

**Millersville University**  
**Program in Respiratory Therapy**



**Student Handbook**

Policy & Procedures

2018 - 2019

## TABLE OF CONTENTS

Program Description .....	3
Program Goals/Requirements.....	4
Performance Standards .....	4
Healthcare Environment .....	5
Student Fees & Costs .....	6
Financial Aid .....	7
Housing & Board.....	7
Books & Supplies.....	7
Library.....	7
Insurance Coverage.....	7
Hospital Policy .....	8
Drug Abuse Policy .....	8
Safety & Security .....	9
Student Dress Code/Personal Appearance.....	9
Professional Behavior .....	10
Professional Involvement.....	11
Academic Support Services .....	11
Curriculum .....	12
Grading.....	13
Absenteeism/Tardiness .....	13
Schedules .....	14
Examination Policy.....	14
Retake Policy.....	14
Probation Policies .....	15
Continuation in Program .....	15
Dismissal Policy.....	16
Student Appeal Policy & Procedure .....	16
Inclement Weather Policy .....	17
Student Records .....	17
Acknowledgement.....	18

*This handbook has been prepared to give the student a better understanding of the policies and procedures of Millersville University Program in Respiratory Therapy. All policies in this handbook are subject to change. You will be informed of the changes as they become necessary.*

Date: July 1982

Revised annually

Most recent revision: January 2018

## **PROGRAM DESCRIPTION – PROFESSIONAL PHASE OF STUDY**

The clinical training program is a nineteen-month curriculum designed to provide the student with all of the skills needed to practice as a graduate respiratory therapist. The program progresses from simple to complex, with constant emphasis on problem solving and decision making. The early months are classroom oriented with clinical observation beginning after one week. Skills lab activities follow the didactic presentation where small group learning activities emphasize hands-on experience. Each student has equivalent learning experiences in the classroom and skills lab settings. The University library and computer access is available to all students in the program.

After achieving a pass rating on simulated patient procedures, the student begins to practice the procedures on patients under the supervision of a clinical instructor. As less supervision is needed, more freedom is afforded to practice independently. Each student will have a similar clinical rotation as he/she progresses through the program. The clinical experiences follow each of the skills labs so the student will be able to demonstrate clinical proficiency at the end of the clinical rotations.

The final semester of the program consists of specialized or advanced clinical experiences. Most of this assignment is carried out in area medical centers. Each student will be assigned the same clinical rotations at each of the affiliates. The student works side by side with therapists, nurses and physicians in assigned areas. Learning objectives for each rotation are detailed for the student. Behavioral objectives describe and guide the student to mastery. The student is evaluated and counseled at the end of each rotation. The program culminates in a web-based comprehensive final examination.

Students are supervised at all times during their clinical training. They will not be used to substitute for paid staff and there will be no remuneration for work they perform during any part of their clinical coursework. If a student is employed at a clinical affiliate, paid employment time cannot be used toward educational clinical hours.

## **PROGRAM GOALS**

“To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).”

“To prepare leaders for the field of respiratory care by including curricular content that includes objectives related to acquisition of skills in one or more of the following: management, education, research, AND/OR advanced clinical practice (which may include an area of clinical specialization).”

## **PROGRAM REQUIREMENTS**

In keeping with UPMC Pinnacle Lancaster policy, the following requirements must be completed by April 30<sup>th</sup>. Any student who has not completed each of these requirements by the deadline will **not** begin classes in May. The Program uses Castle Branch, a secure online document manager. The student will receive instructions for access as part of the application process.

1. 10 panel drug screen
2. Child Abuse Clearance
3. FBI fingerprinting
4. PA State Criminal Background Check
5. Healthcare Provider CPR (must be American Heart Association course)
6. Complete Health physical which includes documentation of the following:
  - a. 2 step PPD, with yearly PPD thereafter
  - b. Rubella antibody titer
  - c. Hepatitis B antibody titer or waiver
  - d. Varicella antibody titer
  - e. Tetanus vaccine (Tdap)
  - f. Documentation of 2 MMR vaccines
7. Health Insurance Coverage

## **MINIMUM PERFORMANCE STANDARDS**

In compliance with the Americans with Disabilities Act, respiratory therapy students must be, with reasonable accommodations, physically and mentally capable of performing minimal standards to meet program objectives. Any student who may require accommodations should schedule an appointment with the Program Director. The Minimum Performance Standards for Admission and Progression include:

### **Essential Mental Abilities**

1. Follow instructions and rules
2. Maintain reality orientation accompanied by short and long term memory.

3. Apply basic mathematical and algebraic skills.
4. Demonstrate safe practice within the defined clinical time period.
5. Critical thinking ability sufficient for clinical judgment and for making quick lifesaving decisions.

#### **Essential Communication Skills:**

1. Speak clearly in order to communicate with patients, families, healthcare team members, peers and faculty.
2. Interpersonal abilities sufficient to interact with diverse individuals, families and groups.
3. Communication abilities sufficient for clear interaction with others in verbal and written form.
4. Ability to independently read and accurately interpret written communications (i.e., test questions, MD orders, etc.)

#### **Essential Physical Abilities:**

1. Gross and fine motor abilities sufficient to provide safe and effective care.
2. Stand and walk for eight to twelve hours/day.
3. Walk quickly in response to emergencies and lifesaving procedures.
4. Bend, squat, kneel, and twist upper and lower back.
5. Assist in lifting or moving clients of all age groups and weights.
6. Lift small equipment up to 35 pounds.
7. Perform CPR (i.e., move above a patient to compress chest and manually ventilate the patient).
8. Work with arms fully extended overhead.
9. Use hands for grasping, pushing, pulling and fine manipulation.
10. Demonstrate eye/hand coordination for manipulation of equipment (i.e., syringes, procedures, etc.).
11. Auditory abilities sufficient to hear alarms, beepers, and pages.
12. Auditory abilities to monitor breath sounds with a stethoscope and assess health needs.
13. Visual abilities to see all colors of the spectrum, distinguish calibrated markers of 0.1 mm, identify digital displays and controls in low light conditions, determine depth of instrumentation placement, and read small print on medicine containers.
14. Tactile ability sufficient for physical assessment.

## **HEALTHCARE ENVIRONMENT**

Due to the nature of our work, students can be exposed to infectious materials. Prior to assigned clinical rotations, students will learn the proper use of Personal Protective Equipment (PPE) and environmental controls in place for the protection of the healthcare provider. Each student will receive mask fit testing for airborne isolation during Program Clinical Orientation. All students will attend an eight hour hospital orientation at the start of the program.

## STUDENT FEES & COSTS (billed by Millersville University)

	Undergraduate	Graduate
Summer 1 2017 – 12 Credits Tuition, General & Technology Fee Billed April	\$5,010.00	\$7,701.00
Fall 2017 – 14 credits (Estimate) Tuition, General & Technology Fee Billed July	6,463.00	9,602.50
Winter 2017 – 2 Credits (Estimate) Tuition, General & Technology Fee Billed October	835.00	1,283.50
Spring 2018 – 14 credits (Estimate) Tuition, General & Technology Fee Billed December	6,463.00	9,602.50
Summer 2018 – 3 Credits (Estimate) Tuition, General & Technology Fee Billed April	1,252.50	1925.25
Fall 2018 – 12 credits (Estimate) Tuition, General & Technology Fee Billed July	5,010.00	7,701.00
Estimated Program Total	\$25,033.50	\$37,815.75

In addition, the student can expect the following expenses:

Stethoscope	\$25.00 to 90.00
Program Patches (two each)	\$7.00
Scrub Uniforms (two sets)	~\$106.00
Text Books	~\$870.00
Immunizations & Background Checks	~\$126.00
Travel & Room Expenses (RESP 464)	~\$800.00
Miscellaneous certifications and meeting registrations	~\$500.00

## **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.

Other sources may include:

- Veteran's Benefits
- Pennsylvania Rehabilitation Aid
- American Lung Association
- ARCF, PSRC and other literary awards and scholarships

## **HOUSING & BOARD**

Students from Millersville University may continue to reside on the college campus while attending the clinical portion of the program. The rate for housing and board is outlined in the Millersville University website. Any post-baccalaureate student attending the 19-month certificate program shall be responsible for providing his/her own housing and board.

Housing for students attending clinical rotations at affiliated medical centers must be individually arranged and funded by the students.

## **BOOKS & SUPPLIES**

Required books and supplies may be purchased at the Millersville University Store at the beginning of the program or located on-line. Specified current editions are required.

## **LIBRARY**

Library facilities and computer equipment are available to the student at Millersville University.

## **INSURANCE COVERAGE**

Students enrolled in the Millersville University Program in Respiratory Therapy are required to provide proof of medical and hospitalization insurance coverage prior to the start of classes, and keep it in force throughout the program. The company and policy (group) number will be kept on file in the program office. Students are covered in all aspects of the clinical program by UPMC Pinnacle Lancaster's liability/malpractice umbrella. Additional personal malpractice/liability insurance is commercially available for purchase.

## HOSPITAL POLICY

All students accepted into the Millersville University Program in Respiratory Therapy are obligated to follow policy and procedure as outlined in the UPMC Pinnacle Lancaster Employee Handbook. This includes all background checks, completing hospital orientation, following guidelines for employee relations, customer service, personal phone calls, use of electronic devices (no cell phones in class, lab or clinical), harassment policies, substance abuse policies, safety and security, and tobacco use. Any student with positive findings on background checks may be denied admittance into the program.

## DRUG ABUSE POLICY

Consistent with employee policies at UPMC Pinnacle Lancaster and other affiliated clinical training sites and as a reflection of the very serious nature of health care work, the Respiratory Therapy Program maintains the following strict policy.

All students will be required to pass a physical examination and comprehensive drug screening prior to the start of the clinical phase of the program.

Students are required to remain drug free while enrolled in the clinical program. If, while a student is performing in the clinical area, faculty or a supervisory therapist suspects that a student is impaired, he/she will be escorted to the UPMC Pinnacle Lancaster Outpatient Laboratory or the Emergency Department (if after hours) for a reasonable suspicion drug and alcohol test at the expense of the program.

The following will be considered sufficient (but not exclusive) provocation for the exam:

- Detection of alcohol on a student's breath
- Slurred speech
- Unsteady walking or movement
- Unusual behavior
- Involvement in a verbal or physical altercation
- Involvement in an accident where patient harm or potential for patient harm exists
- An accident resulting in program or hospital property damage, or where personal injury is sustained requiring medical care beyond first aid.

Students must recognize the extremely serious implications of illicit drug use by individuals working in the health care industry. UPMC Pinnacle maintains a **zero-tolerance policy** regarding drug use. If a drug screening yields positive evidence of mind-altering substances for which there is no legal use (**prescription**), the student will be **immediately dismissed** from the program and will be barred from taking further classes or examinations at the hospital. Any such student will be **escorted from the hospital premises and barred from further entry**. This action will be immediately reported to the Millersville University Allied Health Coordinator and the Dean of Science and Mathematics.



## **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.

Violators may be asked to leave or be escorted from the property by Hospital Security. Failure to comply could result in contact with the local police and criminal prosecution.

## **STUDENT DRESS CODE/PERSONAL APPEARANCE**

Students are expected to be neat, clean and appropriately attired as follows:

- The student uniform consists of black scrubs and black athletic shoes. A black, yellow or subtle colored T-shirt may be worn under the scrub shirt. The program's shoulder patch must be displayed one inch down from the left shoulder seam (deltoid area) and centered. Patches may be purchased from the University Store on campus.
- Clothes are to be clean and fit properly.
- Pant hems must be above sole of shoe level.
- The student is required to wear the program uniform while in class, lab or clinical
- Hospital issued ID badges must be clearly visible and worn at all times any time the student is on hospital premises.
- Excessive or unconventional hairstyles are prohibited. Hair must be secured and not touch patients or interfere with clinical performance.
- Facial hair must be kept trimmed and neatly maintained.
- Minimal jewelry may be worn if it does not present a safety hazard. With the exception of conventional earrings, visible body piercings are prohibited.
- Tattoos must be completely covered at all times.

UPMC Pinnacle Lancaster reserves the right to determine what neat, clean and appropriate attire is, including if an item may be a safety hazard and/or is unprofessional.

## **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 education and clinical competency
- Communicates with other members of the health care team, patients and families
- Works cooperatively with other members of the health care team, patients and families

## **PROFESSIONAL INVOLVEMENT**

Consistent with the philosophy of this program and the respiratory care profession at large, the student will seek opportunities to become involved professionally. While enrolled in the program, the student will document evidence to the program office of:

- Attendance at one or more multi-day state conferences (PSRC or other)
- Attendance at three or more events offering a professional interface
  - Local PSRC events and educational offerings, Sputum Bowl competitions, or any gathering in which there is interaction with other respiratory therapists
- Participation in at least four activities with a public interface:
  - Pulmonary function screenings, Respiratory Care Week activities, American Lung Association or American Heart Association health fairs, COPD support group meetings, etc.
- Membership to the American Association for Respiratory Care

## **ACADEMIC SUPPORT SERVICES**

Students in the professional phase of the program will have complete access to all university student services including library, computer and technology resources, faculty advisors and counseling services.

The Program Director and Director of Clinical Education are available by appointment to meet with students to discuss academic concerns and/or remediation.

## CURRICULUM

<b>SUMMER SESSION</b>	<b>CREDITS</b>	<b>BILLING</b>
RESP 410 Acute Cardiopulmonary Care	2	Summer 1
RESP 411 Respiratory Care Techniques I	2	Summer 1
RESP 412 Principles of Aerosol & Gas Therapy	3	Summer 1
RESP 420 Arterial Blood Gas Physiology	3	Summer 1
RESP 422 Pharmacology	2	Summer 1
<b>FALL SEMESTER</b>		
RESP 413 Pulmonary Assess. & Therapeutics	4	Fall
RESP 460 Clinical Practice I	1	Fall
RESP 421 Physiology of Mechanical Ventilation	2	Fall
RESP 414 Respiratory Care Techniques II	3	Fall
RESP 425 Neonatology	2	Fall
RESP 419 Respiratory Care in Alternate Sites	2	Fall
<b>WINTER SESSION</b>		
RESP 461 Clinical Practicum I	2	Winter
<b>SPRING SEMESTER</b>		
RESP 415 Tech. Aspects of Mech. Ventilators	3	Spring
RESP 424 Non-infectious Pulmonary Diseases	2	Spring
RESP 423 Infectious Pulmonary Diseases	2	Spring
BIOL 352 Nutritional Science	3	Spring
RESP 417 Respiratory Care Techniques III	3	Spring
RESP 462 Clinical Practice II	1	Spring
<b>SUMMER SESSION</b>		
RESP 463 Clinical Practicum II	3	Summer 1
<b>FALL SEMESTER</b>		
RESP 495 Respiratory Care Research	2	Fall
RESP 464 Clinical Practicum III	<u>10</u>	Fall
	57	Credit Hours

## GRADING

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

<b>% Range</b>	<b>Letter Range</b>	<b>Num. Grade</b>	<b>% Range</b>	<b>Letter Range</b>	<b>Num. Range</b>
93-100	A	4.0	73-76	C	2.0
90-92	A-	3.7	70-72	C-	1.7
87-89	B+	3.3	67-69	D+	1.3
83-86	B	3.0	63-66	D	1.0
80-82	B-	2.7	60-62	D-	0.7
77-79	C+	2.3	<60	F	0.0

The student will be issued a grade report following each semester. He/she must maintain a respiratory therapy quality point average (RTQPA) of 2.0 or higher in both the didactic and clinical practice portions of the program in order to remain in good standing. If the student's RTQPA drops below 2.0, he/she will be allowed a one semester probationary period in which to achieve the required RTQPA of 2.0. Should the student fail to achieve a 2.0, he/she will be subject to dismissal from the program.

## ABSENTEEISM/TARDINESS

We continue to follow the "University Class Attendance Policy" for classroom attendance. There will be no unexcused absences for scheduled clinical time, student presentations, patient case presentations, or special lectures (anything **bolded** in the class schedule).

Clinical time missed due to illness, injury or catastrophe will be excused if the absence is reported (by phone or email) prior to the start of the assignment. (If on outside assignment, both the Director of Clinical Education and the clinic to which the student is assigned must be called.) Excused absences for reasons other than these must be prearranged by written request and approved in writing by the Program Director or the Director of Clinical Education. All other absences will be made up during time when the student is not scheduled elsewhere, at the discretion of the Director of Clinical Education and the instructor involved.

The first unexcused absence will result in a written reprimand from the Program Director or Director of Clinical Education. All unexcused absences will result in a grade of zero for the day. Any subsequent infraction will result in probation. Any unexcused absence during a probation period will result in dismissal.

You are expected to be ready for class, lab or clinical at the scheduled time. Arrive early to be prepared by starting time. Tardiness is unacceptable and a disruption to the class. Three episodes of tardiness per semester while on clinical will result in one unexcused absence.

## **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.

- When retaking a comprehensive final exam (RESP 461, 463 and 464), a minimum passing score of (63%) must be achieved to progress in the curriculum. However, a minimum passing score (63%) will be used to compute the course average regardless of the score obtained on the retake examination. Failure to achieve this will result in dismissal from the program.

## **PROBATION POLICIES**

1. In the event that the number of fully qualified applicants falls short of the class capacity, the program may elect to admit a BS Biology student to the professional phase of the curriculum with a QPA between 2.0 and 2.3 or a BS ALHT candidate with a QPA between 2.2 and 2.5. If this occurs, the student will start the first session on academic probation. During the first session, the student will make appointments and meet with the Program Director periodically to discuss his/her progress. All post-baccalaureate and transfer students will begin the program on probation.
2. At the end of the first summer session, the probationary student must have a respiratory therapy program average of "C" (2.0) or better to remain in the program. A student with a respiratory therapy quality point average (RTQPA) of less than 2.0 will be dismissed from the program. Dismissal will result even though a student's overall QPA may exceed 2.0.
3. At the end of the first summer session, probationary students with RTQPAs of 2.0 or greater will be granted "student in good standing" status.
4. Regularly admitted students failing to achieve a RTQPA of 2.0 at the close of any semester or session will be placed on probationary status. Items 1, 2 and 3 (above) will apply to these students during the subsequent semester.
5. Any student losing university "student in good standing" will be dismissed from the program.
6. Any student demonstrating consistent incompetence in the laboratory or clinical area (i.e. patient care procedures), as documented on skills lab competency check sheets, clinical competency check sheets or clinical evaluation forms, will be placed on clinical probation and closely monitored for improvement. Failure to promptly improve to a competent level will result in dismissal. (Failing to achieve a score of 80% or better in any procedure, failing to score a 2.0 in any category on the clinical evaluation form).

## **CONTINUATION IN THE PROGRAM**

1. A student may not begin the final fall semester (RESP 464) with a RTQPA less than 2.0. This applies even if the overall Millersville University QPA exceeds 2.0.

2. Students who are not allowed to continue in the program may, at the discretion of the Program Director, repeat courses for which they have earned less than a "C". Continuation in the program would also be contingent upon the university suspension policy and UPMC Pinnacle Lancaster policy.
3. Any student repeating a respiratory therapy course will be required to pay the standard university tuition and fees.

## **DISMISSAL POLICY**

A student may be dismissed from the program for the following reasons:

- Earning less than a 1.0 average in any program course
- Failing to meet the terms of a probation
- Demonstrating a level of clinical proficiency which is consistently lower than the acceptable standard (as determined by competency check sheets or clinical evaluation forms) or hazardous to patient welfare while on probation
- Failing to pass a comprehensive exam for RESP 461, RESP 463 or RESP 464
- Positive findings on a drug screen
- Failing to abide by the policies and procedures set forth by Millersville University and/or UPMC Pinnacle Lancaster.

## **STUDENT APPEAL POLICY & PROCEDURE**

A student has the right to appeal any decision by the faculty which affects his/her status in the program. If a student wishes to appeal, the following procedure shall apply:

1. Within 72 hours of his/her notification of a decision, the student must file a letter of intent to appeal with the Program Director. This letter must be sent electronically to the Program Director and an original signed copy must be delivered to the Program Office.
2. The Program Director will contact the chairman of the Biology Department who will select an Appeal Board. A hearing shall be scheduled within 10 working days of the receipt of the letter of intent to appeal.
3. When an appeal is made, all relevant information will be collected by the program faculty. The faculty shall review all material and then forward it to the Appeal Board.
4. The Appeal Board shall consist of three members of the Advisory Committee; one must be a student and the remaining two may be any others who are not employees of the program.



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](http://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.

## **ACKNOWLEDGEMENT**

I certify that I have received a copy of the Millersville University Program in Respiratory Therapy Student Handbook. I have reviewed and understand all policies. I agree to abide by the policies and procedures outlined within the handbook and the policies and procedures of UPMC Pinnacle Lancaster. I realize that deviation from these standards will be cause for disciplinary action including dismissal from the program.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_