



**Idaho State
University**

**College of
Technology**

RESPIRATORY THERAPY

2023 – 2024



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I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink that reads "Debra K. Ronneburg". The signature is written in a cursive, flowing style.

Debra K. Ronneburg

Interim Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Respiratory Therapy program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Handbook and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Respiratory Therapy program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).



Commission on Accreditation for Respiratory Care

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College Of Technology

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Health Occupations Department Co-Chair	Darin Jernigan
Program Coordinator	Eugene "Johnny" Demekhin
Director of Clinical Education	Danny Duncan
Program Academic Advisor	Stephanie Foreman

Program Information

Degrees/Certificates Offered

- Associate of Applied Science Respiratory Therapy
- Bachelor of Science Respiratory Therapy

Student Learning Outcomes

Graduates of the Respiratory Therapy program will have the following learned capabilities:

1. Demonstrate the ability to comprehend, apply, and evaluate clinical information relative to their role as a respiratory therapist.
2. Demonstrate the technical and clinical proficiency in all the skills necessary to fulfill the role as a respiratory therapist.
3. Demonstrate professional behavior consistent with employer and industry expectations for respiratory therapists.
4. Apply the skills necessary to assemble, maintain, troubleshoot and perform quality control of specific respiratory therapists.
5. Demonstrate the ability to modify the respiratory care plan of patients based on information gathered from clinical and laboratory assessment and the patient's response to therapy.

6. Demonstrate their knowledge and comprehension of patient safety and infection control protocols as they relate to patient care and equipment processing.
7. Show understanding of the ethical obligations and responsibilities as a healthcare professional.

Demonstrate critical thinking and problem-solving skills as consultants to physicians and other health care personnel in developing and implementing clinical respiratory care strategies.

Commission on Accreditation for Respiratory Care (CoARC) Requirements

General Education Courses and Pre-Requisite Courses

Course # (if applicable)	Program Pre-Requisite Course or General Education Category	# Credits
BIOL 1101/L	Prerequisite GEN ED Biology I	4
BIOL 2221/L	Prerequisite Introduction to Microbiology and Lab	4
BIOL 3301/L	Prerequisite Anatomy and Physiology Lab	4
CHEM 1101 or 1111/L	Prerequisite GEN ED General Chemistry	3
COMM 1101	Prerequisite GEN ED Principles of Speech	3
ENGL 1101	Prerequisite and GEN ED English Composition	3
HE/HCA 2210/HO 0106	Prerequisite Medical Terminology and Communication	2
PSYC 1101 or SOC 1101/1102	Prerequisite GEN ED Introduction to General Psychology or Sociology	3
Objective 3	GEN ED Mathematical Ways	3
BIOL 3302/L	GEN ED Anatomy and Physiology and Lab	4
Objective 4	GEN ED ½ Humanistic & Artistic Ways	3
Objective 7 or 8	Critical Thinking/Information Literacy	3
ENGL 1102	GEN ED English Composition	3
Objective 4	GEN ED ½ Humanistic & Artistic Ways	3
Objective 9	Cultural Diversity	3
Total Required for Graduation		48

Respiratory Care Courses

Course #	Respiratory Care Course Title	Lecture Hours	Lab Hours	Clinical Hours	# Credits
RESP 2200	Introduction to Respiratory Care	3	0	0	3
RESP 2200L	Introduction to Respiratory Care Lab	0	4	0	1
RESP 2211	Pharmacotherapy for the Respiratory Therapist	2	0	0	2
RESP 2214	Introduction to Pulmonary Disease	4	0	0	4
RESP 3301	Mechanical Ventilators	3	0	0	3

RESP 3301L	Mechanical Ventilators Lab	0	4	0	1
RESP 3320	Clinical Practice of Therapeutic Procedures	0	0	225	5
RESP 2231	Patient Assessment I	2	0	0	2
RESP 3325	Clinical Practice of Therapeutic Procedures II	0	0	112	3
RESP 2232	Patient Assessment II	2	0	0	2
RESP 2280	Case Management I	2	0	0	2
RESP 3330	Clinical Practice of Therapeutic Procedures III	0	0	225	5
RESP 3310	Case Management II	2	0	0	2
RESP 3335	Clinical Practice of Therapeutic Procedures IV	0	0	225	5
Total Required for Graduation				787	40

III. Program Policies

Attendance and Punctuality in the Classroom

Employers are very interested in a student's attendance and study habits because they reflect how they will perform on the job. Students are expected to attend all meetings, online classes, laboratory work (intensives) and clinicals in which they are registered. Each instructor may, consistent with departmental policy, establish such specific regulations governing attendance as may seem suited to a particular course. **No one is authorized to excuse a student from a class meeting except the instructor in charge of the class.** (Note: Classroom is broadly defined to include all electronic formats.) Students must have ready access to a computer to attend online presentations.

No student may be absent from the campus in connection with extracurricular activities more than sixteen college instructional days per semester. No one extracurricular activity may take students away from the campus more than twelve college instructional days.

Arriving late to class is disruptive to your classmates. Should you be more than 15 minutes late, it will be considered an absence. Leaving class more than 15 minutes early will also be considered an absence. Although the live online classes will be recorded for 24/7 viewing as released by the instructor, students are expected to attend the live online sessions unless they are assigned clinical assignments the day the session is presented. Regardless, all students are required to view 100% of all sessions live or recorded and are responsible for all material covered during any of these classes. All laboratory (intensives) classes are required and must be attended as scheduled as specific skills and procedures will be taught, practiced, reviewed and required skills competencies will be signed off. Students are required to contact the lab intensive instructor prior to the scheduled intensives if a scheduling conflict precludes their attendance at an intensive. The student is required to make up all assignments, skills practice and competency skills sign off with the lab intensive instructor's approval.

Respiratory Therapy Competency Policy

As a condition of progression through the Respiratory Therapy program, students will attend and participate in class time, lab work, and must complete all appropriate competencies prior to performing a specific skill that requires a competency sign off. If a student is asked to perform a skill or procedure which they have not been competency signed off, the student must not perform the task but direct the request to their appropriate clinical instructor.

Students not completing lab work competencies or clinical competencies will not be permitted to attend clinical sessions until the required competencies are completed.

Student Required Lab and Clinical Supplies

Students are required to obtain the following items and have available at all lab and clinical assignments;

- Stethoscope
- Pulse Oximeter

Additional requirements;

- Students are required to wear pewter gray scrub top and bottom to clinical sites.
- An ISU Respiratory Therapy student clinical ID badge will be issued prior to clinical visits, which must be worn and be visible during any clinical assignments.
- Program patches will be provided for student to attach to the right shoulder sleeve of scrub top.

Clinical Attendance Policy

Clinical hours may vary depending on rotation assignment. **Students should report to the clinical site 15 minutes prior to the starting of the clinical session.** A late arrival of 5 minutes or more after the start time of the clinical will be considered a tardy (except in emergencies and approved by the clinical instructor). Two or more tardies will be considered an absence and one clinical day will have to be made up.

The student is expected to attend all labs and clinical assignments which will help to develop and improve your clinical skills. All attendance must be recorded in your clinical journal and signed by the clinical preceptor. If there is any discrepancy as to whether the student was present in the clinical setting, the date of attendance and the clinical preceptor's signature in the student's clinical journal will be considered proof of attendance. Students are not permitted to sign for their clinical preceptors, doing so may be cause for program dismissal. Clinical handbooks must be submitted to the instructor of record for the clinical class prior to week 17 of the semester (during week 8 Wednesday for summer semester). Failure to submit the completed clinical handbook by the due date may result in a zero for the clinical semester assignment.

Any clinical time missed will need to be made up at the discretion clinical site and approval of the program clinical director before the end of the semester, except in special circumstances. This will apply to full and partial days missed. It is the student's responsibility to make arrangements to reschedule lab/clinical time as well as inform the clinical site and the program clinical director that they will be absent. No shows without a telephone call may result in dismissal from the program. The student may make up one day without penalty to his or her grade. If two clinical days have to be made up during the semester, there will be a deduction of 10% from the final clinical evaluation grade and a

written warning will be given. Three absences may result in dismissal from the program. The student will then have to reapply for admission to the program when this class is offered again. Students leaving clinical more than 15 minutes early is unacceptable and will result in four hours make-up clinical time.

Children are not allowed in the lab intensives or clinical settings.

General Grading Policy

Idaho State University uses a graduated letter grading system to indicate the instructor's evaluation of a student's performance in a course. These letter grades are converted to a numerical value for computing a student's semester and cumulative grade point averages. At the beginning of each course, an instructor should inform students of the criteria to be used in evaluating their performance through the class syllabus or other written means.

Idaho State University uses letter grades with the four (4) point maximum grading scale. The grade A is the highest possible grade, and a grade of F is considered failing. Plus (+) or minus (-) symbols are used to indicate grades that fall above or below the letter grades. The grades of A+, F+, and F- are not used. For purposes of calculating grade points and averages, the plus (+) increases the grade's point value by 0.3 and minus (-) decreases the grade's point value by 0.3 (e.g., a grade B+ is equivalent to 3.3 and an A- is 3.7). A student's work is rated in accordance with the following definitions:

Letter Grade	Percent	Points	Performance
A	95-100	4	Excellent
A-	90-94	3.7	Excellent
B+	87-89	3.3	Good
B	84-86	3	Good
B-	80-83	2.7	Good
C+	77-79	2.3	Adequate
C	74-76	2	Adequate
C-	70-73	1.7	Adequate
D+	67-69	1.3	Marginal
D	64-66	1	Marginal
D-	60-63	0.7	Marginal
F	Below 60	0	Unacceptable

A grade of "C" (74% or better average) in each course is required by this program. A "C-" is not acceptable.

Release Form

A student must sign a release form if they would like to authorize the instructors in the program to release information to prospective employers regarding grades, attendance, or other pertinent information for gaining employment.

Clinical Assignments, Policies, and Guidelines

The nature of the clinical activities will vary, depending on the term of the program. Clinical assignments may involve day, evening or night rotations throughout the program. Clinical training will involve observation of procedures, and the evaluation on the performance of procedures on various patient populations (neonatal, pediatric, adult and geriatric patients). Due to the seriousness of clinical and the potential harm to patients, the standards of clinical training will be followed closely and enforced strictly. HIPAA regulations require that the confidentiality of patients and patient information be held in strictest confidence. Breach of confidentiality will result in disciplinary action and may result in dismissal from the program.

Health Occupations faculty and Clinical Preceptors/Externship Supervisors have the responsibility to assure that they are not involved with HO Department students in dual or multiple relationships. Dual or multiple relationships are defined as relationships that, in addition to the teacher/student role, may include financial, business, personal, sexual, or family relationships that could bring into question the ability of the parties to perform their duties in a professional, arms-length, objective fashion, or that might subject the student to the potential of threat or coercion associated with differential positions of power. If these relationships are pre-existing, they should be disclosed to the supervising faculty or the department chairman in order to ascertain whether the student needs to be re-assigned to another faculty member or moved to an alternative clinical/externship location. The sensitivity to and prohibition of dual relations is not only for the protection of the student involved, but also to the integrity of the program. Furthermore, it can serve as an assurance to other students in the program that the standards upon which a student will be graded are fair, objective, and not potentially biased by factors outside of a student's actual performance in the program.

Core Performance Standards

Essential eligibility requirements for participation in the respiratory care program: Respiratory therapy is a practiced discipline, with cognitive sensory, affective and psychomotor performance requirements. The Core Performance Standards below identify essential requirements for participation in the respiratory care program.

CRITICAL THINKING ABILITIES

- Standards: Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation.
- Examples: Identification of cause/effect relationships in clinical situations and exercise independent judgment and think under pressure.

INTERPERSONAL SKILLS AND ABILITIES

- Standards: Sufficient to interact with individuals, health care members, families, and people from a variety of social, economical, cultural and intellectual backgrounds.
- Examples: Establishment of rapport with patients/clients and colleagues. Have the emotional strength to regularly deal with death and dying. Capacity to engage in successful conflict resolution.

COMMUNICATION SKILLS AND ABILITIES

- Standards: Communication adeptness sufficient for verbal and written professional interactions.
- Examples: Explanation of treatment procedures, initiation of patient education and teaching. Documentation and interpretation of actions and patient responses to therapy.

MOBILITY

- Standards: Physical abilities sufficient for movement from room to room, long periods of standing, and maneuvering in small spaces.
- Examples: Movement about patient's room, work spaces and treatment areas, administration of rescue procedures- cardiopulmonary resuscitation, move bedridden patients and heavy equipment (over 60 pounds). Walk briskly to emergency situations.

MOTOR SKILLS

- Standards: Gross and fine motor abilities sufficient for providing safe, effective respiratory care and therapies.
- Examples: Calibration and use of equipment, manipulate small pieces of equipment and typing documentation in the electronic medical records.

HEARING

- Standards: Auditory ability sufficient for monitoring and assessing health needs.
- Examples: Ability to hear monitoring device alarms, other emergency signals, discern auscultatory breath and heart sounds.

VISUAL

- Standards: Visual ability sufficient for observation and assessment necessary in-patient care.

- Examples: Ability to observe patient's condition and responses to treatments or therapy, evaluate computerized graphically displayed patient information.

TACTILE SENSE

- Standards: Tactile ability sufficient for physical assessment and providing therapy.
- Examples: Ability to palpitate in physical examinations related to therapeutic interventions such as intubation, ABG draws.

**Adapted from: SREB Council on Collegiate Education for Nursing, March (1993). The American with Disabilities Act: Implications for nursing education and UT Health Science Center Department of Respiratory Care.*

Prior to Attending Clinical

All students that are accepted into the program will be expected to start full clinical assignments at the beginning of the second semester and must turn in a completed health form at the first lab intensive meeting of the first semester. Students may be assigned to participate in some clinical assignment during the first semester. The health form must be completed and signed by a physician or nurse practitioner. All immunizations must be up to date. If immunizations are not up to date the student may not attend clinical. A clean criminal background check is required, which will be reviewed by administration to ensure it meets each clinical site employment standards. This criminal background check must be started by the first lab intensive meeting. A drug screen will also be required which is done at the student's expense. The drug screen, which is unannounced, will be conducted by a vendor, at a time and location all determined by program faculty.

All students, regardless of prior history, must have a tuberculosis test 90 days prior to the clinical rotation. If the TB test is positive, their physical, prior to the clinical rotation, must evaluate the student. If the student does not have a family physician, the student should make an appointment with their county's health department. The student must provide documentation of the physician's recommendation and any follow-up health visits to the program prior to entering the clinical rotation. Should the student fail to provide written documentation of their appointments to the program, it would result in immediate removal of the student from the clinical setting. The TB test must be repeated the following year and documentation provided to the program unless exposure requires more frequent testing.

All students must complete a Basic Cardiac Care Life Support – Healthcare Providers course prior to starting the clinical portion of the program. This card must not expire during the program. A student may not go to clinical without a valid BCLS card. This course is taken at the student's expense.

If our clinical sites determine additional screening or testing is needed, students will be required to complete the required screening or testing before they will be allowed to attend clinicals at the requesting hospital or clinical site.

Conduct in the Clinical Setting

You are expected to behave in a professional manner any time you are in the clinical setting. **Abusive language, distracting or disruptive behavior will not be tolerated. Any conduct outside of scheduled class sessions that directly and adversely relates to your function in the program will be reviewed and may constitute grounds for possible disciplinary action and possible program dismissal.** Your conduct will influence your effectiveness with patients and potential employment opportunities.

You are expected to treat patients, visitors, hospital staff, faculty, student peers, and physicians with respect. At no time will noisy, boisterous, or abusive language be tolerated. Make sure that your clinical preceptor knows your whereabouts at all times. This is your responsibility. If your conduct is inappropriate in the judgment of your clinical preceptor and/or program faculty, you may be subject to disciplinary action. The disciplinary actions include verbal warning, written warnings, probation, or dismissal from the program. The degree of the discipline depends on the severity of the inappropriate behavior.

If the clinical site has reason to believe that you are under the influence of illicit drugs or alcohol, you may be required to submit to a drug screening even if the drug screening has previously been done. The drug screening will be at your expense. If you refuse to the drug test you may be subjected to disciplinary actions.

HIPAA regulations require that the confidentiality of patients and patient information be held in strictest confidence. Breach of confidentiality will result in disciplinary action and may result in dismissal from the program.

You will not always get to see or be involved in certain therapies or procedures during each of the 4 clinical rotations in each assigned hospital. You will not be rotated to a different hospital every 8 weeks during each semester of clinicals. Take advantage of each experience you might have at each clinical site as you may see more opportunities throughout different hospitals within each clinical rotation. Each time you set foot in your assigned clinical setting, you must keep in mind that it is considered as an ongoing interview based on your actions, attitude, and performance. You may request which clinical site you are interested in; however, it is up to the clinical director to make clinical site assignments based on the preceptor's schedule.

Clinical Assignments and Travel

Students are required to arrange for transportation to and from their assigned clinical sites. Each clinical site offers its own unique learning experiences and can accommodate only a certain number of students so rotations to the different clinical sites can be expected. **Students must be prepared for a variety of starting times at these clinical sites and may travel distances to a clinical site.** There will be no trading of clinical rotations, except in extreme circumstances, and every attempt will be made to arrange at least one other student to share a ride and gas expenses. You are responsible for costs incurred during clinical time: housing, food, transportation, parking, and for miscellaneous items.

Dress Codes in Clinical

Because of the environment in which a health care provider practices, they must follow certain guidelines to ensure their safety as well as the safety of their patients. The following guidelines are based on that premise.

1. The student is expected to dress in appropriate attire for all clinical sessions as outlined below.
2. The uniform consists of closed-toe and heel leather shoes, top and bottom scrubs (color to be announced), plain white or black t-shirts to be worn under the pewter/gray scrub top. Idaho State University picture IDs must be worn at all times in clinical. The uniforms should always be clean and wrinkle free with shoes and shoelaces clean. ISU patch must be attached to the side of the right shoulder.
3. When in uniform at clinical, jewelry must be kept to a minimum. If earrings are worn, only one pair of small earrings will be accepted. No bracelets, necklaces, nose, or tongue rings, piercing, or decorative pins will be worn during clinical assignments.
4. When in uniform at clinical, your fingernails are important. Nails will be kept short at all times and if nail polish is used it should be a natural colored polish. Acrylic, or false nails, must be removed due to the possibility harboring bacterial and fungal infections.
5. Hair must be clean and pulled back from the face in a manner that prevents it from falling over the shoulders or contaminate sterile fields while in uniform. Facial hairs need to be well groomed.
6. Use cosmetics sparingly. Perfumes or highly scented personal products are not to be used because the fumes can cause breathing difficulties in our patients. When coming to clinical students must be clean and free from body odor.
7. No tobacco products are to be carried by any student during clinical assignments. If you are a smoker, consider the odor that might cling to your uniform. If at all possible, try not to smoke before or during clinical time. If you must smoke, it should only be done in designated areas.

8. Gum chewing, eating and/or drinking is allowed only in designated areas while at clinical.
9. The hospital and/or university reserve the right to require any student who is not correctly dressed to leave the hospital.

Conduct in an Academic Setting

Professionalism is defined as those behaviors that demonstrate the ability to make independent and sound judgments. These judgments are congruent with current standards of practice. Professionalism also encompasses those traits that project an image. This includes attitude, ethics, honesty, integrity, mannerisms, appropriate communication skills (verbal, non-verbal, written, electronic), personal hygiene, and the ability to remain effective under stress.

Part of professional behavior includes professional courtesy. This includes active participation and attentiveness during lecture and classroom activities. Those students who disrupt the learning environment by chatting, reading newspapers or surfing the internet will be asked to leave the class. Behavior of this type that continues will be documented and a warning will be issued. Respiratory therapy students are accountable and responsible for their own therapeutic actions and decisions. Students interact within legal aspects of the practical nurse role in terms of documentation, confidentiality, honesty and integrity, medication administration and treatments as prescribed by those healthcare providers authorized to prescribe medications, and maintaining safe and effective respiratory care rendered directly or indirectly. Respiratory therapy students are accountable and responsible for maintaining a level of physical and mental health that allows them to function safely and competently in the health care arena.

Health Occupations faculty and Clinical Preceptors/ Externship Supervisors have the responsibility to assure that they are not involved with HO Department students in dual or multiple relationships. Dual or multiple relationships are defined as relationships that, in addition to the teacher/ student role, may include financial, business, personal, intimate, or family relationships that could bring into question the ability of the parties to perform their duties in a professional, arms-length, objective fashion, or that might subject the student to the potential of threat or coercion associated with differential positions of power. If these relationships are pre-existing, they should be disclosed to the supervising faculty or the department chairman in order to ascertain whether the student needs to be re-assigned to another faculty member or moved to an alternative clinical/ externship location. The sensitivity to and prohibition of dual relations is not only for the protection of the student involved, but also to the integrity of the program. Furthermore, it can serve as an assurance to other students in the program that the standards upon which a student will be graded are fair, objective, and not potentially biased by factors outside of a student's actual performance in the program.

Other Clinical Policies

1. Before leaving clinical, notify your clinical preceptor and make sure that they dismisses you from the clinical site and is aware of any incomplete assignments. Make sure your clinical preceptors know where you are during clinical time.
2. Attending meetings is an excellent opportunity for exposure to further knowledge in the field of respiratory therapy. Notify your clinical preceptor so they may be looking for any additional educational opportunities, physician contact or procedure observations for you during clinical. This is your responsibility.
3. The confidentiality of patients and patient information must be held in the strictest confidence. Breach of confidentiality will result in disciplinary action and may result in dismissal from the program.
4. Personal telephone calls or texting are not to be made during clinical hours.
5. Should you become ill during your clinical time, notify your clinical preceptor. You will have to make up all clinical time missed, except in emergency situations. Arrangements will be made for medical attention as appropriate. You are responsible for costs incurred during treatment.
6. Students must ensure to come prepared to clinical sessions, i.e., have a black pen, stethoscope, note pad, and clinical pocket notebook.
7. Any involvement with law enforcement which results in an arrest or citation other than traffic related while off clinical assignment, must be reported to the program director who may require an additional criminal background check to be conducted. If the results indicate the student no longer meets clinical site employment standards, the student may be dismissed from the respiratory therapy program.

Respiratory Therapy Program

Course Length

Eight or more semesters depending on student progress and skill level resulting in an associate of science degree in Respiratory Therapy. Upon successful completion of the program, graduates are eligible to take the entry-level examination to become certified respiratory therapists (CRT). They would then be eligible and are highly encouraged to take the advanced-level examination to become registered respiratory therapists (RRT).

Student Service Requirement

All social work students are required to complete a minimum of 25 hours of volunteer, community work in a social service such as high school tours/conventions. Each student must complete at least 5 hours of service per semester. Hours must be documented in

the log sheet found in the clinical handbook which is located in Moodle and should be signed off by either the program and/or clinical director at the end of each semester.

Job Description

What is a Respiratory Therapist?

Respiratory therapists and respiratory therapy technicians – also known as respiratory care practitioners (RCPs) – evaluate, treat, and care for patients with breathing or other cardiopulmonary disorders. Respiratory therapists, practicing under physician direction, assume primary responsibility for all respiratory care therapeutic treatments and diagnostic procedures, including the supervision of respiratory therapy technicians.

Respiratory therapy technicians follow specific, well-defined respiratory care procedures, under the direction of respiratory therapists and physicians. In clinical practice, many of the daily duties of therapists and technicians overlap, although therapists generally have greater responsibility than technicians. For example, respiratory therapists will primarily consult with physicians and other healthcare staff to help develop and modify individual patient care plans. Respiratory therapists are also more likely to provide complex therapy requiring considerable independent judgment, such as caring for patients on life support in hospital intensive care units. In this statement, the term respiratory therapists include both respiratory therapists and respiratory therapy technicians.

What Is the Expected Job Market for Respiratory Therapy?

The vast majority of job openings will continue to be in hospitals. However, a growing number of openings are expected to be outside of hospitals, especially in home healthcare services, offices of physicians or other health practitioners, consumer-goods rental firms, or in the employment services industry as a temporary worker in various settings.

What Is the Average Salary?

Median annual wages of wage-and-salary respiratory therapists were \$68,195.

**Data obtained from Bureau of Labor Statistics Occupational Outlook Handbook. Additional salary information is available on the American Association for Respiratory Care Website; www.aarc.org*

Code of Conduct

Conduct detrimental to the operation of the university, the program, or your courses, may be grounds for disciplinary action as outlined in the Student Code, Handbook, and Calendar available in Student Services.

In all program courses, conduct must be consistent with maintenance of an appropriate educational environment. **Abusive language, distracting or disruptive behavior will not be tolerated and will be grounds for possible disciplinary action and possible program dismissal.**

Dishonesty, cheating, or other misrepresentation, willful disregard for safety of others and deliberate acts of destruction will be grounds for possible disciplinary action and possible program dismissal. **Any conduct outside of scheduled class sessions that directly and adversely relates to your function in the program will be reviewed and may constitute grounds for disciplinary action and possible program dismissal.**

Cheating on papers, tests or other academic works is a violation of program rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

The disciplinary actions include verbal warnings, written warnings, probation, or dismissal from the program. The degree of the discipline depends on the severity of the inappropriate behavior. You are especially to be courteous to your fellow students during their oral presentation.

Smoking is prohibited in classrooms, laboratories, and hallways at the university and in all areas of the hospitals except in designated smoking areas.

More information on these policies can be found in this handbook in Section IV: Idaho State University Policies and Procedures.

Intoxicants Policy

Any instructor who observes behavior which suggest that a student may be under the influence or detects the odor of an intoxicant of a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following day

- to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
 5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

Dismissal Policy

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student's right to be adequately notified of charges and the opportunity to be heard.

Disciplinary Procedure

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student's perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.
2. The meeting should be scheduled as soon as possible after the incident(s) occurred.
3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual's prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

Notification Procedures

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.
2. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that they have the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

Channels of Redress

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.
2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student's grade.
3. A Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation

deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

Procedure for an Appeal to Scholastic Appeals Board

1. If the student wants to appeal the decision reached in the formal hearing, they must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.
2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean's formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the office.
3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.
4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.

IV. College of Technology Resources and Services

Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, Room 102. Student Services assists students with specific information about the programs at the College of Technology. Academic advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800. isu.edu/tech/student-services

Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructor's should be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

Note: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. isu.edu/tech/tutoring

The Center for New Directions: Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training. isu.edu/cnd

Message from Center for New Directions

Success in this course depends heavily on your personal health and wellbeing.

Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. I encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, I am happy to help you get in contact with other resources on campus that stand ready to assist you. In addition to your academic advisor, I strongly encourage you to contact the many other support services on campus that are available.

Statement on Services

- Students enrolled in the ISU College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. Call 208-282-2454 Monday – Friday from 8am – 5pm to schedule an appointment or to speak immediately to a counselor if you are in crisis. www.isu.edu/cnd
- **ISU Counseling and Testing Services (CATS)** ISU Counseling and Testing Services (CATS) would like to remind all students who are enrolled in the current semester (part-time or full-time) they are eligible for free, confidential counseling services. CATS offers individual and group counseling, as well as Biofeedback Training. Crisis intervention services are available Monday – Friday from 8am – 5pm.

To establish services:

Please call 208-282-2130, Monday – Friday from 8am – 4pm.

www.isu.edu/ctc

Mental Health Services for Out of State ISU Students

ISU Counseling and Testing Service (CATS) has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho. Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

Accessing My SSP

- Connect with My SSP by calling 1-866-743-7732 or visiting us.myissp.com. If calling from outside North America: 001.416.380.6578
- Download “My SSP” from the app store to use on your phone

Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their

tuition by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, login to the ISU BengalWeb and go to the Finances tab.

- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

Note: It is the individual student's responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

studentaid.gov/fafsa

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

Note: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for financial aid is:

isu.edu/financialaid

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met.

isu.edu/scholarships

Traffic and Parking

Note: Please refer to the ISU Parking web address at:

isu.edu/parking

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: \$110
- Reserved Lot: \$331

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at the owner's expense when it accumulates \$50 in citations.

Any traffic tickets resulting in fines owed to the University must be paid or student's transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

V. Idaho State University Policies and Procedures

Student Conduct Rules and Regulations

The University encourages Students to approach personal decision making with the following expectations and principles. The following behaviors are considered violations and may be actionable under the Code:

A. Alcohol

Illegal or unauthorized procurement, consumption, use, possession, manufacture, or distribution of alcoholic beverages. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to persons under twenty-one (21) years of age.

1. Regulations

- a. Consumption and possession of alcohol is prohibited in general use areas and all University residence halls. General use areas include all University owned, leased, or operated facilities, and campus grounds.
- b. Consumption and possession of alcohol, by persons of legal age, is only authorized in the University apartments and other areas designated by the President with the approval of the State Board of Education.
- c. Distribution of alcohol to a minor is prohibited.
- d. Possession and consumption of alcohol by a minor is prohibited.
- e. Possession and consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.
- g. It is prohibited for anyone of legal drinking age (21 or older) to consume alcohol in university residential facilities, in the presence of a minor, unless that minor is a roommate, spouse, or dependent.

2. Enforcement of and sanctions for violations of the alcohol Code will be administered according to the procedures outlined in section VII of this policy.

B. Bullying

Conduct considered severe, pervasive, and objectively offensive. Anything that undermines and detracts from another's educational experience and effectively denies access to university resources and opportunities.

C. Coercion

The use or threat of physical violence or the improper use of actual or perceived

power, position, status, or influence to pressure others to do something against their will.

D. Dangerous Materials

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University Premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes others to fear for their safety. The rare instances in which possession of firearms are allowed on campus is outlined in ISUPP 9000 *Possession of Firearms*.

E. Destruction, Damage, or Misuse of University or Private Property

Any damage to or misuse of university or private property is a violation of this code.

F. Dishonesty, includes but is not limited to:

1. Furnishing false information to the University. This includes filing false, knowingly incomplete, or intentionally exaggerated reports or documents.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Unauthorized possession, duplication, or use of keys or access codes to any University Premises or unauthorized entry to or use of University Premises.
4. Any acts that violate ISUPP 4000 Academic Integrity and Dishonesty for Undergraduate Students is a violation of this Code. This includes, but is not limited to plagiarism, cheating, and any other forms of Academic dishonesty. Possible violations of the ISU Academic Dishonesty Policy are administered separately by Faculty Members and Academic administrators. Certain behaviors may violate both the Academic Dishonesty Policy and this section, or others, of the Code. In that case, the Conduct Administrator will consult with the relevant department(s) and determine whether one process or both will be utilized.

G. Discrimination

Occurs when an individual or group of individuals is treated adversely (i.e., denied rights, benefits, equitable treatment, or access to facilities available to others) based on the individual's or group's actual or perceived membership in a Protected Class.

H. Disorderly and/or Irresponsible Conduct, including but not limited to:

1. Public Conduct that is objectively offensive, lewd, or indecent.
2. Breach of peace, or encouraging others to breach the peace on university property.
3. Conduct that endangers the health and safety of others and/or the public.

I. Disruptive Behavior During Instruction and Educational Activities

Faculty Members supervise classroom Conduct and may establish reasonable Conduct standards for their students through their syllabi or spoken directives.

Behavior that a reasonable person would deem as disruptive to the ability of a Faculty Member to teach a class or prevent other Students from receiving the benefits of instruction may be considered disruptive. If an instructor informs a student that a particular behavior is disrupting the learning activity or instructional interaction, the student should promptly stop the behavior. If a student continues the behavior, the instructor may refer the student to the Dean of Students or ask the student to leave the classroom. If a student is asked to leave, the student should leave the class quietly. If a student chooses not to comply or elevates the disruption by arguing about the request, Public Safety may be called to assist. Failure to comply with an instructor's request is a violation of this policy.

J. Disruptive or Obstructive Actions or Activities, include but are not limited to:

1. Disruption or obstruction of teaching, research, administration, Conduct Proceedings, and includes speech that is manifestly unreasonable in time, place, or manner.
2. Participating or leading others to participate in an on-or-off campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other Members of the University Community.
3. Obstruction of the free flow of pedestrian or vehicular traffic on University Premises or at university sponsored or supervised functions.
4. Persistent speech, expression, or action that is so objectively offensive or concerning that it interferes with others' ability to live, learn, work, or pursue educational opportunities at the University.

K. Drugs

Use, possession, manufacture, or distribution of controlled substances, as defined by the United States Department of Justice, and synthetic substances used as a substitute for controlled substances. Abusing prescription drugs is also prohibited.

L. Failure to Comply with Directions of University Officials, including but not limited to: ISU Public Safety officials, Residence Assistants or University employees acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

M. Harassment

Unwanted or unwelcome behavior or Conduct toward an individual because of the individual's Protected Class that is sufficiently severe, persistent, or pervasive to have the impact of unreasonably interfering with a person's ability to live, learn, work, or recreate at the University.

N. Hazing

An act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a

defense. Apathy or acquiescence in the presence of hazing is not a neutral act and are violations of this rule.

O. Intimidation

Behavior or Conduct intended to induce fear in others for the purpose of deterring them from acting or forcing them to act against their will. Pressure to obtain compliance may also be considered intimidation.

P. Invasion of Privacy

Making, using, disclosing, or distributing a recording or a photograph of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it.

Q. Misuse of the Student Code of Conduct and Conduct Proceedings, include but are not limited to:

1. Failing to comply with a notice from a Conduct Officer, Conduct Board, or other University official to set an appointment or appear for a meeting or hearing.
2. Falsifying, distorting, or misrepresenting information before a Conduct Officer or Conduct Board.
3. Disrupting or interfering with Conduct Proceedings.
4. Submitting a complaint in bad faith.
5. Attempting to discourage others from participating in or using Conduct Proceedings.
6. Attempting to influence the impartiality of a Conduct Officer or a member of a Conduct Board prior to, and/or during the course of Conduct Proceedings.
7. Harassing or intimidating a Conduct Officer or a member of a Conduct Board prior to, during, and/or after a Conduct Proceeding.
8. Failing to comply with the sanctions imposed through a Conduct Proceeding.
9. Influencing or attempting to influence another person to commit an abuse of the Code.
10. Retaliating against any person for participating in a protected activity. The University considers the following activities protected:
 - a. Making a report that alleges misconduct
 - b. Speaking with University investigators about alleged misconduct
 - c. Supporting a person who is participating in an investigation or Conduct Proceeding
 - d. Sharing information with the University as a witness in an investigation or Conduct Proceeding

R. Misuse of Technology

Abuse of computer facilities and resources, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

2. Unauthorized transfer of a file.
 3. Use of another individual's identification and/or password or sharing one's identification and/or password with others.
 4. Interfering with the normal operation of the University computing system or the work of another Student, Faculty Member, or University official.
 5. Sending obscene, harassing, or threatening messages.
 6. Downloading, sharing, and/or distributing copyrighted materials without the permission of the copyright holder and/or any other use of computer/network resources in violation of copyright law.
 7. Any violation of the University Acceptable Use Policy and/or the Student Computing Contract.
- S. Physical Violence
Any incident of physical violence is a violation of this code.
- T. Sexual and Gender-Based Misconduct
Acts of sexual and gender-based misconduct are a violation of the Student Code. Allegations of sexual misconduct are investigated, processed, and appealed under ISUPP 1120 Sexual Harassment and Gender Discrimination.
- U. Smoking/Vaping
The University maintains smoke-free campuses. Smoking/Vaping with any device or product, including e-cigarettes, is prohibited on University Premises unless a person is on a public street or sidewalk maintained by the surrounding municipality.
- V. Theft
Acts of Theft are a violation of this code. Theft includes, but is not limited to:
1. Taking or removing others' property (including the University's), or attempting to take it without their knowledge or permission.
 2. Assuming or appropriating the identity of another person for any reason.
- W. Threats
Making statements or engaging in non-verbal acts that communicate clear intent to commit an act of unlawful violence to a particular person, persons, or property is a violation of this code.

Sanctions to Individuals for Violations of the Student Code of Conduct

May include educational and learning based outcomes as appropriate. The following sanctions may be imposed, singly or in combination, upon any Student found to have violated the Code:

- A. Written Warning: A written notice that the student is violating or has violated University policy. A record of the warning is kept in the student's conduct file.
- B. Probation: A written reprimand for violation of specified policy. Probation is for a

designated period of time. Sanctions may include loss of privileges or benefits. Additional sanctions up to and including suspension or expulsion may occur for additional violations of the Code.

- C. Loss of Privileges: Denial of specified privileges for a designated period of time, including the privilege of representing the University in official capacities. However, decisions about eligibility to participate in NCAA intercollegiate competitions are administered by the Athletic Department.
- D. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. Financial penalties may be added to the Student's ISU financial account.
- E. Discretionary Sanctions: Work assignments, essays, service to the University or the community, or other related discretionary assignments.
- F. University Housing Suspension: Separation of the Student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- G. University Housing Expulsion: Permanent separation of the Student from University Housing.
- H. University Suspension: Separation of the Student from the University for a definite period of time, after which the student is eligible to apply to return. Conditions for readmission may be specified and all sanctions must be completed prior to applying for re-admission. Suspension shall in no case be longer than two (2) calendar years. Suspension will be recorded on the Student's University transcripts.
- I. University Expulsion: Permanent separation of the Student from the University. Expulsions will be recorded on the Student's University transcripts.
- J. Revocation of Admission and/or Degree: Admission to or a degree awarded from ISU may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a Student prior to graduation.
- K. Withholding Degree: ISU may withhold awarding a degree otherwise earned until the completion of the student conduct process set forth in the Code, including the completion of all sanctions imposed.

To see the full Student Code of Conduct ISUPP 5000 policy go to [Student Code of Conduct](#).

Substance Abuse Policy

The purpose of this policy, and the programs listed, is to work toward the prevention of substance abuse in the University community. Goals are to (1) present factual and accurate information regarding the dangers and hazards of drug and alcohol use, misuse and abuse; (2) offer recommendations for alternative behaviors; and (3) provide leadership in the dissemination of information. Through efforts in this area, the University wishes to encourage the creation of an educational environment for its students

conducive to making conscientious and healthy decisions when they are faced with the difficult choices associated with the use of legal and illegal drugs and alcohol and to provide a better working environment for the faculty and staff. Education efforts will be directed to all members of the University community: students, faculty and staff. It is the intention of the University to make drug and alcohol awareness and education an important part of the social and academic aspects of campus life.

In addition to the academic development of students, the University recognizes the importance of the health and safety of its students. To further enhance and improve opportunities for students in these areas, the University has developed the following policy and programs specifically related to substance abuse.

The University regards students as adults and as such expects them to take responsibility for their own actions. Many students are in an awkward position in that, for the most part, they are legally adults and have all of the rights and responsibilities thereof, except pertaining to the use of alcohol. The University is obligated to comply with State and Federal laws and to enforce rules and regulations adopted by the State Board of Education.

This policy is implemented for the purposes of enforcement and monitoring of the State Board of Education alcohol rule. The University cannot be responsible for the personal lives and decisions of students; however, if the use or abuse of alcohol threatens to cause disorder or danger to the members of the University community, others, or campus property, appropriate action will be taken. Enforcement and discipline shall be consistent and due process appropriate for the offense shall be applied in accordance with established University policies and procedures.

A. Rules and Regulations

Rules and regulations regarding drugs and alcohol are enumerated in the Student Code of Conduct; the section pertaining to drugs and alcohol is as follows:

1. Violations

- a. Possession or consumption of alcohol is prohibited on university property except as permitted in specified living quarters of persons of legal age (e.g., student apartments, but not individual residence hall rooms), and other areas designated by the President with the approval of the State Board of Education.
- b. Distribution of alcohol to a minor is prohibited.
- c. Possession of alcohol by a minor is prohibited.
- d. Possession or consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- e. If a student violates the Student Code of Conduct while under the influence of alcohol, this policy will also apply.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.

2. Enforcement

- a. All incidents of alcohol violations shall be reported to the Public Safety Office.
 - b. All reports of incidents involving alcohol will be forwarded to the Director of Student Life.
 - c. The Director of Student Life or their designee will be responsible for the following:
 1. Determining if an incident reported constitutes a violation of the University alcohol policy.
 2. Recording and tracking all students involved with alcohol violations.
 3. Notification of the criminal justice system, when warranted, of the behavior of an individual involved in an incident.
 4. Enforcing sanctions described.
3. Sanctions
- a. Minimum sanctions
The sanctions described are minimum sanctions and do not limit the disciplinary power of the University in any matter involving Code of Conduct violations.
 - b. Infractions and Mandatory Sanctions
 1. First infraction of the Academic Year.
Student must attend an alcohol education class and will be placed on university conduct probation.
 2. Second infraction in the Academic Year without injury or conduct likely to lead to injury.
Student is placed on disciplinary probation and, at the student's expense, must submit to a substance abuse evaluation administered by a qualified authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office.
 3. Second infraction in the Academic Year with injury or conduct likely to lead to injury. Student is placed on disciplinary probation, and, at the student's expense, must submit to a substance abuse evaluation performed by a recognized authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office. The Director of Student Life or their designee may share all records of the incident with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary.
 4. Third infraction in the Academic Year without injury or conduct likely to lead to injury. Student is suspended from the University for one academic semester.

5. Third infraction in the Academic Year with injury or conduct likely to lead to injury. Student is suspended from the University for at least one academic year and all records involving the incident may be shared with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary by the Director of Student Life or their designee.
- c. Recording Cycle for Violations is One Academic Year. The academic year begins the first day the residence halls open for the fall semester and will continue through the day prior to the residence halls opening for the next academic year.
- d. Right of Appeal. The student may appeal to the Director of Student Life or to the University Student Conduct Board. The procedure described in the Student Handbook will apply. On-campus residents who live in residence halls and who violate the alcohol policy in on-campus housing will be governed by the policy and appeals process described in the Standards of Residence.

Students who violate the Student Code of Conduct are subject to disciplinary action through the Residence Hall and/or the University Student Conduct Code. Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The University will attempt to help students who have a problem and wish to receive assistance in dealing with that problem. The University will not, however, condone illegal activity; continued violation of drug or alcohol policies may result in expulsion.

The University Counseling and Testing Services shall serve as the department for referral for treatment of substance abuse problems. Upon referral or voluntary contact, the Center will evaluate each situation and either provide counseling and treatment or refer students to other appropriate agencies.

To see the full policy in the Student Handbook go to page 20 of the [Student Handbook](#).

Smoke Free Policy

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy

environment in all communities.

- A. Smoking is prohibited on all property owned, leased or operated by Idaho State University (“University”). This consists of all buildings, including residence halls, all grounds, including exterior open spaces, parking lots, on-campus sidewalks, University-owned streets, driveways, athletic and practice facilities and recreational spaces; and in all University-owned or leased vehicles.
- B. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus.
- C. All University of University students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking on the campus will be informed and asked to stop.
- D. Violators of this policy may receive a written violation and warning for a first offense. A second violation will receive a \$35 fine and a third violation will receive a \$100 fine. Violators may be offered the option of community service in lieu of a fine, at the discretion of Public Safety. In addition, repeat offenders who are visitors may also receive a trespass citation; faculty and staff may be referred to their supervisor and students may be referred to Student Affairs for appropriate actions under this policy.
- E. Persons engaging in smoking and/or the use of Smoking Products in violation of this policy may be subject to the following:
 - 1. Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
 - 2. Employees will be referred to their supervisor and/or appointing authority for appropriate action.
 - 3. Contractors will be referred to their respective employers for appropriate action.
 - 4. Visitors will be required to leave the campus if they fail to conform to the policy when advised.
- F. Posted “No Smoking” signs shall not be obscured, removed, defaced, mutilated, or destroyed.
- G. The sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited on all university-owned and operated property and at university-sponsored events. Littering campus with remains of smoking products is prohibited.

To see the full Smoke Free Campus Policy ISUPP 2370 go to [Smoke Free](#).

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

- A. Academic dishonesty includes, but is not limited to, cheating and plagiarism.
- B. This policy applies to all forms of university educational activities, including but not limited to, classroom, lab and online formats.
- C. Instructors are encouraged to include specific information in the course syllabus on academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

Authority and Responsibilities

The Academic Dishonesty Policy is administered and supervised by Academic Affairs. Instructors are responsible for addressing suspected incidents of academic dishonesty within their respective courses. Deans serve as appellate officers when students challenge the findings and outcomes determined by instructors. Revisions and modifications to this policy are managed by the Office of the Provost and Vice President for Academic Affairs.

Definitions

- A. CHEATING is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work.

Cheating includes, but is not limited to:

1. Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.
3. Taking an examination in place of another person or arranging for someone else to take an examination in one's place.
4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
5. Fabricating information for any report or other academic exercise.
6. Fabricating or misrepresenting data.
7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken

the test. This includes using smartphones to photograph and transmit restricted test materials.

8. Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
9. Assisting another student without the instructor's permission.
10. Deceiving instructors or other university officials about academic work.
11. Altering grades on one's own or another student's work.
12. Offering money or other remuneration in exchange for a grade.

B. PLAGIARISM is defined as presenting or representing another person's words, ideas, data, or work as one's own.

Plagiarism includes, but is not limited to:

1. The exact duplication of another's work and the incorporation of a substantial or essential portion without appropriate citation.
2. The acts of appropriating creative works or substantial portions in such fields as art, music, and technology and presenting them as one's own.

The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations. Students should be aware that most instructors require certain forms of acknowledgement or references and may evaluate a project on the basis of proper form.

- C. ACADEMIC as used in this policy is synonymous with "scholastic" and refers to school-related endeavors, whether the school is vocational or academic.
- D. INSTRUCTOR/FACULTY MEMBER as used in this policy is defined as a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct, affiliate or visiting faculty.

To see the full Academic Integrity and Dishonesty Policy for Undergraduate Students Policy 4000 go to [Academic Integrity](#).

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at

the College of Technology. Refer to the Student Handbook Student Code of Conduct section, for additional information.

Idaho State University Student Handbook

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.

1. Students Rights and Responsibilities (page 4)
2. Withdrawal (page 6)
3. Academic Standing (page 10)
4. Petitions (page 16)
5. Sexual Harassment (page 18)
6. Student Complaints and Grievances (page 18)

isu.edu/StudentHandbook

Additional Idaho State University policies:

1. FERPA
 - isu.edu/ferpa
2. Title IX
 - isu.edu/titleIX
3. Satisfactory Academic Progress
 - isu.edu/satisfactory-academic-progress

VI. Idaho State University Resources and Services

Disability Services

Mission Statement

The mission of Disability Services (DS) is to increase equal opportunities and equal access to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.

Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).

Promotes a culture of self-advocacy, responsibility, and agency.

Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.

Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.

Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.

Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.

Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Accommodation of Students with Disabilities

A. Compliance and Services

The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. The ADA

extends civil rights protection for people with disabilities in matters that include transportation, public accommodations, accessibility, services provided by state and local government, telecommunication relay services, and employment in the private sector.

B. Idaho State University, in the spirit and letter of the law, will make every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. ISU will not discriminate in the recruitment, admission, or treatment of students or employees with disabilities.

C. Grievance Procedures

Students who feel they have been discriminated against based upon a disability and wish to file a grievance shall file such complaints with the Office of Equity and Inclusion. The investigation and grievance procedures established for acts of illegal discrimination shall apply

Contact Information

Disability Services; Division of Student Affairs

Rendezvous Complex, Room 125

921 South 8th Avenue, Stop 8121

Pocatello, ID 83209-8121

Phone: 208-282-3599

Fax: 208-282-4617

VP for ASL: 208-417-0620

Email: disabilityservices@isu.edu

Office of Equity & Inclusion

Mission Statement

The Office of Equity & Inclusion is committed to creating and maintaining a safe and respectful learning and working environment for all staff and students at Idaho State University by providing leadership, expertise and education in our mission to create an environment where all members of the ISU community can thrive.

[Our](#) webpage will detail the specifics of each of our areas of service to the campus community including:

- EEO policy and procedure
- Civil Rights including harassment and discrimination
- Title IX compliance
- Gender Resource Center
- Diversity Resource Center
- Training, workshops and events

Our helpful and friendly staff are available to work with any member of the university community. We look forward to serving you.

Contact Information

Office of Equity and Inclusion

Rendezvous Complex, Room 157
921 South 8th Avenue, Stop 8315
Pocatello, ID 83209-8315
Phone: 208-282-3964
Fax: 208-282-5829

Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

For more information on each topic, please use the links given.

1. Career Services
 - isu.edu/career
2. Commencement
 - isu.edu/graduation
3. Counseling and Testing Services
 - isu.edu/ctc
4. Disability Services

- isu.edu/disabilityservices
- 5. Health at ISU
 - isu.edu/health
- 6. Parking Services
 - isu.edu/parking
- 7. Student Resources
 - isu.edu/student-resources
- 8. Tutoring
 - isu.edu/tutoring

VII. Handbook Signature Form & Photography Consent Release



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Respiratory Therapy Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in promotional materials (brochures, pamphlets, flyers, etc).

If there are limitations, please check one of the following boxes:

- Photographs must be altered to ensure facial identity is hidden.
- Do NOT use my photo for promotional or educational use.

PRINTED NAME

DATE

SIGNATURE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

IX. Health Occupations Department Consent for Release of Information



**Idaho State
University**

**College of
Technology**

Respiratory Therapy Program

I hereby consent and give my permission to the faculty and staff of Idaho State University College of Technology Health Occupations Department to provide information, both oral and written, to prospective and future employers, both public and private; such information shall include but shall not be limited to records, grades, performance evaluations, observations, and any other information which might be pertinent to a prospective employer seeking to verify and evaluate my qualifications for a position. Once employed, my employer is allowed to complete evaluation information provided by the college and RT program that may reflect my current or past performance. I understand that I have the right to revoke this Consent for Release of Information at any time, but that I must do it in writing and that any such revocation will become effective only upon actual delivery to the Health Occupations Chair.

Student's Signature

Date

Student's Name (Print)

Bengal Card Number

XI. Medical History and Physical Examination



**Idaho State
University**

**College of
Technology**

Respiratory Therapy Program

College: _____ Department: _____
 921 South 8th Avenue, MS _____
 Pocatello, Idaho 83209- _____
 Program of Study _____
 Fax Number: _____ ATT: _____

STUDENTS PLEASE COMPLETE

BEFORE GOING TO YOUR PHYSICIAN FOR EXAMINATION

REPORT OF MEDICAL HISTORY

			M/F
Last Name	First	Middle	Sex

Home Address: Number & Street _____ City _____ State _____ Zip _____ Date of Birth _____

PERSONAL HISTORY

Please check those which **you have had or now have**

Have You Had	Yes	Date	Comments	Have You Had	Yes	Date	Comments
Head Injury with Unconsciousness				Tuberculosis			
High or Low – Blood Pressure				Heart Condition			
Back Problems				Jaundice			
Stomach, Intestinal, Gallbladder Trouble				Disease or Injury of Joints			
List All Operations: List All Current Medications:				Kidney Disorder			
				Allergy: Asthma			
				Hay Fever			

I hereby declare that I have no illnesses or emotional problems not discussed with my physician that will interfere with my enrollment in the program. I hereby grant permission for the information requested on this form to be released to the

_____ OF _____

Applicant's Signature

Date

PHYSICIAN PLEASE COMPLETE

REPORT OF HEALTH EVALUATION

BP Height Vision – Right 20/ Left 20/
 Pulse Weight Corrected – Right 20/ Left 20/

ARE THERE ANY ABNORMALITIES?	YES	NO	DESCRIBE
1. Head, Ears, Nose, or Throat			
2. Respiratory			
3. Cardiovascular			
4. Gastrointestinal			
5. Hernia			
6. Eyes			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatric			
11. Skin			

HEPATITIS B	INFLUENZA	MMR	Tdap	VARICELLA	TB
+ Positive Titer -Negative Titer Attach lab result	Yearly Vaccine August – March	2 documented doses OR proven serologic immunity to all three	Booster as an adult within the last 10 years	2 documented doses OR proven serologic immunity	Skin Test (PPD) Mm induration (>10mm is +) OR IGRA + or –
Negative titer requires further evaluation		Attach copy of vaccine administration record OR attach lab result	Attach copy of vaccine administration record	Attach copy of vaccine administration record OR attach lab result	Attach copy of document PPD mm reading or IGRA lab result If positive* CXR attach report from radiology
Please refer to ISU screening recommendations for details about serologic immunity, vaccines, and *TB screening					

Is the patient now under treatment for any medical or emotional condition? Yes _____ No _____

Does this person have any limitations regarding lifting and moving of people and or equipment?

Yes _____ No _____

In your opinion, does this applicant have the mental and physical health to meet the requirements of being an active and successful student in the _____ Department as well as for being employed professionally following graduation? Yes _____ No _____

Comments:

 Physician's Signature Date Address

 Print Name Phone

XI. Drug Screening Letter of Introduction

Please see the attached Idaho Workcare Drug Screening Letter of Introduction.



Idaho State University

Health Occupations

College of Technology
921 S. 8th Ave., Stop 8380, Pocatello, ID 83209-8380

ATTN: Sheri Kunkel

Phone: (208) 282-4370 Fax: (208) 282-3975

Letter of Introduction

Students will SELF-PAY at Collection Site

Failure to report to a collection site listed below, and provide results as instructed, before October 1, may be considered a refusal to test. Students are responsible to make appointments for testing as necessary. Please retain a copy of your results.

Program: **Respiratory Therapy** Date Scheduled: _____ Time: _____

Student Name: _____ ID#: _____

Reason for test:

Pre-Practicum
 Random
 Post-Accident
 Other: _____

Type:

Instant 10-Panel
 Breath Alcohol

Collection Facilities:

Idaho Falls	Blackfoot	Twin Falls	Rexburg
Legacy Health Partners 203 N Holmes Idaho Falls, ID 83401 (208) 522-2591	Ellis Chiropractic 512 W Judicial Blackfoot, ID 83221 (208) 782-9793	Canyon Springs Chiropractic 2167 Village Park Ave, #100 Twin Falls, ID 83301 (208) 737-1430	Orchard Chiropractic 160 E Valley River Dr. #3 Rexburg, ID 83440 (208) 656-8883

Other Collection Facilities

Meridian	Pocatello	Pocatello
Unity Health Center 745 S Progress Ave Meridian, ID 83401 (208) 895-6729 COST \$35	ISU Student Health Center 990 Cesar Chaves Ave Pocatello, ID 83209 (208) 282-2330 COST \$20	Portneuf Medical Center Work-Med 500 S 11 th Ave, #500 Pocatello, ID 83201 (208) 239-1940 COST \$38

Student: By signing below you are requesting that the testing facility release your results to Idaho State University College of Technology Health Occupations Department. This information will be used to determine your practicum eligibility. These results will be protected, and will only be shared with parties with an educational need to know as allowed by FERPA. By signing below, you agree to allow the testing facility to release this personal health information.

Student Signature: _____ Date: _____

All Testing SITES: If further testing is required, please contact ISU. A clear readable copy of this release and the screening results must be sent to: ATT: Sheri Kunkel at fax: (208) 282-3975, or email: kunksher@isu.edu
The Respiratory Therapy student is responsible to pay to have one Pre-Practicum, instant, 10-panel drug screen test completed at the contracted rate. A clear, readable, copy of this release and the screening results must be sent to: ATT: Sheri Kunkel at fax: (208) 282-3975, or email: kunksher@isu.edu

Collector Printed Name _____ Signature: _____

Date result sent to ISU: _____ Time sent to ISU: _____ Method: Fax/Email/Student

XII. Clinical Education Assumption of Risk



**Idaho State
University**

**College of
Technology**

Respiratory Therapy Program

Participation in clinical education, including clinical simulations in didactic (classroom) settings, is required by professional accreditation standards for health sciences programs. Participation in such activities, including any placement in a healthcare facility or clinical site (including hospitals, clinics, pharmacies, or other such entities) for the purpose of clinical education entails certain risks, including the risk of exposure to infectious diseases and other personal injuries. Similarly, there exists some level of risk in didactic settings. While every effort will be made to minimize risks to students, staff, and faculty, the elimination of all such risks is beyond the control of the program or university. Vaccination for many infectious diseases, including COVID-19, may be required by a healthcare facility for placement in clinical education. If unvaccinated, restrictions upon student activities by the program or site may be imposed. Placement at certain healthcare facilities or sites may be contingent on vaccination status and requirements may change without advanced notice. Educational opportunities missed due to lack of vaccination may delay graduation and/or result in additional educational expenses.

I freely and voluntarily accept the health risks and potential facility requirements described above to complete my clinical educational requirements. I also understand that COVID-19 vaccination is recommended, but not required by Idaho State University. I understand that COVID-19 vaccination may be required by some health facilities or clinical sites to participate in certain aspects of clinical education. If I choose NOT to be vaccinated for COVID-19, I may be required to adhere to additional guidance based on CDC recommendations. Before engaging in clinical education, please read, initial, and sign the following:

Initials

____1. I will not participate in clinical education if I exhibit any signs/symptoms of infection, including but not limited to: runny nose, fever, cough, shortness of breath, head or body aches, sore throat, loss of smell, or nausea/vomiting/diarrhea. If I exhibit any of these signs/symptoms, I will notify the appropriate person(s) at my clinical site and my designated program contact person for instructions.

____2. If I am exposed to COVID-19, and NOT [up to date](#) on COVID-19 vaccinations, I will immediately notify the appropriate person(s) at my clinical site and my designated program contact person and may be required to quarantine. I understand that required quarantine time will need to be made up to complete program requirements.

____3. I will comply with masking and physical distancing requirements, including on lunch, breaks, or when occupying shared workspaces. I will wear facial coverings in accordance with CDC, program, and health facility policy.

____4. I will comply with clinical site policies related to facial covering/glove wearing and handwashing and disinfecting procedures before and after all patient encounters and at other times as specified. I will complete any required infection control or personal protective equipment (PPE) training by my program or the clinical facility.

____5. I will follow all infection control guidelines, policies, and procedures of the clinical facility, program, and/or university. Such guidelines are subject to change as more information becomes available.

____6. I recognize the dangers to myself and others of acquiring infectious diseases during clinical education, including the possibility of health-related consequences of such diseases. I recognize that vaccination for COVID-19 and other infectious diseases is recommended to decrease the risk of these consequences.

____7. I have the right to feel safe during clinical education. I have the ability to talk to my clinical instructor regarding any concerns I may have related to breaches in infection control measures or public health recommendations at any clinical education site.

____8. I recognize I have the right not to participate in clinical education because of potential risks to myself and/or members of my household. I recognize that any missed clinical education time due to lack of participation will need to be made up to complete program requirements and may delay my graduation.

____9. If I test positive for COVID-19, I will notify my program's clinical coordinator and follow their instructions.

____10. I will follow all ISU or health facility-related screening requirements.

11. Vaccination status. Please initial one of the following and provide dates if applicable:

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccine. **Date(s):** _____

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccines, including being up to date with the recommended boosters. **Date(s):** _____, _____, _____

____ I have not received an FDA-approved COVID-19 vaccine, but will be fully vaccinated* within 6 weeks.

____ I will not be receiving an FDA-approved COVID-19 vaccine.

**Fully vaccinated means that you have met the vaccine recommendations included on the CDC webpage which is kept [up to date](#).*

Documenting Exemptions:

Students may request an exemption to a clinical facility or site's vaccination requirement for valid medical or religious reasons. If a student chooses not to be vaccinated for a medical or religious reason and seeks an exemption from the vaccination requirement imposed by a clinical site, further documentation may be required by the site. Some sites may facilitate the religious exemption request themselves and the student will need to complete the site's appropriate form. Other sites may ask the university to help facilitate this process. Decisions to accept an exemption request are generally up to the clinical site.

Medical exemption requests: Students should work with the ISU Office of Disability Services for disability accommodations. Students can fill out a [Student Request for Services Form](#) or call (208) 282-3599 (Pocatello), (208) 373-1723 (Meridian), or email disabilityservices@isu.edu. Upon the conclusion of the accommodation process, the Office of Disability Services will email a letter to the student with the decision of the medical exemption request for submission to any requesting clinical site.

Religious exemption requests: Students should work with the Office of Equity and Inclusion for a religious exemption request by completing the [Religious Exemption Request Form](#). The Office of Equity and Inclusion will email a letter to the student with the decision of the religious exemption request for submission to any requesting clinical site. Students can reach the Office of Equity and Inclusion at (208) 282-3964 or email taysshir@isu.edu to request the form.

Opt-out Guidelines:

In general, satisfactory progression through professional curricula requires that students complete clinical and didactic course requirements in the semester in which they are enrolled. Programmatic requirements are based on professional accreditation standards and licensing board requirements, and include clinical education activities. Should a student be unable to complete requirements due to illness or CDC-recommended isolation/quarantine, make-up work may be allowed if congruent with programmatic or university policies for other medically-related absences. Should a student choose not to complete any course or program requirement related to clinical education, the student is responsible for contacting the course instructor and providing a rationale for "opting out." Opt-out policies may vary between programs; students should contact their individual programs for specifics on process. Delays in progression and/or graduation may occur due to quarantine time and/or if a student chooses to opt-out of any aspect of required coursework or clinical education.

Student Signature

Date

Student Printed Name

This assumption of risk is in effective for the course of the program of study or until a new document is signed, whichever is greater.

Updated 5/17/23 CTO

Reviewed by ISU General Counsel

XIII. Document of Understanding



**Idaho State
University**

**College of
Technology**

Respiratory Therapy Program

I, _____ (print name), understand that the clinical component of the Respiratory Therapy Program has a variable schedule. The scheduling is subject to the availability of clinical preceptors and the operations of the respiratory care department. Clinical rotation hours vary and may begin as early as 5:00 AM in the morning, or start as late as 7:00 PM in the evening. Each shift can be for as many as twelve (12.5) continuous hours. Students may be scheduled anywhere from one (1) to three (3) days per week.

Clinical rotation days may be assigned any day of the week and are subject to change. Students may be assigned to any of our affiliated clinical sites. As part of our accreditation standards, students are expected to meet a minimum number of clinical hours while attending several different clinical sites. Good clinical experience, sites and clinical preceptors are precious resources and are to be treated accordingly.

The DCE may allow students to make clinical scheduling requests, but is not obligated to fulfill such requests. Consideration will be given for an emergency supported by verifiable documentation or other forms of proof (which is still subject to clinical site availability).

It is the sole responsibility of each student to arrange for transportation to and from clinical sites. It's also the student's responsibility to arrange childcare, personal, work, or employment schedules to ensure attendance for each scheduled clinical day. Students are expected to make-up any hours missed due to extreme weather, Holiday's, or any additional valid reason. In the event that a student cannot attend their scheduled clinical shift (for any legitimate emergency/verifiable reason), the student will be responsible for arranging the make-up of required hours with their assigned clinical site and must also seek the approval of the DCE.

Students must understand that missing scheduled clinical hours may jeopardize their ability to pass the course. A minimum number of clinical hours (see course syllabus/clinical handbook) and attendance is mandatory, to comply with accreditation and graduation requirements. Due to the rigorous demands of the Respiratory Therapy program, it is recommended that students do not work while attending this program (Part-time or PRN may be acceptable with above average gpa).

Background investigations, drug tests, and all applicable immunizations must be completed before any student may begin clinical rotations, this is the student's responsibility.

Signature of Student

Date

Witness Name and Signature

Date

XIV. Health Occupations Department Professional Email Etiquette Policy

Etiquette rules for communicating in the workplace. Below are some useful tips to use in your emails for years to come!

1. **Email Response:** Don't respond to an email when you are emotional! Take a step back, compose yourself, get outside advice, or sleep on it. You'll come back refreshed and with a clear mind, ready to craft a balanced and professional email without the emotions attached.

2. **Salutation:** A salutation is a professional greeting such as Dear *Name*, Greetings *Name*.
 - Never use words like "hate", or such greetings as, "Hey", "Howdy" or other slang.
 - When choosing a salutation, consider the audience. Your greeting sets the tone for your email, so choose it wisely.
 - Do not use first name only with an individual in a position of authority unless invited to do so. For example, you would address the President of the ISU as *President Satterlee*.

3. **Subject Line:**
 - Make sure your subject line is clear. In the event you have no subject line, the other person may not answer your email, or may take a long time to reply.
 - Appropriate subject lines give the theme of the email and gives the receiver an idea of the importance of your email. Make subject line as specific as possible. Invest an extra minute in a specific subject line, and it may make the difference between being ignored and answered quickly.
 - Most professionals receive numerous e-mail messages each day, yet they may have little time to respond. Many people prioritize answering e-mails based on the subject line. A blank subject line is not useful to the reader.

Here are a few examples of ineffective and effective subject lines:

Ineffective Subject lines

Effective Subject Lines

Question	Question about Application for XXX
Request	Recommendation Letter Request
Sick	Missing work due to illness
Meeting	Meeting with you for extra help with evaluations
Thank you	Thank you for your help in XXXX remediation
Late	Arriving late to work, arrive at 11:00am -1:00pm
Early	Leaving work at break 10:00am

4. **The message:** Follow a proper email format.

Keep it brief and to the point. It is wise to follow the correct email format:

- Subject line: describe what the email is about in a few words.
- Introduction: state purpose of the message, mention the recipient's name and add a proper greeting.
- Body: Write the main message and supply the necessary details. Always be courteous and kind. Use words such as, "Please" when asking for help and "Thank-you" when someone has given you the gift of their time. Always recognize when someone has taken time out of their day to help you.
- Conclusion: Close with a courteous statement. Include your name, surname, company name and sign-off.
- Avoid stream-of-consciousness messages. In other words, don't just write words as they come to you; read it from the recipient's perspective and edit accordingly before you click "send."

5. **Tone of email:**

a. **Watch your tone and be respectful. Here are some useful tips!**

Poor Tone: *"I tried to access the link to the XXXX database you recommended, but it won't go through! How am I supposed to complete this assignment?!"*

Professional Tone: *"Attached is the personal statement required for the XXXX application. I sent the personal information form and recommendations on May 4, so the submission should complete my file."*

Do not use phrases such as: "everyone is", "it's not just me". Emails should specifically address the question that **YOU** have. Please do not speak for everyone.

Do not use threatening language such as: *"if this is not addressed I will go to the Dean/VP"*

b. **When asking another faculty or staff member for a favor:**

Please remember that other faculty and staff have work to do, which takes priority. When you need some help or a favor from another faculty or staff, always ask first the other person, "Are you available on..." "Do you have time to help me with..."

c. **It is a good practice to acknowledge that you have received the email.**

"Thank you for your email." "Thank you for letting me know." "I will get back to you as soon as I can."

6. **Formatting and Other thoughts:**

- Use proper paragraphing or bullet points. Many writers make the mistake of lumping all the content of an e-mail message into one long paragraph. Short paragraphs or bullet points lend themselves well to skimming, a practice that most e-mail readers use.
- Add a space between paragraphs to provide a visual clue as to where a new

message starts.

• **Use Standard English. Text language is unacceptable.**

- Run a spell-check. In fact, consider writing important or lengthy messages in a word processing program. When you're satisfied with the draft, you can copy and paste it to the email program.
- Make sure that any attachments you intend to send are truly attached. Also, refer to the attachment in the message itself to alert the reader to its presence.
- E-mail is an excellent academic and professional tool you can use to your benefit. Extra time spent crafting effective e-mail messages is an investment in a practical and valuable communication skill.

**I acknowledge that I have read and understand the Email Etiquette Policy. If you have questions, please do not hesitate to seek clarification. **

Student Signature: _____

Date: _____

XV. Communicating in the Workplace

Proper Email Etiquette for Professionals

Additional rules for communicating in the workplace:

1. Proofread your emails.

The occasional spelling or grammar mistake is unavoidable. But if your emails are always littered with them, it is a problem: You look unprofessional and like you do not care about your job – not a good image to portray among colleagues.

2. Check that the recipient's name is spelled correctly.

Common names like Cathy or Sean can be spelled differently. Always check name spelling.

3. Use emojis sparingly.

It is far easier to say, "Do not use emojis – ever!" It saves you any trouble, even if it is okay to use emojis in certain circumstances. But realistically, this won't happen – and chances are you have probably already used them.

So here is a general take on emojis: If you use emojis in formal business emails, use the correct ones, use them sparingly, and use them only with people you know well.

4. Don't send emails over the weekend.

People need time to disconnect from work, so it's important to respect their time. Plus, you will want to set an example for how you want to be treated. If you do not want to receive emails about work during your Saturday afternoon barbecue, then don't send them to others off work hours **unless it is an emergency**. At which time, it should be followed by a phone call or text, so the person knows there is an email coming.

5. Timing.

Respond to emails promptly. In a perfect world, we respond to emails immediately. But busy schedules and cluttered inboxes means this is not always possible. A good rule to follow is to respond to emails within 12 hours. If you need more time to respond, let the person know you will get back to them at a later date.

Always acknowledge what the sender has sent and that the recipient received it.

6. Remember to set out-of-office messages.

Out-of-office messages are commonly used when people go on vacation. They also include a note informing people who they can contact for any urgent requests.

7. Always be kind.

Emails can be so easily forwarded to other people. Always be kind. If you are frustrated, take a moment, an hour, or however long before sending that email. Use words like "please" and "thank-you" and above all else, be kind.

Proper email etiquette will always be crucial because it orders our communication, improves efficiency, and makes us look professional. That is why we have rules like using proper salutations, replying promptly, and setting out-of-office replies.