

Millersville University
Program in Respiratory Therapy



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Program Description

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PROGRAM GOALS

STUDENT FEES & COSTS (

FINANCIAL AID

Millersville University Program in Respiratory Therapy students may be eligible for financial aid which may be arranged through the MU Office of Financial Aid at Millersville University, (717) 872-3026.

SAFETY AND SECURITY

It is the responsibility of the student to learn about the safety and security programs at UPMC Pinnacle Lancaster (refer to the Employee Handbook). The hospital has a zero violence policy. Students are expected to abide by this policy. The goal is to provide a safe and secure environment for patients, visitors and staff. Please notify a hospital associate immediately of any disruptive or violent behavior such as:

- Threatening or aggressive behavior
- Acts of violence on hospital property
- Disruptive behavior or disorderly conduct
- Stalking behavior or harassment
- Acts of intimidation

For immediate assistance call Ext. 122 or 291-8211.

PROFESSIONAL BEHAVIOR

Students admitted to the professional phase of the program are expected to follow guidelines for professional behavior. Students are expected to show professional behavior with or in front of patients/families, members of the health care team, faculty and administration, staff and other students. The following are regarded as guidelines for professional behavior:

DISPLAYING HONESTY AND INTEGRITY

- Being fair and truthful, meeting commitments
- Never misrepresents or falsifies information or actions
- Does not engage in unethical behavior
- Consistently regards the highest standards of behavior

SHOWING RESPECT FOR PATIENTS, FAMILIES AND OTHERS

- Makes appropriate attempts to establish rapport with patient/families
- Demonstrates sensitivity to patients or families feelings, needs or wishes
- Nondiscriminatory, shows cultural diversity
- Shows compassion and empathy, respect for patient autonomy
- Maintains patient confidentiality

MAINTAINING A PROFESSIONAL ATTITUDE

- Accepts responsibility in completing assigned tasks in a timely fashion, takes on responsibilities willingly
- Does not need reminders about academic responsibilities or patient care responsibilities in order to complete them
- Accepts constructive criticism in a non-resistant, non-defensive manner
- Accepts responsibility for failure or errors, no excuses
- Maintains a professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry
- Is not arrogant or insolent
- Demonstrates accountability and dependability academically and in patient care
- Aware of own abilities and knowledge, works within range of own capabilities
- Recognizes own limits and when to seek assistance
- Demonstrates a commitment to providing high quality health care through

CURRICULUM

SUMMER SESSION

CREDITS

BILLING

GRADING

The didactic and clinical standing of a student in every subject will be reported as:

% Range Letter Range Num. Grade % Range

SCHEDULES

Students will receive schedules 2 weeks prior to the start of the following semester.

Class, lab and clinical schedules are subject to change.

The Millersville University Program in Respiratory Therapy Academic Calendar represents the 19-month program. Students will be in class, lab or clinical during this time and should not schedule vacations or time out during this time. Most of the month August is free time for all students.

EXAMINATION POLICY

1. If a student's course average falls below 1.0 (63%) at any time, he/she will be issued a warning from the Program Director. Should the student earn less than a 1.0 course average, he/she may retake one exam (see retake policy).
2. Missed quizzes or examinations will be given at the discretion of the course instructor.
3. Scoring a passing grade on comprehensive final exams is a course completion requirement for RESP 461, 463 and 464 (see retake policy).
4. Cheating is damaging to the morale of the class and is inconsistent with proper conduct of a health care professional. If cheating is discovered, the student(s) involved will be subject to dismissal from the program.
5. Skills Lab – the student must pass the skills lab exams and competency sheets prior to participating in the corresponding clinical practice. In the event a student fails a skills lab exam or lab competency check off, he/she will be given a second opportunity to pass the exam or competency for that skills lab. Failure to pass the exam or competency will result in placing the student on clinical probation (Refer to probation policies on p.15). The grade on the first exam attempt or competency check will be reported for that skills lab. A minimum score of 63% is passing.

RETAKE POLICY

In the event a student earns less than a 1.0 (63%) average in any academic course, the student has the right to request a comprehensive retake examination. The following actions will be taken:

The examination will be given within one week of notification of final course grades.

When retaking a comprehensive course exam, a score of 74.5% must be earned, however, a minimum passing score (63%) will be used to compute the course average.

Scoring less than 74.5% on a course retake examination will result in dismissal.

2. Students who are not allowed to continue in the program may, at the discretion of the Program Dogram

5. The Appeal Board will hear the testimony of the program representative and that of the appealing student, and return a decision on the matter, which will be considered **final**.
6. Records of all correspondence and events relative to the appeal shall become a part of the student's permanent record.
7. Any student who wishes to submit an appeal for didactic reasons may continue to attend classes after the appeal has been received by the Program Director.
8. Any student who wishes to submit an appeal for clinical reasons may continue in the **didactic program only** after the appeal has been received by the Program Director.

INCLEMENT WEATHER POLICY

Should extreme weather conditions warrant the suspension of scheduled program activities, the following will occur:

1. One hour before a scheduled class, a notification of school closing or delay will be posted as "Millersville University" on WGAL TV8 or www.wgal.com. See also the MU Homepage: <http://www.millersville.edu/index.php>.
2. A decision to release a group from clinical practice will be made by the instructor in charge in consultation with the Director of Clinical Education. Call (717) 291-8324.
3. Decisions to cancel classes or laboratory sessions are made by the instructor involved in consultation with the Program Director. Call (717) 291-8457.

STUDENT RECORDS

Clinical practice records will be kept by the student. It is the student's responsibility to see that this clinical record book is kept up to date and is reviewed by a clinical instructor.

A file for each student will be kept in the program office. All student records are the property of the Program in Respiratory Therapy, and will be made available to the student for review in the program office by appointment only.

Course examinations will be collected by the instructor after reviewing the material. Each student's examinations will be available for the student to review during the semester in the program office. Exams are not permitted to leave the classroom or program office. At the end of each semester, after final grades have been submitted, all exams for the semester will be destroyed.

