodist Baytown Hospital - First Amendment
Houston Methodist Hospital/Houston Methodist Baytown Hospital - Second Amendment
Memorial Hermann - System-wide agreement for all locations (UMBRELLA)
St. Luke's Patients Medical Center (UMBRELLA)
Texas Children's Hospital
University of Texas Medical Branch Galveston (UTMB) (UMBRELLA) Including Any & all facilities/sites maintained & controlled by UTMB

5.3 Clinical Documentation and Clearance Requirements

Each clinical affiliate has **unique requirements** for paperwork and online submissions that must be completed to gain approval for clinical attendance. These requirements typically include—but are not limited to:

- Proof of current immunizations
- Positive titers where applicable
- Current CPR certification (American Heart Association BLS)
- Recent TB testing
- Mask fit testing
- Criminal background check
- Drug and alcohol screening
- Current Medical Insurance
 - Discount cards are not accepted. *

Submission deadlines vary by site and may be due as early as 2 to 8 weeks prior to the start of the clinical semester. Failure to complete all required documentation correctly and on time may result in ineligibility to attend clinic for that semester or result in absence penalties (See attendance policy _._)

Maintaining Clinical Eligibility

Students must continuously maintain the following for the duration of the program:

- Up-to-date immunizations and titers
- CPR certification
- TB testing
- Mask fit testing
- Background check
- Drug and alcohol screening
- Current Medical Insurance
 - Discount cards are not accepted. *

If any of these expire or become non-compliant, the student will be prohibited from attending clinical and absences will be recorded in accordance with the attendance policy. (See Section 5.15: *Promptness and Attendance*.)

Students with a Criminal Background

Students with a known background must:

1. Submit a criminal background check through a designated facility as part of the admissions process.
2. Meet with the Clinical Coordinator no later than 8 weeks prior to the end of the preceding semester for additional guidance.
3. Understand that each affiliate site has the right to approve or deny a student's clinical placement based on their review of the background check.

If denied placement by an assigned affiliate, the student may be unable to register for or complete the clinical course that semester. They must wait for approval from an alternate affiliate in a future semester. If no affiliate can grant approval, the student will be unable to complete the program.

5.4 Clinical Orientation and Required Documentation

All clinical affiliates require the submission of site-specific documentation and completion of orientation either prior to or on the first day of clinical assignment. Required components may include:

- Site-specific orientation modules (online or in person)
- Signed compliance forms.
- Proof of immunization, TB testing, CPR certification, mask fit testing, etc.

Failure to complete required documentation or orientation by the stated deadline may result in forfeiture of clinical placement for the semester.

Attendance at clinical orientation is mandatory.

- If a student misses orientation, they will be dismissed from clinic until orientation is rescheduled and completed.
- Missed time will count as clinical absences. If the total absence reaches or exceeds 10% of the scheduled clinical hours, the student will be required to withdraw from the clinical course and all associated co-requisite courses.

Some clinical sites require online orientation to be completed prior to the first day of clinic.

- Failure to complete online orientation by the site's deadline may result in course grade reductions or loss of clinical placement, depending on affiliate requirements.

5.5 General Rules for Clinical Courses

To ensure the safety, professionalism, and integrity of clinical education, students must adhere to the following guidelines throughout their clinical rotations:

- The Clinical Coordinator or Program Director solely determines clinical rotation assignments. *Students may not request or initiate changes to clinical site assignments.*
- Falsification of clinical attendance records is a serious violation. Any error, manipulation, or attempt to alter time entries—such as clock-in/clock-out times—may result in suspension or dismissal from the program for falsification of records.
- Patient care is the responsibility of licensed healthcare professionals. Students must work under supervision and ask for assistance when needed. Patient safety is a priority.
- Students are expected to actively participate in all assigned laboratory procedures and learning opportunities. *Refusal to engage in testing activities may result in remediation or disciplinary action.*
- Constructive feedback must be accepted professionally. Students are expected to respond respectfully to evaluations and use feedback to improve their performance.
- All incidents or accidents, no matter how minor, must be reported immediately to both the San Jacinto College instructor and the Clinical Coordinator. Follow the reporting protocols outlined in the Respiratory Care Program Handbook.
- Students must leave the clinical site premises promptly after the scheduled clinical rotation ends. *Remaining on site outside of scheduled hours is not permitted unless specifically authorized by the clinical site and program faculty.*
- Students may be dismissed temporarily due to illness or inability to meet Core Performance Standards.

Return to clinical will require clearance from a healthcare provider and approval from program officials.

5.6 Student Injury or Illness While on Duty at a Clinical Site

If a student becomes injured or ill during clinical hours, the following procedures must be followed:

- The student must immediately notify their assigned clinical instructor or supervising technologist.
- Before leaving the clinical site for medical attention, the student must sign out according to attendance protocol.
- All medical expenses incurred from injuries or illness are the responsibility of the student. It is strongly recommended that students carry personal health insurance throughout the duration of the program.

◆ Students must be physically able to meet the core performance standards required of a Respiratory Care technologist to participate in clinical rotations.

- A student who is ill or physically unable to perform essential clinical duties may be temporarily dismissed from clinic. Time missed will count toward clinical attendance requirements and grade deductions as outlined in the program handbook.
- The clinical instructor and program officials will assess whether the student may continue in the rotation. Continuation is based on the student's ability to safely and competently meet clinical expectations.

If the student is treated in an Emergency Department, hospitalized, or undergoes surgery or procedures involving anesthesia, they must submit a written medical release from the attending physician to the Clinical Coordinator before returning to clinic.

5.7 Clinical Performance Evaluations

At the conclusion of each clinical rotation, the student's performance will be formally evaluated by the Clinical Instructor (CI) based on established program objectives and expectations.

Clinical performance evaluations assess the following domains:

- **Cognitive:** Knowledge application, critical thinking, and problem-solving.
- **Psychomotor:** Technical skills, specimen handling, and equipment operation.
- **Affective:** Professionalism, attitude, reliability, communication, and initiative.

Additional criteria may include:

- Preparedness and punctuality
- Willingness to receive and apply feedback.
- Collaboration with peers and staff
- Compliance with safety and confidentiality policies

The evaluation is reviewed in a conference with the student and the Clinical Instructor (CI) to discuss strengths, areas for improvement, and progress toward competency. A copy of the evaluation is kept in the student's clinical file as part of the official record. Unsatisfactory evaluations may result in a remediation plan, course reduction, or dismissal from the clinical site, depending on the severity of the deficiencies.

5.8 Clinical Competency Checklists

Clinical Competency Checklists are required to be completed each semester by the Clinical Instructor (CI). Key requirements:

- It is the student's responsibility to inquire about the checklist each week to the Clinical Instructor (CI).
- The supervisor must verify completed tasks and initial all competencies that were either:
 - Performed competently, or
 - Discussed in detail and understood by the student.
- The fully completed checklist must be submitted at the start of the final week of the clinical rotation.

⚠ Important: Failure to follow-up with the Clinical Instructor on completed Clinical competencies may result in an inability to secure a career at certain affiliates as they may require a list of the students completed clinical competencies.

See Appendix

5.9 Promptness and Attendance

Consistent and punctual attendance in clinical rotations is critical for success in the Respiratory Care Program. Clinical absences and unprofessional time management behaviors (e.g., tardiness, leaving early) negatively impact grades and progression.

General Attendance Policy

- All clinical time is mandatory.
- Any time missed from clinical rotations will result in a reduction of the clinical course grade.
- If a student reaches or exceeds 2 full days of absence during a clinical semester, they will:
 - Be advised to withdraw from the course, and
 - If withdrawal does not occur, receive an “FX” for the semester upon exceeding the limit.

Exceptions to this policy are rare, and only considered in the following situations with official documentation:

- Military orders
- Court subpoena
- Medical emergencies (e.g., hospitalization)

All missed time must be made up before the semester ends, and approval must be granted by the Clinical Coordinator and the Clinical Instructor (CI).

Tardiness and Leaving Early

Tardiness and leaving early are disruptive and reflect a lack of professionalism. The consequences are as follows:

Total Tardies/Leave Earlies (Combined)	Consequence
3 occurrences	-5 points from clinical grade
6 occurrences	Probation; -10 points from clinical grade; mandatory meeting with Program Director
10 occurrences (rotation total)	Immediate suspension from the RC program

Definitions:

- Tardy: Arriving late up to 59 minutes.
- Leave Early: Departing prior to the scheduled end time by any amount.
- If ≥ 1 hour is missed, time is deducted in 15-minute increments, and it will count as a tardy plus partial absence.

Communication Requirements for Absences or Tardiness

- The student must speak directly to the clinical instructor by phone within 1 hour of the scheduled start time (e.g., by 8:00 AM if clinical begins at 7:00 AM).
- Voicemail, texts, or messages left with other staff or students are not acceptable.
- If contact cannot be made after multiple attempts, the student must call the Clinical Coordinator and leave a voicemail and follow up by email.

Failure to follow proper communication protocol once will result in:

- An advisement notice
- 5-point deduction from the clinical semester grade

A second offense will require:

- A mandatory meeting with the Department Chair/Program Director
- Placement on probation
- An additional 10-point deduction from the clinical grade

Failure to schedule and attend the required meeting will result in automatic withdrawal from the course with a grade of "F."

Advance Notification of Absences

- A student may submit a written request in advance if they intend to miss a day of clinical.
- Two identical, signed letters must be submitted, one retained by the student and one by the instructor, for the request to be valid.
- This does not exempt absence from grade deduction or time-make up requirements.

Leaving Early Protocol

- Students must notify the clinical instructor directly if leaving early.
- The departure time must be recorded accurately.
- Leaving during the final hour still counts as "leave early."
- Failing to report an early departure directly to the instructor carries the same penalty as a no-call/no-show.

5.10 Supervision of Students at Clinical Sites

To ensure patient safety and maintain high standards of clinical education, all Respiratory Care students must be appropriately supervised during clinical training. The level of supervision is based on the student's demonstrated competency in both didactic and laboratory settings.

Supervision Guidelines:

- Direct Supervision is required until the student has:
 - Successfully completed the relevant didactic instruction,
 - Demonstrated competency in laboratory practice, and
 - Received clinical authorization to perform specific procedures.
- Indirect Supervision may be allowed only after:
 - Clinical competency is documented and verified by clinical faculty and staff,
 - The student has demonstrated safe and accurate performance of procedures.

Important: Clinical competencies must not be attempted until the student has completed all required didactic and laboratory instruction and assessments for the associated material.

- All repeated procedures (e.g., corrective skill attempts) must be performed under direct supervision of a qualified Respiratory Care technologist.

Definitions of Supervision Types

- Direct Supervision means a licensed Respiratory Therapist:
 - Reviews the procedure and patient/situation in relation to the student's level of achievement,
 - Is physically present in the room during the procedure,
 - Observes the procedure directly,
 - Reviews and approves the test results before they are released.
- Indirect Supervision means that a licensed Respiratory Therapist is:
 - Immediately available to the student during a procedure or test,
 - Physically present within the clinical department,
 - Capable of providing prompt assistance or oversight if needed.

"Immediately available" does not mean accessible only by phone or from another floor/unit it refers to physical presence within the department.

Accountability and Oversight

A licensed Respiratory Therapist must continuously evaluate the student's knowledge and skill application in relation to:

- The student's clinical progress,
- The complexity of the procedure,
- The safety and accuracy of patient care.

Any deviation from these supervision policies will be considered a violation of clinical training protocol and may result in:

- A written advisement,
- Placement on clinical probation, or
- Possible suspension or dismissal from the Respiratory Care Program.

[See Section 4.14 – Probation, Suspension, and Dismissal](#) for more details regarding disciplinary actions.

5.11 Cell Phones and Electronic Devices in the Clinical Setting

Use of personal electronic devices in clinical environments is strictly regulated to protect patient privacy, maintain professional conduct, and ensure student focus and safety. The following rules apply:

- Personal cell phones, smartwatches, tablets, and other mobile devices are prohibited during clinical hours. Devices must be silenced and stored out of sight while in the clinical area.
- Phone calls and text messaging are not permitted during clinical rotations. In the rare event that communication is necessary (e.g., family emergency), prior approval must be obtained from the Respiratory Care Clinical Coordinator.
- Students are encouraged to provide an emergency contact number for their family or childcare provider. This should be the main contact number for the clinical site or another designated emergency line—not a faculty or clinical instructor's personal number.

- Taking photos, videos, or recordings of any kind on clinical site property is strictly prohibited. This includes laboratory areas, hallways, break rooms, and parking lots. Violation of this policy constitutes a breach of professionalism and may result in probation or dismissal from the program.
- Repeated offenses related to unauthorized device usage, or any violation of patient privacy/confidentiality will result in disciplinary action, including but not limited to:
 - A written warning or advisement notice
 - Placement on professional probation
 - Immediate suspension or dismissal from the Respiratory Care Program
- It is at the discretion of the clinical instructor whether or not to provide students with their personal phone number. Communication with instructors must occur through official college email or designated communication platforms such as Blackboard.

5.12 Student Signatures on Official Program Forms

All students are required to **sign official program forms** to verify review and acknowledgment of information related to course or program requirements. This includes, but is not limited to:

- Competency forms
- Clinical and lab evaluations
- Release and waiver documents
- Probation notices or advisement forms

Grades will not be finalized or submitted until all required signatures have been received.

Note: Signing a form does not indicate agreement with the content or evaluation—it confirms that the student has reviewed the information and acknowledges receipt.

- If a student disagrees with any aspect of the form, they retain the right to submit a formal appeal according to the policies outlined in the Respiratory Care Program Handbook and the San Jacinto College Student Handbook.

5.13 Service Work Guidelines – Respiratory Care Program

In alignment with CoARC (Commission on Accreditation for Respiratory Care) accreditation standards and institutional policy, the San Jacinto College Respiratory Care Program has established the following guidelines regarding service work during clinical rotations:

1. **Definition of Service Work**
"Service work" refers to tasks or duties that are performed by students at clinical sites which directly contribute to the regular operations of the site and are not part of scheduled learning objectives or supervised educational experiences. This includes working as an employee (paid or unpaid) in a capacity that benefits the clinical site.
2. **Separation of Education and Employment**
Clinical rotations are educational experiences, and students may not be used as substitutes for regular staff. Students must not engage in service work during scheduled clinical hours or other required program activities.
3. **Voluntary Employment Outside Program Hours**
Students may choose to work (paid or unpaid) at their assigned or other clinical facilities outside of

scheduled class or clinical education hours, provided the following conditions are met:

- The work is strictly voluntary and not required for program completion.
 - The work does not interfere with academic or clinical performance.
 - The duties assigned during employment are separate from those outlined in the clinical education experience.
 - Students are not permitted to count employment hours toward clinical rotation requirements.
4. Program Accountability
Clinical affiliates must not rely on students to meet staffing needs. The clinical coordinator will monitor any misuse of student time and report violations to the Program Director/Department Chair.
 5. Student Responsibility
Students must inform the Clinical Coordinator/Program Director if they engage in any employment or service work at a clinical site, including position details and schedules, to ensure there is no conflict with educational responsibilities.
 6. Acknowledgment
All students are required to sign a Service Work Acknowledgment Form confirming their receipt of this guideline and intent to maintain compliance.

See [Appendix](#)

5.14 Use of Artificial Intelligence (AI)

The Respiratory Care Program upholds the highest standards of academic integrity, professionalism, and independent critical thinking. As such, the unauthorized use of artificial intelligence (AI) tools, including but not limited to ChatGPT, GrammarlyGO, Microsoft Copilot, Google Gemini, and other generative AI platforms is prohibited in all RC courses and assignments unless explicitly permitted in the specific course or assignment instructions.

Permitted Use

AI tools may only be used under the following conditions:

- The assignment or activity instructions clearly state that AI use is allowed.
- The student is given direct permission by the course instructor in writing (email or LMS message).
- The AI usage aligns with the specific purpose defined (e.g., grammar checking, citation formatting).

Prohibited Use

Examples of unauthorized AI use include:

- Generating answers, explanations, or case studies using AI.
- Submitting AI-written text as original work.
- Using AI to summarize, rewrite, or paraphrase textbook content, lecture materials, or instructor feedback.
- Employing AI-generated visuals or data interpretations in presentations or reports without permission.

How to Properly Acknowledge AI Use

If AI use is explicitly allowed, students must clearly disclose the nature and scope of AI assistance in their work to avoid consequences. To do this:

1. Include a statement at the end of the assignment or within a reference section. Example:

"This assignment used OpenAI's ChatGPT to assist with organizing thoughts and generating an initial outline. Final content was reviewed, revised, and verified by the student."

2. Specify the tool used and how it contributed to the work (e.g., brainstorming, formatting, checking grammar).
3. Do not submit AI-generated responses verbatim unless the assignment allows it and the source is clearly cited.
4. Include the prompt used if relevant. For example:

Prompt: "Summarize the intrinsic pathway of coagulation for a medical lab report." The response was paraphrased and edited for accuracy and clarity.

5. Cite the AI source using a simplified APA or MLA-style format, such as:
OpenAI. (2025). *ChatGPT (July 7 version)* [Large language model]. <https://chat.openai.com>

Detection of AI-Generated Content

The RC Program may use any of the following to detect unauthorized AI use:

- AI detection software or tools (e.g., GPTZero, Turnitin AI detection).
- Instructor evaluation of writing patterns, accuracy, and depth of understanding.
- Follow-up questions or verification interviews.
- Analysis of inconsistent academic performance.

Consequences and Remediation

Unauthorized or undisclosed AI use is considered academic misconduct. Consequences may include:

- Grade of zero for the activity or assignment.
- Redoing the assignment under new or restricted guidelines.
- Alternative assignments are issued at the instructor's discretion.
- Referral for academic disciplinary action, which may result in a formal warning, probation, or dismissal from the program.

Alignment with Academic Integrity Policy

This AI usage policy aligns with San Jacinto College's Academic Integrity Policy, which prohibits:

- Plagiarism and cheating.
- Submission of work not authored by the student.
- Misuse of digital and technological resources.

Improper or unacknowledged AI use will be treated as a violation of this policy.

SECTION 6: Waivers and Forms

San Jacinto College
Respiratory Care Program Service Work Waiver and Acknowledgment of Handbook Guidelines

Student Name: _____

Student ID: _____

Program: Respiratory Care

Semester of Enrollment: _____

As a student enrolled in the Respiratory Care program at San Jacinto College, I understand that participation in laboratory activities and clinical rotations is essential to my education and professional development.

I hereby acknowledge that:

1. I have received and reviewed the Program Handbook for my respective program.
2. I have read, understand, and agree to comply with the Service Work Guidelines as stated in the handbook.
3. I understand that any service work (paid or unpaid) performed while at a clinical site:
 - Must not interfere with scheduled educational activities, including classes or clinical practicum assignments.
 - Must be voluntary and not required as a condition of program completion.
 - Must be supervised and approved by the clinical site in accordance with their policies.
4. I understand that students may not be substituted for regular clinical or laboratory staff while performing service work duties.
5. I agree that if I engage in any service work at a clinical site, it will occur outside of scheduled education hours and with clear distinction from academic requirements.

By signing below, I affirm my understanding and intent to comply with the Service Work Guidelines and all related policies as set forth by the San Jacinto College Respiratory Care Program.

Student Signature: _____

Date: _____

San Jacinto College – Central Campus

Department of Respiratory
Care

8060 Spencer Highway,
Pasadena, TX 77505

Physical Examination Form

MEDICAL EVALUATION INFORMATION

The person before you has been accepted into the San Jacinto College Respiratory Care Program. Below are the technical standards for the Respiratory Care profession. As a part of the admission process it is required that all students receive a physical examination with the technical standards taken into consideration.

All individuals, including people with disabilities, who apply for admission to the respiratory therapist program, must be able to perform specific essential functions with or without reasonable accommodation. Essential functions are the basic activities that a student must be able to perform to complete the curriculum and function as a respiratory therapist. These standards are not conditions of admission but reflect the performance abilities and characteristics necessary to successfully complete requirements for respiratory care.

It is ultimately the applicant's responsibility to meet these technical standards if accepted into the respiratory therapist program.

As part of the role of a Respiratory Therapist, and therefore as a student in the Respiratory Care Program, an individual would be expected to be able to perform in the following manner:

- **Hearing** - Able to hear and understand patients and staff; assess and monitor patient sounds.
 1. Communicate and interact with patients, staff and families from a variety of cultural backgrounds.
 2. Follow verbal instructions.
 3. Use a stethoscope to hear heart and breath sounds.
 4. Detect and discriminate between sounds of normal conversation.
 5. Hear percussion sounds during patient assessment.
 6. Ability to hear sounds of a variety of equipment alarms.
- **Mobility** - Physical endurance ability sufficient to work in a clinical setting for eight (8) to twelve (12) hours performing physical tasks requiring physical energy without jeopardizing patient safety. Mobile and strong enough to support and move patients. Examples: Remain standing and walking between patient care areas for at least an hour.
 1. Support and transfer patients safely from bed to wheelchair and modify patient position in bed.
 2. Move in and out of treatment areas.
 3. Respond to emergency situations in a timely manner.
 4. Reach equipment and parts of patient's body.

5. Reach above shoulder height to manipulate equipment.
 6. Reach below waist level to manipulate equipment.
 7. Able to move quickly from place to place to perform patient care.
- **Visual**- Able to monitor and assess patient and equipment function; to provide safe and effective respiratory care.
1. Read written instruction/orders.
 2. Read fine print, monitors, and gauges.
 3. Differentiate color/character of sputum for signs/nature of infection/disease.
 4. Chart (write) procedures and observations legibly in a permanent medical record.
 5. Ability to see and discriminate between a variety of equipment visual alarms.
 6. Ability to observe demonstrations and patients close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, appearance, posture, etc.).
- **Motor Skills** (fine and gross) - Perform multiple motor tasks simultaneously. Fine and gross motor skills are sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients.
1. Operate and manipulate equipment; multiple operations may be required.
 2. Prepare blood collection syringes; draw venous and arterial blood samples.
 3. Manipulate a syringe and needle to prepare medications.
 4. Administer aerosols, suction patients, and adjust pressure gauges.
 5. Lift and transport oxygen cylinders; attach regulators; move in and out of treatment areas.
 6. Push/pull hospital beds, transport patients.
 7. Lift and move patients safely.
 8. Perform airway management.
 9. Perform chest compressions during CPR. Manually ventilate a patient for at least 30 minutes during resuscitation.
 10. Ability to exert 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently.
- **Tactile** - Able to assess patient's response to therapy tactilely.

Distinguish textures, degrees of firmness, temperature differences, pulse rate, vibrations and strength.

If further information is needed, feel free to contact me at Olivia.Marshall@sjcd.edu



Olivia Marshall, MSRC, RRT-NPS
 Program Director
 Respiratory Care
 San Jacinto College
Olivia.marshall@sjcd.edu



**Respiratory Care Program
COURSE SUBSTITUTION REQUEST FORM**

This form is used to request substitution of a previously completed course for one required in the RSPT Program Plan of Study.

Instructions:

- Include a course description for both the course taken and the course for which substitution is requested) from the respective college catalogs).
- Attach a copy of the transcript showing a passing grade of C or higher.
- Submit the completed form and supporting documents to Olivia Marshall, Program Director at Olivia.Marshall@sjcd.edu

Student Information

Student Name:	
GID Number:	
Date:	

Course Substitution Request

Course Taken (Rubric & Title): Course Description (from college catalog):

RSPT Course Credit Requested for (Rubric & Title):

San Jacinto College Course Description:

Required Attachments:

-[] Official or unofficial transcript verifying a grade of C or higher

-[] Course descriptions (from official online catalog or syllabus)

For Program Director Use Only

Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Reviewed By:	
Date of Decision:	
Comments (if any):	

San Jacinto College
Department of Respiratory Care
Student Evaluation / Warning Form

Student Name: _____ Student

G#: _____

I have discussed the following issue(s) with the student (check all that apply):

- Failing Mid-Term Grade
- Failing Final Grade
- Late Assignments
- Potential for Failing
- Excessive Absences
- Excessive Tardies
- Failing Clinical Performance
- Insufficient Work Submission
- Other (please specify): _____

Proposed Course of Action

Instructor Comments

Student Comments

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

RESPIRATORY CARE
PROGRAM ALLIED HEALTH
DEPARTMENT DIVISION OF
HEALTH SCIENCES SAN
JACINTO COLLEGE
CENTRAL 8060 SPENCER
HWY
PASADENA, TEXAS 77501-2007

MEDICAL EVALUATION

Date: _____

Please type or print all information

Student Name _____
Last First Middle

Please use the provided information packet as a guide when conducting your medical evaluation. If the student does not supply information packet on technical standards, please do not complete this form.

Based on the results of the medical evaluation, the above-named student IS MEDICALLY CERTIFIED to engage in the Respiratory Care Program at San Jacinto College.

General Statement of Physical Condition:

Doctor/ Physician's Assistant/ Nurse Practitioner Information

Signature: _____ Date: _____

Name (please print): _____

Address: _____

Phone: _____

RESPIRATORY CARE
PROGRAM ALLIED HEALTH
DEPARTMENT DIVISION OF
HEALTH SCIENCES SAN
JACINTO COLLEGE
CENTRAL 8060 SPENCER
HWY
PASADENA, TEXAS 77501-2007

IMMUNIZATION RECORD:

In order to maintain the health requirements on contractual agreements with our affiliate hospitals, the following vaccines and/or titers demonstrating immunity must be documented.

1. Tdap (within 10 years)
2. Mumps titer or documentation of 2 vaccinations
3. Measles titer or documentation of 2 vaccinations
4. Rubella titer or documentation of 2 vaccinations
5. Varicella titer or documentation of 2 vaccinations
6. Hepatitis B Vaccine **titer**
7. Hepatitis C Vaccine **titer**
8. Flu vaccination (current flu season) – If entering the program during the fall semester (August), this will be required when the new flu vaccines for the year become available. If entering in the spring semester (January) this will be required before registering for classes.

Also required

1. Tuberculin Test with results (must be within 1 year)
2. Chest X-ray if positive PPD or abnormal physical findings
(ATTACH RADIOLOGIST REPORT OF FINDINGS).
3. OR Interferon Gamma Release Assay (TB blood test)

Post-Exposure Checklist for RC Students

This checklist outlines the required steps following an exposure to blood, body fluids, or airborne/droplet pathogens during clinical rotations. Students must follow these steps in order and maintain documentation as required by San Jacinto College and the clinical affiliate site. All costs associated with post-exposure care are the responsibility of the student.

- Perform immediate first aid:
 - Wash exposed area with soap and water
 - Flush eyes, mouth, or mucous membranes with clean water for at least 15 minutes
- If injury is severe or life-threatening, go directly to the nearest emergency center.
- Report the incident immediately to your Clinical Instructor.
- Clinical Instructor contacts the RC Clinical Coordinator.
- Notify the affiliate department supervisor/manager at the clinical site.
- Follow affiliate site protocols and file an incident report if required.
- Determine if the source patient will be tested for Hepatitis B, Hepatitis C, and HIV:
 - If YES and results are positive, begin post-exposure prophylaxis (PEP) and follow-up with personal healthcare provider.
 - Submit documentation to the Clinical Coordinator.
- If source patient is unknown or untested, complete the following tests:
 - Baseline testing: Hepatitis B, Hepatitis C, HIV
 - 3-month follow-up: HIV
 - 6-month follow-up: Hepatitis B, Hepatitis C, HIV

*Note: Repeat Hepatitis B testing may not be required if immunity is documented.
- Complete the San Jacinto College Departmental Incident Report Form with Clinical Instructor.
- Submit completed Incident Report Form to Program Director/Department Chair within 7 days of the incident.
- Schedule an appointment with your physician for follow-up care and documentation.
- Submit medical clearance and follow-up documentation to the Clinical Coordinator.
- Await college approval for return to class or clinical rotation.

San Jacinto College Central Respiratory Care Program

Waiver and Release of Liability

Student Name: _____ **GID:** _____

In consideration of the opportunity to participate in clinical assignments as part of my enrollment in the Respiratory Care Program at San Jacinto College District, I hereby knowingly, voluntarily, and freely agree to the following:

1. I fully assume all risks associated with my education and training at San Jacinto College District. I understand and acknowledge the inherent dangers involved in observing and participating in program activities, including, but not limited to, the risk of death, injury, illness, disability, or damage to my person or property.
2. I hereby waive, release, and discharge San Jacinto College District, its officers, directors, employees, agents, representatives, and Trustees/Regents from any and all claims, demands, causes of action, or liabilities of any kind whatsoever, whether known or unknown, foreseeable or unforeseeable, arising out of or in connection with my participation in the program. This release includes, without limitation, claims for injury, illness, death, or damage resulting from negligence or any other cause.

I understand and agree that this waiver and release is intended to be as broad and inclusive as permitted by the laws of the State of Texas. If any portion of this waiver is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

I certify that I am of lawful age and legally competent to execute this waiver and release. I have carefully read this Waiver and Release of Liability and fully understand its contents. I am signing this document voluntarily and with full knowledge of its significance.

Printed Name: _____

Signature: _____

Date: _____

**SAN JACINTO COLLEGE CENTRAL CAMPUS
HEALTH SCIENCES STUDENT RELEASE OF INFORMATION REQUEST FORM**

I (student name) _____ request that

(faculty name) _____ release

information to (name of institution/hospital) _____

Regarding my academic/clinical performance in the _____ program.

Expiration Date: _____

Student Signature

Date

I (faculty name) _____ agree to provide

(student name) _____ a reference document

to (name of institution/facility) _____.

Faculty Signature

Date

Faculty Contact Phone Number

This student release form is required from every Central Campus Health Science student, for each letter of reference submitted to San Jacinto College Central Campus Health Sciences Division. Faculty will provide a copy of the letter given to the student.

SAN JACINTO COLLEGE DISTRICT
Authorization for Use, Disclosure or Release of Health Information and
Consent for Release of Educational Records

I understand that clinical facilities affiliated with SJCD may require disclosure of a student's educational records and/or health information records prior to permitting me to participate in an educational program or clinical rotation at the facility.

I hereby request and authorize the use, disclosure, and/or release by the San Jacinto College District (SJCD) and its employees, agents and representatives, of my educational records and protected health information, including information regarding any background check report, my medical history, record of illness, record of immunizations, blood-borne pathogen infection status, and test results at they may be requested by an institution or facility (and/or its employees, agents, or representatives) at which I may be placed for the purpose of obtaining clinically based educational experiences as part of a clinical rotation.

I also understand that my educational records and medical information are protected by federal regulations under either the Health Information and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act of 1974 (FERPA) and my not be disclosed without either my authorization under HIPAA or my consent under FERPA. I understand that my signing of this authorization is voluntary. If I decide not to sign this authorization and consent, I understand I may not be permitted to participate in a clinical rotation.

SECTION A. Records to be released (check all that apply):
<input type="checkbox"/> Academic Information (grades/GPA, registration, student ID number, academic progress, enrollment status)
<input type="checkbox"/> Background Check Reports
<input type="checkbox"/> Health Information (immunization records, blood-borne pathogens infection status) All
<input type="checkbox"/> records listed above.
<input type="checkbox"/> Other (please specify): _____
SECTION B. Person(s) or Entity(ies) to whom access to education records and health information may be provided (attach additional pages as necessary):
1. _____ Name and address of person or entity to whom access to records may be provided
2. _____ Name and address of person or entity to whom access to records may be provided
3. _____ Name and address of person or entity to whom access to records may be provided

SECTION C. Purpose of release (check one):

Placement in a clinical rotation program for educational purposes.

Employment

Other: _____

I understand that (1) I have the right not to consent to the release of my education and/or health records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to _____.
This authorization expires one calendar year from the date it is signed.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND AUTHORIZE THE DISCLOSURE ABOVE

Student Signature

Date

Signature of Parent or Guardian (if under 18)

Date

San Jacinto College

Associate Degree Respiratory Care Program

Student Acknowledgement of HIPPA Compliance

Purpose

Students enrolled in the Associate Degree Respiratory Care Program at San Jacinto College must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Students may have access to confidential patient information during classroom, laboratory, simulation, and clinical experiences. This form outlines the student's responsibility to maintain confidentiality.

HIPPA Do's

- Discuss patient information only with authorized personnel.
- Use de-identified information for assignments.
- Log off electronic systems when finished.
- Dispose of patient information according to facility policy.

HIPPA Don'ts

- Do not share patient information with unauthorized individuals.
- Do not post patient information or experiences on social media.
- Do not access records without authorization.
- Do not photograph or record patients or patient data.

Consequences of Non-Compliance

Failure to comply with HIPPA regulations may result in disciplinary action, including removal from clinical sites, course failure, or dismissal from the program.

Student Acknowledgement

Student Name (Printed): _____

Student ID Number: _____

Student Signature: _____

Date: _____

Program Representative: _____

Date: _____