



Respiratory Therapy Program

Student Handbook

2020-2021

Thompson Rivers University is located on the Tk'emlúps the Secwepemc territory that is situated in the Southern interior of British Columbia within the unceded traditional lands of the Secwepemc Nation

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RESPIRATORY THERAPY PROGRAM

WELCOME

On behalf of the faculty and staff, I wish to welcome you to the Respiratory Therapy Program at Thompson Rivers University (TRU). This intensive program will prepare you to become a vital member of the health care team. You may choose to work within the hospital or community settings alongside physicians, nurses, medical imaging technicians, physiotherapists and many other members of this team. Patient care demands effective teamwork, communication skills and collaboration.

This program will require strong personal commitment and organization from yourself, as it does from the faculty and staff who work within the program.

If you ever have any questions, please feel free to ask at any time.

All the best during your course of studies!

Sincerely,



Mike Lemphers
Chairperson
Allied Health Department

OVERVIEW OF RESPIRATORY THERAPY PROGRAM

Program Goal

The goal of the Respiratory Therapy Program at Thompson Rivers University is to prepare our graduates to successfully enter and meet the challenges of the Respiratory Therapy profession. To accomplish this, the faculty endeavour to provide the graduates with the skills and knowledge they require, as stated in the National Competency Framework for the Profession of Respiratory Therapy. Our philosophy is to facilitate the development of critical thinking and foster life-long learning skills.

Chairperson, Allied Health Department

Mike Lemphers, R.R.T., M.A, F.C.S.R.T

Academic Coordinator

Heather Noyes, R.R.T., I.D., BHSc., M.Ed.

Clinical Coordinator

Mike Lemphers, R.R.T., M.A, F.C.S.R.T

BHSc Advisor

David Sheets, R.R.T., I.D., M.A.

Faculty

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Laboratory Technician: Janine Rostron, RRT

Program Assistant: Tara Langley

Clinical Site Coordinators

Jonathon To, BSc, R.R.T., B.C. Children's Hospital (BCCH)

Cassie Robertson, R.R.T., BHSc, BC Children's Hospital (BCCH)

Lauren Gilowski, R.R.T, BHSc, MEd (in progress), Vancouver General Hospital (VGH)

Tina Hsu, R.R.T, BHSc, Vancouver General Hospital (VGH)

Iliana Musinova, BHSc., R.R.T., Vancouver General Hospital (VGH)

Hannah Tighe, R.R.T., St. Paul's Hospital (SPH)

Mitchell McRae, R.R.T., BHSc, Royal Columbian Hospital (RCH)

Kiran Rai, R.R.T, Surrey Memorial Hospital (SMH)

Matthew Smith, R.R.T, BHSc, Surrey Memorial Hospital (SMH)

Corry Gelling, R.R.T., Victoria General & Royal Jubilee Hospitals (VIH)

Dennis Dekleva, R.R.T., Kelowna General Hospital (KGH)

Lindsay Wetterstrand, R.R.T., BHSc, Royal Inland Hospital (RIH)

Respiratory Therapy Program Administration

The day-to-day administration of the RT Program is the responsibility of the Program Chairperson (Mike Lemphers), who reports to the Dean for the Faculty of Science. The Chairperson ensures that educational standards are maintained within the program.

Academic advising for 1st and 2nd year diploma courses is the responsibility of the Academic Coordinator. If you require advising for courses pertaining to 1st and 2nd year diploma, please email Heather Noyes (hnoyes@tru.ca).

If you require academic advising and/or program plan development for the Dual credential program (RT Diploma and BHSc degree), please email Dave Sheets (dsheets@tru.ca). BHSc program plan needs to be completed and approved as part of BHSc degree admission.

Mike Lemphers is responsible for coordination of the Clinical year. If you have any specific questions about clinical year, please contact Mike (mlemphers@tru.ca).

Communication Lines within the Respiratory Therapy Program

There are certain lines of communication that students are expected to follow throughout their time in the RT Program, whether it be for clarification or resolution purposes. Foremost, if there are concerns relating to course content, teaching methods, fairness, or marking that need to be clarified or resolved, it is important that the student first communicate with the faculty member directly involved, either by speaking with the faculty, emailing, or writing a letter. If the first line of communication does not appear to clarify or resolve the concerns, then the student is advised to communicate to the Chairperson of the department, who will deal with this concern appropriately.

Students are asked to communicate with their instructors if they expect to be absent from class/lab for an extended period of time. Even if one lab is missed, it is appreciated if the student notifies one of the faculty teaching in the lab. If the student prefers to let only one instructor know of their absence, they then can give the instructor permission to notify all their other instructors. Communication within the program is best accomplished via email. Students should NOT communicate to faculty via their personal email addresses, but use their myTRU email address. If students prefer to have their myTRU emails redirected to their personal email addresses then please review the steps shown on the following pdf:

http://www.tru.ca/_shared/assets/student-redirect-mail32406.pdf

In the clinical year, the student should communicate all clinical concerns to their Clinical Site Coordinator. If the student is not comfortable with this, then communication with the Clinical Coordinator, Mike Lemphers, should occur.

Transfer Credits or Advanced Credits

Students entering the program will be assessed for transfer credits for previous post-secondary educational credits prior to the end of August. However, if a transfer credit has not been given and a student thinks they should have received a transfer credit, then please contact the Academic Coordinator during the 1st two weeks of classes of the respective semester. You may be required to submit a detailed course outline of the course you are wanting transfer credits applied. If a student was registered and paid for a course for which they have received transfer credits, they will be reimbursed the tuition costs if transfer credit is assessed before the course withdrawal/drop date (date can be found in the Academic Calendar). Please refer to the [Transfer Credit FAQs](#) for further information.

Counselling

Faculty in the Respiratory Therapy Program are available for educational advising about the program. Please keep an open line of communication with the faculty and make an appointment to discuss any issues or questions that you have. The faculty strongly advise students to communicate with them for periodic perception checks on their progress in their courses.

There are full-time counsellors at TRU providing personal, course and career counselling. There are drop-in times available for emergency appointments. Visits to TRU counsellors are voluntary and confidential in nature and are designed to help students work out their own solutions for academic, vocational, social or personal problems. If you require counselling, do not delay in [booking an appointment](#) and seeking help.

Other counselling services in Kamloops:

- Mental Health & Substance Abuse office 250-377-6500
- 24 hour Crisis Line 1-800-668-6868

Study Rooms (these spaces may not be available in fall semester due to COVID-19 precautions)

- OM1201 and OM1219 available for “quiet” study:
Monday to Thursday - 5:00 pm to 8:00 am
Friday – 5:00 pm until 8:00 am Monday
Saturday and Sunday – 24 hours
- TRUSU in the Independent Centre
You can contact TRUSU about booking a room in the Independent Centre at: <http://trusu.ca/services/club/space/>
- Main Library and House of Learning (HOL) have rooms set aside for group study.
TRU Library group study rooms can be booked online at: <https://tru.libcal.com/reserve/main> or call 250-828-5300.

Diploma Program Costs

Students enrolled in the Respiratory Therapy **Diploma** Program can expect the following costs during the three year program. It is suggested that students take the following costs into consideration when applying for student loans. A list of the textbooks required for the diploma program is listed in Appendix 1, Program Resources.

Note: The Dual credential option of the RT program typically requires one more academic year, and therefore another year's cost needs to be considered.

First Year

| | | |
|-------------------------|-----------|---|
| Tuition & Fees | \$6000.00 | <i>approximately</i> |
| Extended Medical/Dental | \$248.00 | |
| Books & Manuals | \$1000.00 | <i>approximately</i> |
| Lab Coat (optional) | \$15.00 | |
| B.C.S.R.T. Fees | \$30.00 | <i>(does not need to be paid in year 1, but if it is, the remaining 2 years are free)</i> |
| C.S.R.T. Membership | \$100.00 | <i>(includes 3 year membership, diploma, gold pin)</i> |

Second Year & Preclinical Year Costs

| | | |
|-------------------------|---|----------------------|
| Tuition & Fees | \$6000.00 | <i>approximately</i> |
| Extended Medical/Dental | \$248.00 | |
| Books & Supplies | \$1,500.00 | <i>approximately</i> |
| Stethoscope | \$135.00 | <i>see next page</i> |
| Scrubs | \$40.00/set | <i>see next page</i> |
| CPR Re-certification | \$60-100 | |
| Mask Fit | \$35.00 | |
| TB Skin Test (update) | \$55.00 | |
| B.C.S.R.T. Fees | free, if paid in 1 st year otherwise \$30. | |

Clinical Year

| | | |
|--------------------------------------|---|----------------------|
| Tuition & Fees | \$7235.00 | <i>approximately</i> |
| C.B.R.C. National Certification Exam | \$900.00 | <i>approximately</i> |
| B.C.S.R.T. | free, if paid in 1 st year otherwise \$30. | |
| Dental and Health Plan * (optional) | 248.00 | |

*Note: In order to be enrolled in the extended Dental and Health plan, you must **OPT IN**.

Students should note that they are responsible for their own accommodation during all years of the Respiratory Therapy Program, as well as re-location costs incurred in clinical year.

Supplies needed for labs: 2nd year diploma/degree students.

- **Stethoscope:** there are two types available in the Bookstore (Littman and MDF)
- **Scrubs** (at least one set for 1st/2nd yr, 3 sets for clinical): **very dark blue**

Curriculum

The Respiratory Therapy Program is designed to meet the objectives outlined in the C.S.R.T National Competency Framework (NCF). Students will learn through a series of related activities in the classroom, laboratory and affiliated hospitals. The activities selected by the faculty, which are directed towards meeting the program requirements, consist of lectures, demonstrations, laboratory experiments, simulations, discussion, clinical applications, observational visits and self-directed studies.

Students are assisted with and encouraged to develop a logical approach to their studies and to the practical application of this knowledge. The theoretical aspects of the course are reinforced with practical experience both in the laboratory and/or clinical setting. The student will acquire an understanding of principal underlying causes and effects, and a problem-solving approach to theory and practical experiences. We strongly encourage students to form study groups, as working in groups tends to increase student success.

The first and second year of the diploma program (1, 2 and 3 year of degree program) are designed primarily for theory and practical applications of the theory in the laboratory. Observational rotations (4-8 hours in total) will be required during the first year to one or more hospitals with RT departments. The 2nd /3rd year students will spend a good portion of their lab time in the Simulations (SIMS) lab, as well, there will be clinical time available during the week prior to and during Reading Week. The clinical year is conducted at TRU-affiliated hospitals where the student applies the theoretical knowledge and develops competency in clinical techniques.

Diploma Program Course Requirements

| <u>First Year</u> | <u># of Credits</u> | |
|-------------------|---------------------|---|
| BIOL 1592/1692 | 3/3 | Human Biology-Anatomy and Physiology 1 & 2 |
| CMNS 1810/2290* | 3/3 | Communications English for Respiratory Therapists |
| STAT 1200* | 3 | Introduction to Statistics |
| PHYS 1580 | 3 | Physics for Respiratory Therapists |
| RESP 1650 | 3 | Introduction to Mechanical Ventilation |
| RESP 1580 | 3 | Principles and Application of RT Equipment 1 |
| RESP 1680 | 3 | Principles and Application of RT Equipment 2 |
| RESP 1690 | 3 | Cardiopulmonary Anatomy & Physiology |
| RESP 2720 | 3 | Professional Issues in Health Care |
| RESP 2510 | 3 | Pharmacology |

*These courses could be taken during the summer session, but MUST first be approved by the Academic Coordinator and MUST be completed PRIOR to entry into 2nd year of the program (RT Diploma or BHSc).

Second Year

| | | |
|------------|---|---|
| RESP 2500* | 3 | Pathophysiology 1 |
| RESP 2540 | 2 | Client-Centered Care and Community Health |
| RESP 2550 | 3 | Mechanical Ventilation |
| RESP 2570 | 3 | Blood Gas Analysis |
| RESP 2590 | 3 | Patient Assessment |
| RESP 2600 | 3 | Pathophysiology 2 |
| RESP 2620 | 3 | Anaesthesia |
| RESP 2630 | 3 | Perinatal and Pediatric Respiratory Care |
| RESP 2650 | 3 | Application of Mechanical Ventilation |
| RESP 2660 | 2 | Chronic Disease Management |
| RESP 2680 | 3 | Pulmonary Function |
| RESP 2710 | 3 | Application of Respiratory Therapy Practice |

*This course could be taken during the summer session through Open Learning (HLTH 2501), but MUST first be approved by the Academic Coordinator and MUST be completed PRIOR to entry into 4th semester of the program (RT Diploma or BHSc).

Clinical Year

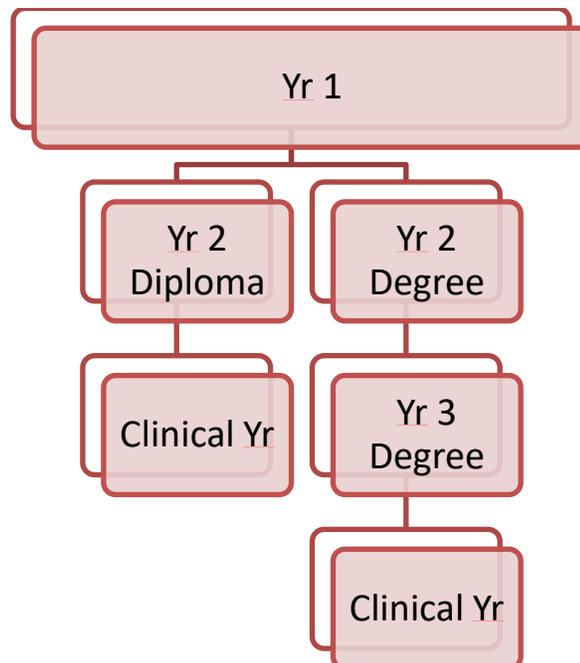
| | <u>Credits</u> | |
|-----------|----------------|--|
| RTCL 3040 | 8 | Neonatal and Pediatrics Clinical |
| RTCL 3110 | 19 | Respiratory Therapy Clinical (Level 1) |
| RTCL 3120 | 18 | Respiratory Therapy Clinical (Level 2) |
| RTCT 3040 | 2 | Respiratory Therapy Clinical Theory (Neonatal/Pediatrics) |
| RTCT 3110 | 3 | Respiratory Therapy Clinical Theory (Level 1) |
| RTCT 3120 | 3 | Respiratory Therapy Clinical Theory (Level 2) |

Dual Credential (Diploma and Degree) Option

Although all students are admitted into the 3-year RT diploma program, there are two completion options: 1) Diploma stream, and 2) dual Diploma/Degree stream. Students declare interest to enter into the Diploma/Degree stream during the winter semester of year one of the program. (See Dual Credential process on next page).

The dual Diploma/Degree stream allows successful students to graduate with both a RT diploma and a Bachelor of Health Science (BHSc) Degree within a four-year period. There are a limited number of seats in the dual credential stream, and students will be admitted into the Dual Credential stream based on their cGPA.

All RT diploma courses are delivered through the Allied Health department. The BHSc courses can either be taken on-site or via distance through TRU Open Learning. During years two and three of the dual credential, students will complete a combination of RT diploma courses and lower and upper level BHSc courses.



Dual Credential Process Information

1. Complete RT program preference declaration form by the end of January.
 - a. Form is supplied by RT Department Chairperson through Moodle Respiratory Therapy Student Center.
 - b. Return completed hardcopy to RT Program Assistant (resp@tru.ca) in Faculty of Science Main Office (S212).

Note: Students who do not submit form will remain in RT Diploma program by default.

2. Notification to students of dual credential program acceptance will be sent through Moodle Respiratory Therapy Student Center in early March.
3. Information regarding all the BHSc Electives and Requirements, Application form, etc will be sent to the student through Moodle Respiratory Therapy Student Center.
4. A list of students who have declared their preference for the Dual Credential Program (DCP) will be sent to TRU Admissions, and these students will be registered in the **BHSc degree** program.
5. Students need to make an advising appointment with Department BHSc Advisor, Dave Sheets (dsheets@tru.ca) to develop and attain approval for a Program Plan for BHSc degree completion.
6. DCP students need to follow TRU course registration procedures for TRU **RESP and Non-RESP** courses.

| 4 yr Dual Diploma / Degree Credential Template (example) | | | |
|--|---------------------|-------------|----------------------|
| year one | year two | year three | year four (Clinical) |
| sem 1 | sem 3 | sem 5 | sem 7 |
| BIOL 1592 | RESP 2500 | RESP 2550 | RTCT 3110 |
| CMNS 1810 | RESP 2590 | RESP 2570 | RTCL 3110 |
| PHYS 1580 | RESP 2540 | RESP 2680 | (RTCT 3040) |
| RESP 1580 | Humanities elective | BHSc UL req | (RTCL 3040) |
| RESP 1690 | BHSC electives | | |
| RESP 2720 | | | |
| | | | |
| sem 2 | sem 4 | sem 6 | sem 8 (Clinical) |
| BIOL 1692 | RESP 2620 | RESP 2650 | RTCT 3110 |
| CMNS 2290 | RESP 2600 | RESP 2630 | RTCL 3110 |
| RESP 1680 | RESP 2660 | RESP 2710 | (RTCT 3040) |
| RESP 1650 | BHSc electives/req | BHSc UL req | (RTCL 3040) |
| RESP 2510 | | | UL HLTH (required)* |
| STAT 1200 | | | |
| | | | sem 9 (Clinical) |
| | | | RTCT 3120 |
| | | | RTCL 3120 |
| | | | (RTCT 3040) |
| | | | (RTCL 3040) |

NOTE: *Students have often found it difficult to complete the UL BHSc required courses during their clinical year. Students may want to complete these earlier, which may require summer courses, if you would like to graduate within the 4 years with the Dual credential.

Clinical Year

The clinical year begins in early June, immediately following the completion of the second year if you are in the Respiratory Therapy Diploma Program and after the third year if you are in the Bachelor of Health Science Program. The clinical year is 47 weeks in length and ends in late April of the following year. Students in their clinical rotations will spend time at various hospitals in the province (Lower Mainland, Vancouver Island and the Interior), gaining exposure to all aspects of the duties of a Registered Respiratory Therapist. Students must be prepared to relocate as required. Students are reminded that there is no remuneration for the clinical year. **Tuition is paid for three semesters in the clinical year.** The clinical year curriculum consists of three clinical theory courses (RTCT) and three clinical practice courses (RTCL). The student is required to complete each of the clinical practice courses at different hospitals. Two of the three clinical practice courses are completed at primarily adult-based hospitals [Level One and Level Two] and the third clinical practice course is a neonatal / pediatric course completed at BC Children's Hospital. There is no guarantee that students will receive the sites they request for clinical year. Attempts are made to match student's choices with clinical

site, but students must be prepared for not receiving clinical site/s of choice due to program needs.

Note: in your last semester for clinical year, you must apply to write your CBRC (certification) exam. The cost for this exam is \$900 + HST. If you are applying for a student loan, please note this extra cost for this semester.

Note: In order to be enrolled in the TRUSU extended Health and Dental Plan you must **opt in** during your clinical year. This should be done before you leave campus after your final semester. See the TRUSU website for more information.

<http://trusu.ca/services/health-dental/opting-in/>

RT PROGRAM POLICIES

1. Communication Method

Faculty will communicate with students through Moodle, through their individual courses and through the Respiratory Student Center. It is the student's responsibility to ensure they check their Moodle emails daily or have notifications sent to their personal email accounts. Students **MUST** use their myTRU email address for communicating with faculty.

2. Diploma Completion Requirements

The diploma program completion is expected within 3 consecutive years following entry. The diploma stream cannot exceed 4 consecutive years.

3. RT Diploma / BHSc Completion

The dual credential (diploma & BHSc) program completion is expected within 4 consecutive years following entry. The Dual Credential stream cannot exceed 5 consecutive years.

4. Open-Learning (OL) Courses for the Fast-Track Program

Note: the TRU-OL courses (RESP 1761, RESP 1781, HLTH 1981 and HLTH 2511) are for RT Fast-track students **only** or where the RT student has received permission to

take the course. Applicants/students who take the course without RT program permission will NOT receive transfer credits for these courses.

- a. Even though OL allots up to 8 months for course completion there are specific completion date requirements for OL courses taken as equivalent to on-site courses in the Respiratory Therapy Program. For fast-track students taking the pre-requisite OL courses, it is strongly recommended that these courses be completed prior to the start of the fall semester. If the student anticipates being unable to complete these OL courses by this date, the student **must** contact the Academic Coordinator to discuss the situation. Based on the discussion with the Academic Coordinator, certain options will be available to the student.

If the student has one OL course that they have not completed prior to start of the fall semester and the student would like to continue as a Fast-track student, the student must write the final exam within the TRU-OL September final examination period (usually the 1st week of Sept) and successfully complete the course at that time. Failure to successfully complete the OL course is treated in the same manner as an on-site course failure.

Note: students must register for their final exam one month prior to the exam date (see Course Guide of your TRU-OL course).

- b. A mark of > 50% on the final examination and a grade of > 60% overall is required in an OL course in order for transfer/advanced credit to be granted in the Respiratory Therapy Program.

5. Promotion Policy

Academic Years

In order to be promoted to the next semester of the program, a student must successfully complete all courses in each semester or have met the Academic Probation criteria. Whereas a minimal passing grade for a course at TRU is 50%, successful completion of the RESP courses, overall RESP lab practical examinations, PHYS 1580, and BIOL 1592/1692 require a minimum overall grade of C (60%) and a minimum mark of 50% on the final exam. A grade below these requirements is considered a failure. The student may be allowed to continue on a probationary basis if the student receives less than a grade of C **in only one course**, they may be granted academic probation (AP) (see section #6).

If a student does not meet the Academic Probation criteria and gets less than a C in two or more courses, they will be removed from the program. If this is a first-time failure, the information provided under Program Re-entry applies (see #7 Program Re-entry). If this is a second-time failure, then due to program duration being exceeded, the student will be unable to return to the program (see #2-Diploma Completion Requirements and #3-RT Diploma/BHSc Completion).

Graduation from the RT Diploma program requires that the student has successfully passed all courses in the program (academic and clinical)

Clinical Year

The clinical year curriculum consists of the three clinical theory courses and three clinical practice courses. The student is required to pass all six courses in order to successfully complete the program.

The grading system for the three clinical theory courses (RTCT) is the same letter grade system used for TRU's academic courses. The pass mark, academic probation, and promotion criteria for the three clinical theory courses are the same as described above.

Students who pass a clinical practice course receive a COM [complete] for that course whereas students who are unsuccessful in passing the clinical practice course receive a NCG [no credit granted]. Only students who receive a COM are eligible to continue in the program.

The clinical practice course objectives are listed in the Clinical Logbook that each student receives when they enter clinical year. The students must be capable of consistently meeting all clinical year objectives at the end of each clinical practice course.

During the clinical practice course, the student will receive two evaluations: one at midpoint, which is a formative evaluation, and the other, the summative evaluation, which is at the end of the course. These formal reports detail the student's progress to date. The reports provide feedback, identify strengths and areas of improvement that must be addressed in order for the student to successfully complete the course. In addition, a developmental plan may be delivered to the student at this time or at any time in the clinical year in which issues or areas for improvement are identified.

The developmental plan, formative evaluation, and summative evaluation documents all follow a format that evaluates the student's performance in categories that are based on the categories in the Clinical Logbook. In terms of the adult-based courses, the objectives are very similar in the two courses.

The major difference between Level One & Level Two is that in Level Two the students are (1) expected to handle an increased patient load and (2) work with minimal supervision by the end of Level Two while maintaining expected patient safety, professionalism, and critical thinking abilities.

6. Academic Probation (AP)

Criteria

Academic Probation (AP) allows a student to continue in the program if a final grade of C- is obtained in **one course** (RESP, PHYS or BIOL) during a semester and/or less than 50% on a final exam or lab exam in the above courses, **as long as a passing grade is achieved in all other courses in that semester. AP cannot occur two semesters in a row.**

Academic Probation may also be considered if a student receives **two C-** grades in a semester **and there is an equivalent distance course available** for at least one of the courses the student failed. The student will not be considered for AP in this circumstance if they have been on AP from a previous semester. The student will be allowed to continue on to the next semester on AP, providing they successfully pass ($\geq 60\%$ on the final exam and $\geq 60\%$ in the course overall) the equivalent distance courses within the time frame determined by the RT Program.

Academic Probation does not apply to a grade less than C-. If a student receives a grade less than a C- in a course during one semester, they have failed and will be withdrawn from the program. Students may apply for re-entry, if it is a first time failure, in accordance with the information provided in #7 (Program Re-entry). If the student is accepted back into the program, **they will be on AP for the first semester upon their return**, and the AP policy applies.

If a student enters a semester on AP, they **MUST** pass all the courses, lab and final exams that semester according to the promotion policy. If the student does not meet the criteria, they will be removed from the program.

7. Program Re-entry

a. Following didactic failure:

A student who receives a failing grade in a course or fails to meet objectives related to a professional issue may be refused re-admission to the program or another health-related program.

A student who has previously failed a health-related program and who subsequently applies for admission to the same program or to another health-related program will be regarded as a repeating student, unless he/she can show cause for being treated as a new student.

Students, who have failed or withdrawn from a course and/or program, should recognize that there is no guarantee of the opportunity to repeat the on-site courses. Students may be given the option of:

- i. repeating the course(s) by distance study if equivalent course(s) is/are available. The requirements for course completion and promotion to the next semester are stated in #6 (Academic Probation).

- ii. re-entering the program the following year if space is available and repeating the course(s) required. They will be placed on AP for the first semester of their return, and the AP policy applies. **All courses that have a lab component must be repeated.**

b. Following a failure in the clinical year:

A student may re-enter clinical the following year if:

- They have not been deemed clinically unsafe.
- Have had no previous failures.
- Clinical space is available.
- They have addressed all concerns and requirements stemming from clinical year evaluations. This may include completion of distance study courses, TRU on-site courses and/or counselling as deemed appropriate by the Clinical Coordinator and
- An affiliated clinical hospital is willing to accept them.

A developmental plan will be put in place for any student re-entering the clinical year after a failure. If the student is starting at a different site from where the failure took place, the plan will be developed by both the receiving and original Clinical Site

Coordinator. The Clinical Site Coordinator will have a copy of this developmental plan.

A second failure in clinical year will result in removal from the program. Failure to successfully complete the distance study option is not considered a second failure.

c. **Order of Program Re-entry**

When there is a waiting list of repeating students, the following represents prioritized criteria for re-admission.

- How far a student has progressed in the program without failure.
- cGPA, if all else is equal.
- Available seating. A semester will not be overloaded to accommodate repeating students.
- Number of students applying from outside the program with advanced credits (e.g. fast-track).

If the criteria are an issue, then a selection committee will be formed and selection criteria will be developed. The selection criteria will be applied to all applicants, new and re-entering.

Examples

1. Student #1 fails third semester and student #2 fails fourth semester in the same year. If both apply to third semester, but only one seat is available, student #2 is given priority.
2. Student #1 fails third semester, while student #2 fails second semester. Student #2 takes an equivalent course on-line and raises grade to a pass. If both apply to third semester, but only one seat is available, student #1 is given priority.

8. **Examinations**

The following exam security and invigilation information describes the efforts RT Faculty undertake in order to minimize the opportunity for academic dishonesty. The program believes these measures greatly enhance maintenance of academic integrity.

Previous Exams

- Previously administered quizzes and midterm exams will be accessible to the students.

Exam Invigilation

- None of the following will be allowed during Midterms and Final Exams: cell phones, programmable calculators, smart watches, augmented reality technology or other electronic devices, paper dictionaries or translating devices. These aids are permissible during lectures and/or labs only. Each student in the program is responsible for having a non-programmable calculator. RT faculty will not be providing calculators.

9. Attendance

Attendance in all lectures (on and off campus) and labs are mandatory for effective learning and to ensure students develop the required competencies of a practicing Respiratory Therapist. Promptness to lecture and lab is a courtesy to both faculty and students. Admission to a lecture or lab may be refused by the instructor for lateness, class misconduct or failure to complete assigned work. It is recommended that students contact Program Faculty in a proactive manner in the event of any absences or lateness. The Program adheres to TRU's Student Attendance Policy ED 3-1: https://www.tru.ca/_shared/assets/Policy_ED_03-135351.pdf (See Appendix 5)

10. Criminal Record Check

RT Program students are required to undergo a criminal record check once they have been accepted into the program. The Criminal Record Check (CRC) consent form will be sent to the student once acceptance into the program has occurred. The completed CRC consent form is then emailed to resp@tru.ca with two pieces of photo id (preferred id: a copy of a valid driver's license plus one other piece of photo identification) by **December 1st** at the latest. A \$28.00 CRC charge will be added to a designated RESP course by the Finance department. The student does NOT need to submit \$28. A criminal check is completed by the Ministry and a Clearance Letter is sent to the Respiratory Dept to be kept on file. It is valid for 5 years.

Students with criminal convictions may not be eligible for the RT program, since hospitals and other practice agencies have the right to bar individuals with criminal records from practicing respiratory care in their agencies. Our clinical affiliates require a criminal record check prior to hiring of new graduates or accepting students for clinical placement, and may reserve the right to refuse to accept students with a criminal record. Not completing the clinical year would prevent a student from successfully completing the RT program. The Canadian Society of Respiratory

Therapy and the provincial colleges of Respiratory Therapy may deny student membership and/or RT registration to candidates with criminal convictions.

11. HSPnet

The Health Sciences Placement Network (HSPnet) is a secure web-enabled application that is used by several jurisdictions in Canada. The HSPnet database contains information about students in clinical placements within health agencies and other locations. Students authorize their educational program to use and disclose their personal information (name, student profile) and to use, but not disclose, their personal health information via HSPnet for the purpose of locating and coordinating placements as required for an educational program. This document provides a summary of the national HSPnet Policies on Privacy, Security and Data Access, relating to the protection of student information within HSPnet. The full Policies can be viewed on the HSPnet website at www.hspscanada.net.

12. Immunizations

Students are required to have their immunizations up to date, and proof of this is required upon acceptance into the program. Immunization forms will be sent to the student once the student is accepted into the RT Program. These immunization forms need to be completed and then e-mailed to resp@tru.ca by **December 1st** at the latest. Students are required to have a blood test to prove Hepatitis B immunity. Students will be required to show proof of immunization and blood test results to the Program Assistant before being allowed into the clinical year.

If a student declines to complete immunizations, the RT Program will accept that as a student's right. However, this may put the student in jeopardy of not being allowed to participate in their hospital training and subsequently graduate from the program. Health Authorities may limit or deny a student clinical time if that student's immunizations are not complete and current. Since completion of this clinical time is a requirement to graduate, the student may be at risk of not being able to do so. The reason for the Health Authorities' stance on the immunization requirement is not only to protect you, but also your patients.

Note: if CRC consent forms and/or Immunization records are not submitted on time, the student may be in jeopardy of not being able to choose their clinical rotation sites. They will be chosen for you.

13. N95 mask fits for clinical year

Prior to entry into the clinical year, all students must be fit-tested for N95 masks, which are worn during many patient procedures. The clinical coordinator typically arranges for a contractor to provide fit testing on campus for the pre-clinical students at a cost of approximately \$35 which is paid by the student. Alternatively, students can choose to be fit-tested by any company authorized to provide fit-testing for the N95 mask.

Proper fitting requires the student to be clean-shaven. If a student is unable to be clean-shaven, they may be required to purchase a powered air respirator purifier (PAPR) at a cost of approximately \$1000-1500. Using a PAPR instead of N95 masks during patient care can make organization of workload more difficult in the clinical year.

14. Course Withdrawals

Students are advised to refer to the TRU Academic Calendar regarding last day of course withdrawals. Please notify the Academic Coordinator and Admissions if you are withdrawing from a course.

15. Student Academic Integrity

TRU's RT Program strongly supports the institutional academic integrity policy which states "...They (students) are expected to be honest and forthright in their endeavours. Academic integrity is both highly valued and expected." (Refer to [Student Academic Integrity ED 5-0](#); or see Appendix 6).

Honesty and integrity are an absolute requirement, given respiratory therapy students are entering into a profession that requires the public's trust. Therefore, the RT program has an expectation of academic honesty and in the case of academic dishonesty will enforce the policies to their fullest extent.

16. Academic Appeal Process

Students have the right to appeal 1) decisions on final grades, 2) decisions on the application of Senate policies, procedures and regulations as they relate to academic performance, and 3) perceived unethical conduct by TRU staff or other students. The program follows TRU's appeal process, which is outlined in ED 4-0: [Student Academic Appeals](#) (or Appendix 7).

17. Drug Abuse

It is assumed that a student enrolled at Thompson Rivers University does so as a method of enhancing his or her education. Drug abuse or impairment seriously jeopardizes a student's learning, as well as possibly placing TRU in contravention of contracts it holds with various agencies. It is expected that students will not partake in scheduled learning activities while under the influence of drugs (other than those prescribed by a licensed physician).

TRU's policy on Alcohol, Cannabis and Tobacco ADM 05-3 states: "Non-medicinal use of cannabis on the University campuses is prohibited. Medicinal use of cannabis authorized by a qualified physician is permitted; however, smoking cannabis for medicinal purposes is restricted to such areas as are designated by the University from time to time to minimize the impact on other members of the University community."

"Other consumption or possession of open alcohol on the University campuses is prohibited. Alcohol may be consumed in apartments and residence rooms on the University campuses, subject to the rules of such apartment buildings and residences."

Any student deemed by an instructor to be under the influence of a drug will be requested to leave the instructional setting immediately, and to contact the RT Department Chairperson at once. If the consumption of alcohol is in dispute, the student may be requested to submit to a breathalyzer test. The student is under no obligation to comply with this request.

Depending upon the circumstances, discipline may range from a letter of reprimand being placed on the student's file to debarment from TRU. If a student is debarred because of drug abuse, readmission to TRU may depend upon the student having undertaken a prescribed program of treatment.

PROFESSIONAL SOCIETIES FOR RTS

Students are encouraged to become involved in their provincial professional society (BCSRT), and national professional society (CSRT) by attending all meetings and functions. A student representative will be elected by the class to be on the B.C.S.R.T. executive. Benefits of your professional society include: voting privileges (clinical year students only); reduction in costs for registration at educational forums; and current information and changes (technology, pathophysiology, job vacancies) happening in your profession via newsletters. Respiratory Therapy students are the growing foundation of this professional organization and should develop a strong personal commitment of support.

B.C.S.R.T. Student Membership Dues

The cost is \$30.00 and must be paid for clinical year; however, if students pay in their 1st year, they receive benefits earlier, and their subsequent 2 years will be free.

Membership information and application forms can be obtained from the [BCSRT website](#).

C.S.R.T. Student Membership Dues

The cost of membership is \$100.00+ tax. Students are urged to join the CSRT early in their first year of studies to reap the benefits of the C.S.R.T. membership for three years. The benefits include: subscription to *Canadian Journal of Respiratory Therapy (CJRT)*; registration for the CSRT Annual Conference at discounted member rates; free professional liability insurance coverage during the clinical year; and receive a certificate of registry and pin upon the successful completion of the CSRT national certification examination. Membership application packages will be distributed during first year. [Student Membership](#) information and application forms can be obtained from the CSRT website and the TRU RT program CSRT representatives.

Canadian Board of Respiratory Care (CBRC) National Certification Examination

Costs for the exam: \$900.00 + HST

Examination information and registration can be found on the [CSRT website](#). The eligibility requirements are outlined at this link.

PROGRAM RESOURCES - Appendix 1

Respiratory Therapy Textbooks

* Note: some of these texts come in electronic versions

Red: F semester

Black: Wi semester

Blue: Both semesters

| | Program Year Course | | |
|---|------------------------|-------------------------|----------|
| | 1 | 2/3 | CLINICAL |
| <i>Egan's Fundamentals of Respiratory Care (12th Edition), by Kacmarek, Stoller and Heuer 2020</i> | RESP 1580/1680 | RESP 2710 | X |
| <i>Respiratory Care Anatomy and Physiology (4th Edition) by Will Beachey, 2018.</i> | RESP 1690/1650 | RESP course resource | X |
| <i>Medical Terminology: A Body Systems Approach (8th edition) by Gylys and Wedding, 2017, or eBook options available through TRU Bookstore</i> | Medical Terminology | | X |
| <i>College Physics (OpenStax College) by Urone, Hinrichs, Dirks & Sharma, 2012. PHYS 1580 lab manual in bookstore</i> | PHYS 1580 | | X |
| <i>1. Fundamentals of Anatomy and Physiology (11th Edition), by Frederic Martini, 2018. 2. Mastering A & P Homework</i> | BIOL 1592/1692 | | X |
| <i>Pilbeam's Mechanical Ventilation - Physiological and Clinical Applications (7th Edition), J Cairo</i> | | RESP 2650 | X |
| <i>Rau's Respiratory Care Pharmacology, Douglas S Gardenhire (10th Edition), 2020</i> | RESP 2510 | RESP course resource | X |
| <i>Essentials of Pathophysiology: Concepts of Altered Health States (4th edition), by Carol M Porth, 2014.</i> | | RESP 2500 | X |
| <i>Clinical Assessment in Respiratory Care (8th edition), by R.L Wilkins, 2018</i> | | RESP 2590 | X |
| <i>Clinical Blood Gases: Assessment and Intervention (2nd edition), by William J. Malley</i> | | RESP 2570 | X |
| <i>Ruppel's Manual of Pulmonary Function Testing (11th Edition), by Carl D. Mottram, 2018</i> | | RESP 2680 | X |
| <i>Neonatal and Pediatric Respiratory Care, by J. Perretta, 2014</i> | | RESP 2630 | X |
| <i>Textbook of Neonatal Resuscitation (NRP), 7th Ed, AHA, 2016</i> | | RESP 2630 | X |
| <i>Lab Manuals for RESP courses are all online</i> | X | X | |
| <i>Quick Reference to Clinical Cardiopulmonary Pharmacology (2020 version)</i> | | RESP course resource | X |
| <i>Clinical Manifestations & Assessment of Resp Disease, 7th Ed, Terry DeJardins & Burton, 2016</i> | | RESP 2600 | X |

TRU RESPIRATORY THERAPY PROGRAM

PROFESSIONALISM ASSESSMENT FORM - Appendix 2

Purpose: To provide students with constructive feedback, to prepare them for entry into the clinical year and to ultimately help them reach their full potential as professionals.

Definition of Professionalism / Professional: A professional approach to Respiratory Care is essential for effective clinical practice. Professionalism is recognizable in individuals by their approach to their chosen vocation. It is reflected in the attitudes and behaviors of members of the profession. Professionals are honest, conduct themselves with dignity, demonstrate respect and compassion for others, strive for excellence in their pursuits, and are committed to uphold the highest ethical principles. A professional performs skilled work requiring formal education. While professionals enjoy individual autonomy, they must also work effectively within a team environment. These are only a few of the many facets of professionalism. Students are expected to conduct themselves in a professional manner at all times.

Process: Ratings should reflect overall impressions of behavior during this semester and in the following areas that are applicable depending upon your year of study in the program: **Class, Lab &/or Clinic. Each individual will complete 2 forms (Self-evaluation, Working Group Evaluation)** and hand them in to the Faculty by the due date. The RT Faculty will meet as a group and review the Self and Working Group Evaluation sheets while performing a Faculty Evaluation on each student. **All 3 evaluation forms (Self, Working Group and Faculty) will be returned to each student.**

Faculty feedback is based on consensus of all Faculty who worked with you in the lab this semester. If you have questions regarding your feedback, you should consult with the Faculty member who completed your feedback form for explanation.

Professionalism Evaluation Form (Example)

Student Name: _____ Faculty Member: _____

Self Evaluation

Working Group Evaluation

Group Members Providing Feedback

| | | |
|--|--|--|
| | | |
| | | |

Rating scale

- 3 = Exceeding expectations
- 2 = Meeting expectations
- 1 = Below expectations. Student requires improvement
- N = Not enough evidence to evaluate skills / approach in this area

| <i>Communication, Self-presentation & Interaction</i> | | |
|---|---|---------|
| 1 | <input type="checkbox"/> Actively and appropriately interacts with patients, faculty, colleagues, and others. This includes respectful communication, both verbal and nonverbal | 3 2 1 N |
| | <input type="checkbox"/> Clinic communications (written, verbal & electronic) are professional & promptly addressed. | 3 2 1 N |

| <i>Accountability / Responsibility</i> | | |
|--|---|---------|
| 2 | <input type="checkbox"/> Prepares for class & lab | 3 2 1 N |
| | <input type="checkbox"/> Accepts and applies constructive criticism | 3 2 1 N |
| | <input type="checkbox"/> Adheres to safe practice principles in the lab | 3 2 1 N |
| | <input type="checkbox"/> Punctual (2 late = Satisfactory) | 3 2 1 N |
| | <input type="checkbox"/> Student maintains an attendance record of a minimum of 90% of class & supervised lab time (2 abs = Satisfactory) | 3 2 1 N |
| | <input type="checkbox"/> Does not leave lab early | 3 2 1 N |
| | <input type="checkbox"/> Addresses lab & clinic duties diligently (Manifold/Cleanup) | 3 2 1 N |

| <i>Approach to Learning</i> | | |
|-----------------------------|---|---------|
| 3 | <input type="checkbox"/> Takes responsibility for own learning (self-directed) | 3 2 1 N |
| | <input type="checkbox"/> Demonstrates organizational skills | 3 2 1 N |
| | <input type="checkbox"/> Demonstrates a cooperative approach to learning | 3 2 1 N |
| | <input type="checkbox"/> Demonstrates appropriate level of confidence | 3 2 1 N |
| | <input type="checkbox"/> Uses lab exercises to develop a deeper understanding of theoretical concepts | 3 2 1 N |

Additional Comments

RESPIRATORY THERAPY LAB RULES - Appendix 3

1. Scrubs and/or lab coats and name tags **must** be worn during lab hours or in clinic **when appropriate**. Students will be informed as to which labs require scrubs and/or lab coats. **No open-toed shoes to be worn in lab/clinic.**
2. Lab coats must be worn **only** in the lab and **not** in the halls or outside the lab environment.
3. No drinking or eating in the lab. Water bottles and thermos mugs with tight fitting lids are acceptable. **Paper coffee cups are not allowed.**
4. Each student is responsible for their work area and equipment used. All equipment used must be sanitized and returned to the appropriate area at the completion of the lab.
5. It is the responsibility of the student to ensure that all used breathing apparatus/equipment is placed in the "dirty" bin. Students will be assigned, on a weekly basis, to assist cleaning lab area.
6. Broken or non-functioning equipment must be reported immediately to the instructor or lab technician.
7. Students will be assigned in pairs, on a weekly basis, to change and monitor the medical gases and manifold.
8. Occasionally, lab hours may be assigned for simulation / clinic visitations. Dress regulations for these areas include:
 - a. Lab coats or scrubs and name tags must be worn.
 - b. **NO** open-toed shoes or hats.
 - c. **NO** dangling earrings or necklaces.
 - d. **NO** perfumes, aftershaves, or other scented personal hygiene products.
 - e. **Long hair must be pulled back and secured.**
 - f. **Cell phones in "silent" mode for clinic, in airplane mode for simulations**
9. The TRU Science building is a scent free environment, ie. no perfume, aftershave or other scented personal hygiene products.

LABORATORY PRIVILEGES MAY BE REMOVED FOR NOT COMPLYING WITH THE ABOVE RULES

CSRT CODE OF ETHICAL AND PROFESSIONAL CONDUCT- Appendix 4

<https://www.csrt.com/rt-profession/#codeofethics>

<https://www.csrt.com/rt-profession/#standards>

STUDENT ATTENDANCE POLICY ED 3-1 – Appendix 5

https://www.tru.ca/_shared/assets/Policy_ED_03-135351.pdf

STUDENT ACADEMIC INTEGRITY POLICY ED 5-0 - Appendix 6

[https://www.tru.ca/_shared/assets/ED_05-](https://www.tru.ca/_shared/assets/ED_05-0_Student_Academic_Integrity36334.pdf)

[0 Student_Academic_Integrity36334.pdf](https://www.tru.ca/_shared/assets/ED_05-0_Student_Academic_Integrity36334.pdf)

STUDENT ACADEMIC APPEALS POLICY ED 4-0 - Appendix 7

https://www.tru.ca/_shared/assets/ed04-05656.pdf

STUDENT SCHOLARSHIPS, BURSARIES, AND AWARDS - Appendix 8

Applications for awards/scholarships/bursaries can be found at:

<https://www.tru.ca/awards/awards.html>

Students do NOT apply for the awards listed below. Students are nominated by faculty based on pre-existing set of requirements/attributes developed by the award sponsor:

- VITALAIRE RESPIRATORY COMMUNITY HEALTH AWARD AWARD (pre-clinical)
- MAINLAND SLEEP AWARD (pre-clinical)
- ADVANCED RESPIRATORY CARE NETWORK SLEEP AWARD (pre-clinical)
- ADVANCED RESPIRATORY CARE NETWORK COMMUNITY CARE AWARD (pre-clinical)
- CSRT AWARD (graduate)

- BCSRT AWARD (graduate)
- BC WOMEN'S AND BC CHILDREN'S HOSPITAL (graduate)
- ACADEMIC EXCELLENCE (graduate)
- IMOGEN'S AWARD (graduate)
- CLINICAL FACULTY AWARD (graduate)
- RT FACULTY AWARD (graduate)
- PATIENT-FOCUSED CARE AWARD (graduate)