



**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE



**STUDENT  
HANDBOOK  
POLICY AND PROCEDURES**

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## **PROGRAM GOAL**

The department of Respiratory Care strives to provide every student with a quality education leading towards successful career opportunities while providing the hospitals with competent reliable employees. We stress the importance of working as a team to provide the best patient care balanced with a humanistic approach to student and patient needs. The general education and respiratory care curriculum are structured in accordance with the expectations of the professional community, the national credentialing board and the national accrediting agencies. Coordination between classroom, laboratory, and clinical instruction of the program is used to insure competency in all areas of study.

The program standards are reviewed by the Committee on Accreditation for Respiratory Care (CoARC). Advisory committee input, community needs, NBRC entry level examination results, advanced practitioner exam results, NWCC policies, hospital and adjunct faculty evaluations and expectations as well as the medical director's observations are also used to evaluate the program's ongoing progress toward its goal.

## **PROGRAM REQUIREMENTS FOR ADMISSION**

Admission to the program is on a competitive basis. Meeting minimum admission requirements does not guarantee admission into the program. Minimum admissions requirements include:

1. ACT composite score of 18,
2. Completion of the pre-requisites Anatomy and Physiology (and labs) I and II with a "C" or better,
3. Completion of the application process,
4. 8 hours of observation of a respiratory therapist and completion of the log sheet,
5. Minimum college GPA of 2.0,
6. To transfer from another respiratory program, the student must meet the minimum requirements as well as those stated in the catalog for transfer students and have a letter of recommendation sent from their previous program director.

\*Science courses older than five year may have to be repeated.

\*\*Preference is given to Mississippi residents as well as those who have taken the prerequisites at NWCC.

## **STUDENT RESPONSIBILITIES**

### **ADA/Student Disabilities**

If you are disabled student please notify the instructor and you will be referred to the Disabled Student Officer. It is your responsibility to notify the instructor of any

reasonable accommodations that you need and follow through with utilizing these accommodations.

## **ATTENDANCE POLICY**

### **NWCC ATTENDANCE POLICY**

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times when students must miss classes, but regardless of the nature of the absences the college policy holds that students must not miss the equivalent of 2 weeks of class. Students are expected to be prompt for class. A student is counted absent if he or she misses more than 10 minutes of a class meeting (being late or leaving early). Three occurrences of tardiness will be counted as an absence. If a student's absences exceed the number of the scheduled class meetings that student will be withdrawn from the class and a grade of an "F". Withdrawal from school either total or partial does not change the "F" once the student has failed out of the class. Particular policies and procedures on absences and makeup work are established for each class and are announced at the beginning of the term. Each student is directly responsible to the individual instructor for making up work missed. It is the student's responsibility to get the missed lecture and/or assignments from another student. A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, consult the Bulletin. Clinical attendance policies are included below.

## **MISSED WORK**

You are responsible for obtaining any material you missed and completing your assignments on their due date.

## **CLINICAL ATTENDANCE POLICY**

During your clinical rotations you are expected to arrive at your scheduled sites on time each day.

Definitions:

1. **TARDY** -arriving at the clinical site later than your scheduled time  
An accumulation of three(tardy/leave early) occurrences in any combination equal one absent day and all absence day policies will apply.
2. **LEAVE EARLY** -leaving the clinical site prior to your scheduled time
3. **ABSENCE** -not attending your scheduled site for more than 5 hours of the day; OR failure to complete your entire assignment.
4. **UNEXCUSED ABSENCE**
  - a. No call no show at a clinical site,
  - b. Calling the site less than 1 hour prior to your scheduled time to report your absence,
  - c. Not calling the clinical director one hour prior to report your absence.

\*\*\*Always make sure you get a name when calling in to clinical site to report your absence this will enable you to verify your call.

5. EMERGENCY DAY an absence used for an emergency day.

Each student will have two days per semester, which can be used for unexpected emergencies, documentation of an emergency may be requested upon return to class or clinical. NOTE: emergency day absences are still clinical absences and ALL PROPER NOTIFICATION must be given to both clinical site and clinical director to avoid disciplinary action.

### ABSENCE AND CLINICAL GRADE POLICY

1<sup>st</sup> absent day = emergency day

2<sup>nd</sup> absent day = emergency day

3<sup>rd</sup> absent day = a disciplinary report and reduction of the final grade by one letter grade

4<sup>th</sup> absent day = a disciplinary report and reduction of the final grade by an additional grade

5<sup>th</sup> absent day = a disciplinary report and possible dismissal of the program

\*\*see grading policy for additional requirements to receive corresponding grade

### GRADING POLICY FOR CLINICALS

#### A (100-93)

1. No more than 2 absences,
2. Complete all required independent study questions, assignments, and objectives,
3. Complete 20 critical care sheets/patient care sheets depending on the clinical semesters and be handed in by the deadline presented to you by the clinical director at the beginning of each semester,
4. Completed appropriate section of clinical book.

#### B (92-84)

1. No more than 2 absences,
2. Complete all required independent study questions, assignments, and objectives,
3. Complete 15 critical care sheets/patient care sheets depending on the clinical semesters and be handed in by the deadline presented to you by the clinical director at the beginning of each semester,
4. Completed appropriate section of clinical book.

#### C( 83-75)

1. No more than 2 absence,
2. Complete all required independent study questions, assignments, and objectives,
3. Complete 10 critical care sheets/patient care sheets depending on the clinical semesters and be handed in by the deadline presented to you by the clinical director at the beginning of each semester,
4. Completed appropriate section of clinical book.

\*\*summer session has a different amount of requirements due to shorten clinical rotation

**CLINICALS DAYS MISSED AFTER THE 2 ALLOWED EMERGENCY DAYS WILL NEED TO BE MADE UP IN ADDITIONAL CLINICAL TIME OR ADDITIONAL WORK. THE METHOD OF MAKING UP THE DAYS MISSED WILL BE DETERMINED BOTH BY THE PROGRAM DIRECTOR AND THE CLINICAL DIRECTOR. FOR DAYS MISSED AFTER 3 YOU WILL NEED TO BRING IN PROPER DOCUMENTATION.**

You are highly encouraged to not miss more than the 2 days.

### **COUNSELING AND DISCIPLINARY REPORT**

Three counseling/disciplinary reports written on a student for attendance or any of the clinical conduct items listed on the report will result from **dismissal** from the program. At clinical sites any action deemed inappropriate or dangerous to the patient or patient's family may result in **dismissal** from the program.

A disciplinary report will be given on the **first offense** of any of the following:

- a. unexcused clinical absence,
- b. dishonesty,
- c. violation/safety rules,
- d. destruction of property,
- e. unethical/illegal behavior,
- f. leaving without permission,
- g. no call/no show (must call **both** clinical director and clinical facility).

Three counseling/disciplinary reports in one semester will result in the student being dismissed from the program. Extenuating circumstances will need to be presented to a disciplinary board by the student at time set by the program and clinical director.

### **CHAIN OF COMMAND**

You are preparing to enter the workforce and now is a good time to begin to utilize a chain of command. We are very interested and concerned about your education and you to have a smooth and enjoyable journey through the next two years. Please discuss the problem with the person you have the issue with, if they are unaware they can not help find a solution. Please keep the clinical director and/or program director informed when there is a problem. If we do not know we can not help the situation. Please refer to the student handbook for the NWCC student grievance policy.

### **CLINICAL MATERIALS**

Each student will be responsible for acquiring and bringing the following items to the clinical site or classroom each day.

1. Stethoscope,
2. watch with a second hand,
3. light weight pocket calculator,
4. small pocket scissors(suggested),
5. books, notebooks, pens, clinical book etc.,
6. scrubs and appropriate shoes (pant, top and jacket).

#### **ITEMS AND ACTIONS NOT ALLOWED IN CLINICAL OR CLASSROOM INCLUDE**

1. cell phones,
2. personal computers,
3. tobacco products,
4. excessive jewelry,
5. excessive smell of smoke, perfumes or strong hair products.

#### **CODE OF CONDUCT**

All students are expected to follow all policies and procedures at each hospital and act with the utmost professionalism at all times. Anything less will not be tolerated. If any hospital staff feels you are not acting professionally they will council you on this matter and you will receive a counseling report. If you do not correct your behavior you will be asked to leave for the day and receive an absence. If you continue such behavior you will be dismissed from that clinical site and be given an additional disciplinary form. Loss of two clinical sites will result in dismissal from the program.

Unprofessional actions include but are not limited to:

1. lack of interest,
2. tardiness,
3. leaving early,
4. failure to follow dress code,
5. failure to be prepared for your rotation.

#### **DISHONESTY**

Any student suspected of dishonesty will be sent to the Dean and before the board with program recommendation to expel them. See the NWCC bulletin for this policy.

#### **COMPREHENSIVE COURSE/PROGRAM WORK**

The respiratory material must be mastered to a degree that is understood for the individual student so that he/she can recall the information for future test. Once the information is taught at any point in the program the student could be retested on any future test, clinical site, or class.

## **EXAM FOR PROGRAM COMPLETION**

Each student will be required to take and pass mock NBRC test before they can graduate. The cost of these exams are the student's responsibility.

## **COURSE FAILURE AND/OR PROGRAM DISMISSAL**

**YOU MUST MAINTAIN SATISFACTORY GRADES TO REMAIN IN THE PROGRAM.**

If your GPA falls below a 2.0 or if you make below a "C" in any respiratory or science course that is in the curriculum you will fail out of the program and the following will apply:

1. 1<sup>st</sup> time failure-----the student will be asked to meet with the program director and clinical director to determine what the student needs to repeat and if continuation in the program the next year is an appropriate choice.
2. 2<sup>nd</sup> time failure----student must reapply to an admission committee composed of Administration and counseling staff. Upon readmission they would be required to start from the beginning of the curriculum.

\*\*Dismissal can result from an accumulation of disciplinary forms.

\*\*Students will be working in an environment where patients' lives are in the balance. Any action deemed inappropriate or dangerous to the patient may result in dismissal from the program.

## **EXTENUATING CIRCUMSTANCES POLICY**

If after receiving a disciplinary report stating dismissal from the program the student feels that extenuating circumstances should be considered the student can appeal. The student will have a maximum of three business days to submit the appeal. The student will receive a written decision within seven days after submission. The dean will appoint a committee outside the department to review appeals.

## **DRESS CODE AND CLINICAL ATTIRE**

1. Approved blue scrubs must be worn during clinicals and any other hospital function. The scrubs are to be hemmed and not be low riding.
2. T-shirts or turtlenecks worn under scrub tops may not have any lettering, logos, or designs visible and must be clean in appearance and smells. These undershirts must be white in color.
3. The student is responsible for purchasing a white lab coat or scrub coat with the NWCC patch on the left shoulder. The lab coat should be cleaned and ironed at all times.
4. Shoes should be white leather without colored stripes. No high tops allowed.
5. Students should display a professional appearance in dress and grooming while in the clinical rotation. Tattoos should be covered. Piercing should be appropriate and limited to ears.
6. Students should refrain from using any scented personal grooming products.



7. Jewelry should be kept to a minimum. No dangling or large jewelry.
  8. Fingernails should be kept groomed, unpolished and short during clinicals.
  9. Long hair must be worn out of the face.
- \*\* If the student is out of uniform or violates a dress code she/he will be sent home and counted absent for the day. A disciplinary report will also be given to the student.

## **DRUG POLICY**

All students must agree to abide by the NWCC drug policy. Students are required to pass a drug test before clinicals and are subject to drug testing anytime during the program.

## **IDENTIFICATION**

1. NWCC patch will be worn on the left sleeve of the lab coat/scrub top. These patches will not be allowed to be faded or not sewn on properly.
2. The student must wear their college ID at all times during clinicals.

## NWCC FACULTY AND CLINICAL SITE CONTACTS

### **PROGRAM DIRECTOR**

Debra Lenox  
Cell 901-497-2693  
Office 662-280-6151

### **CLINICAL DIRECTOR**

Tessa McMinn  
Cell 662-209-7421  
Office 662-280-6155

### **CLINICAL INSTRUCTORS**

**Tarnice Christopher 901-230-3202**  
**Jenice Robinson 901-498-0358**  
**Jessica Holloway 662-216-6773**

**Kirk Glover 901-687-8247**  
**Chelsa Brinkman 901-336-2054**

### **CLINICAL SITES**

#### **BAPTIST MEMPHIS**

Lead Therapist 901-772-4972

#### **BAPTIST DESOTO**

Lead Therapist 662-232-8178

#### **BAPTIST RESTORATIVE CARE**

Renee Hackney 901-226-0738

#### **LEBONHEUR CHILDRENS HOSPITAL**

Lead Therapist 901-287-6169

#### **LEBONHEUR CHILDRENS HOSPITAL SLEEP CENTER**

John Seaton 901-287-7875

#### **BAPTIST HOME CARE**

Amy Adams 901-22-2218

#### **METHODIST UNIVERSITY**

Lead Therapist 901-516-8061

#### **METHODIST UNIVERISTY XRAY**

901-516-2306

#### **ST FRANCIS**

Lead Therapist 901-765-3381  
Loretta Johnson 901-765-2228

#### **ST JUDE**

Respiratory Department 901-595-3673  
PFT 901-595-3365 | EKG 901595-3620

## THE FOLLOWING ARE THE STUDENTS RESPONSIBILITY FOR PURCHASING:

### 1. DRUG SCREEN/BACKGROUND CHECK

Clinical sites require each student to have a drug screen and background check. Should the student fail either you will be dismissed from the program. Readmission will be based on a committee recommendation and a current negative test.

### 2. IMMUNIZATIONS

Immunizations must be up to date for your safety and the patients' safety.

### 3. INSURANCE

Professional liability insurance shall be obtained by the student. The school, hospital, agency, or supervisor(s) is not responsible for any accidents that may occur. Failure to maintain insurance will result in the student being sent home until the insurance is valid. Those missed days will be counted as clinical absences. Attendance policy will apply and disciplinary report will be issued.

### 4. PERSONAL HEALTH/ACCIDENT INSURANCE

It is the student's responsibility to have the appropriate personal insurance and maintaining that coverage until graduation. Should illness, injury, or exposure to blood borne pathogens occur you will be sent to the emergency department at your cost. The school or clinical facility is not responsible.

## MISSED TESTS AND LATE WORK

There will be **NO** makeup tests or work. If a test is missed the final exam grade will be substituted for the missed test or work. Any missed test after the first will be counted as a zero. Medical emergencies during an exam must be verified and addressed by a committee.

## STUDENT RESPONSIBILITY AND HANDBOOK

The student is responsible for the information in the NWCC bulletin and student handbook. If you do not have a copy it is your responsibility to attain one.

## ADDITIONAL COSTS

**\*\*\*These occur during the second semester of your second year\*\*\***

- 1. Kettering seminar ( approx. \$325.00) (mandatory)**
- 2. Online exam practice test (approx. \$50.00)**
- 3. MS and TN license (approx. \$200 - \$300)**
- 4. NBRC fees for exams (approx. \$250-\$450)**

**\*\*\*These are approximate figures and can change. This is to allow you to plan for upcoming costs. We highly recommend that you begin to budget for the last semester immediately.**

**\*\*\*\*revised November 2018**

## REMEDICATION FOR STUDENTS

Remediation is offered for students who are deemed to be “at risk” upon entering the Respiratory Care Program. The “at risk” students will include **but are not limited to** any disability that may have a negative effect on student outcome while in the program.

- Students lacking test taking skills
- Students lacking reading or mathematic skills
- Students with any learning or physical disability

These students have the opportunity to contact Disability services and/or have an opportunity to contact tutors/math lab for additional help.