

**COAHOMA COMMUNITY COLLEGE
ASSOCIATE DEGREE RESPIRATORY CARE PROGRAM**

Application & Admission Procedure

General Information

The application submission time frame for the Respiratory Care Program is **February 1st to May 30th, 2019**.

Contact the Respiratory Care Department (662-621-4687) for clarification or questions regarding application.

Summer Requirements for Fall 2019 admission to the Respiratory Care Program:

If accepted into the Respiratory Care program, the following must be completed before Fall 2019 enrollment is allowed:

1. Successful completion of all pre-requisite course requirements for admission.
2. Successful completion of the *Health Sciences Summer Enrichment Camp July 16-18, 2019*, 8:00 a.m. to 4:00 p.m. at the CCC **Robert G. “Brick” Mason Health Sciences Building**.
3. Successful completion of additional program-specific requirements.

Application to Coahoma Community College

An application to Coahoma Community College **must be made or updated before** applying to the Respiratory Care Program.

Go to:

<http://www.coahomacc.edu/Assets/uploads/files/admissions/Application%20for%20Admission.pdf>

for the college application form(s).The four (4) requirements for general admission consist of: completed CCC application, high school transcript, ACT composite score of 17 or higher, and social security card.

Pre-Admission Requirements for the Respiratory Care Program

1. All requirements for general admission to the college must be met.
2. All pre-requisites are to be completed by the end of the Summer II semester.
Required Pre-Requisites:
 - Anatomy & Physiology I & II 8 hrs
3. A cumulative minimum GPA of 2.0 is required.
4. A minimum grade of “C” is required in all courses.
5. Anatomy and Physiology I & II and Labs must have been taken within the last **5 years** with a grade of C or better in each course.
6. ACT composite score of 17 or higher
7. Completion of the TEAS V pre-admission examination.
8. Admission to the Respiratory Care Program is competitive according to weighted criteria. Meeting pre-acceptance requirements does not guarantee admission.

Application Process

The following documents must be submitted to the Respiratory Care Program by May 30, 2019 for an applicant to be considered for admission:

1. Completed CCC Associate Degree Respiratory Care application (Incomplete applications will not be considered).
2. **Official** copy of transcripts from each college or university attended. **(Request two (2) official copies of transcripts from each college/university attended, to be sent to student directly and then submitted with the application. To be official, transcripts must remain sealed in the original envelope).**
3. **CCC transcripts;** go to Coahoma's Registrar's Office and request that an official sealed transcript be sent to the Respiratory Care Program.
4. Official ACT (American College Test) scores.
5. Official sealed high school transcript.
6. Signed/witnessed Respiratory Care program performance standards.
7. Signed/witnessed criminal background check information form.
8. Signed/witnessed drug policy understanding.

Admission Selection Process

1. Candidate files are assessed for documentation that meets all minimum admission requirements for the Respiratory Care Technology Program. Incomplete applications will not be considered for admission.
2. A Rating Scale for Admission form is completed and scored on each candidate meeting minimum admission requirements.
3. The Rating Scale for Admission form can be found at <http://www.coahomacc.edu/Assets/uploads/files/Health/Respiratory/2015%20Respiratory%20Selection%20Score%20Sheet.pdf>
4. The completed forms are ranked numerically and candidates are selected from the top down until available slots are filled.

REMINDER: An application to Coahoma Community College must be made or updated before applying to the Respiratory Care Program.

All application information must be received by the Respiratory Care Program no later than May 30, 2019 to be considered. Incomplete applications will not be considered.

Submit COMPLETED application packet to the Coahoma Community College Respiratory Care Program, 901 Ohio Street, Clarksdale, MS, 38614 by mail or in person.

Notification of Acceptance/Non-acceptance

Letters of acceptance or non-acceptance will be mailed by the middle of June. If a letter of acceptance is received, the recipient should respond within one week **in writing** using the “Confirmation of Acceptance” form included with the letter. Not confirming acceptance within a week can result in the admission slot being given to another applicant.

Post Admittance Requirements must be completed first summer semester June 2020

Once accepted into the Respiratory Care Program, the following will be required **at the student’s own expense** and will be due **no later than the end of the first summer semester in June 2020**.

1. Evidence of vaccine or proof of titer for Hepatitis B and Varicella and current Tetanus and Tuberculosis (TB) vaccines. **(student’s responsibility)**
 2. Current American Heart Association Basic Life Support (BLS) certification for health care providers. This must be maintained until graduation. **(arranged by school)**
 3. Criminal background check clinical clearance letter. **(arranged by school)**
- **Students will not be allowed to start Clinical Practice I if the above requirements are not met by the specified time.**

Other Important Information:

1. Student malpractice insurance is obtained through the school and charged to the student after the fall semester begins.
2. Each student is responsible for their own transportation which includes access to a dependable car, a valid driver’s license, and proof of insurance as required by state and local law.
3. Travel to clinical facilities for required clinical experiences is the responsibility of the student.
4. Clinical hours are based on 12 hours shift on Monday, Tuesdays and Wednesdays of the second year.
5. Students must have access to the internet, a computer, e-mail and a working telephone number.
6. Any college credit courses taken after acceptance into the Respiratory Care Technology Program will be calculated into the cumulative GPA. If your cumulative GPA Falls below 2.0, your acceptance for admission will be withdrawn.

The Respiratory Care Technology program, CoARC program number 200582, awarding the Associate in Applied Science degree (AAS) from Coahoma Community College, is located in at the Robert G. “Brick” Mason Bldg. 901 Ohio Street, Clarksdale, Mississippi. It is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedfore, Texas 76021-4244
(817) 283-28835

**COAHOMA COMMUNITY COLLEGE
RESPIRATORY CARE PROGRAM
APPLICATION**

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Employee Services/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.

I am applying to the Respiratory Care program. **PRINT LEGIBLY!**

Date of Birth _____ Social Security Number _____

Student's Name _____
(Last) (First) (Middle) (Maiden)

Address _____
(Street) (City) (State) (Zip) (County)

Mailing Address _____
Telephone Number(s) _____

(Home) (Work) (Cell)
E-mail Address _____ U. S. Citizen? Yes ___ No ___

Have you ever been admitted to CCC? Yes ___ No ___ When _____

If yes, under what name? _____ CCC ID# _____

Applied/Admitted to any other Respiratory program? ___ Where _____

Reason for non-completion _____

PRIOR EDUCATION:

High School graduation date _____ High School GPA _____ GED _____

College Degrees earned _____

Last college attended _____

Are you currently enrolled in college courses? _____ Expected completion date _____

ACT score (composite) _____ Courses presently enrolled in _____

Have you ever been convicted of, pled guilty to, or no contest to (nolo contendere), or are charges pending against you for a felony or misdemeanor in any state? (Includes moving vehicle violations)
YES ____ NO ____

If yes, please explain _____

Have you ever been convicted of a felony, or pled guilty to, or no contest to (nolo contendere) a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult?

YES ____ NO ____

If yes, please explain _____

All applicants should be advised of the following:

1. Any statement made on this application which is false and known to be false by the applicant at the time of making such statement, shall be deemed fraudulent and subjects the applicant to disciplinary proceedings.
2. Admission to the Respiratory Care Program may be denied based on the results of the criminal background check.

I certify that the information on this application is true and accurate.

Applicant's Signature

Date

RESPIRATORY CARE

(Leading to A.A.S. degree)

Advisors: A. Brooks, W. Lockett, Y. Washington

Health Sciences Division

Major Code: RES

This program of study combines training in the technical and clinical aspects of respiratory and general education courses necessary to provide the student with the knowledge necessary to give direct care to patients with respiratory/cardiac health problems. Upon completion of this program, the student is awarded the Associate in Applied Science degree.

Prerequisites: Hours

Human Anatomy and Physiology I Lecture (BIO 2513) 3

Human Anatomy and Physiology I Lab (BIO 2511) 1

Human Anatomy and Physiology II Lecture (BIO 2523) 3

Human Anatomy and Physiology II Lab (BIO 2521) 1

Freshman Year

<u>Fall Semester</u>	<u>Semester Hours</u>
ENG 1113 English Comp	3
CSC 1113 Computer Concepts	3
SPT 1113 Oral Communications	3
RCT 1223 Patient Assess/Planning	3
RCT 1214 Respiratory Care Science	4
<u>RCT 1313 Cardiopulmonary A&P</u>	<u>3</u>
Total	19

<u>Spring Semester</u>	<u>Semester Hours</u>
Elective Humanities/Fine Arts*	3
Elective Math/Science**	3
Elective Social Behavioral/Science ***	3
RCT 2333 Cardiopulmonary Path	3
<u>RCT 1416 Respiratory Care I</u>	<u>6</u>
Total	18

Summer Terms 1 & 2

RCT 1424 Respiratory Care II	4
<u>RCT 1322 Pulmonary Functions</u>	<u>2</u>
Total	6

RCT 1613 Respiratory Pharm.	3
<u>RCT 2613 Neonatal Pediatrics</u>	<u>3</u>
Total	6

Sophomore Year

<u>Fall Semester</u>	<u>Semester Hours</u>
RCT 1516 Clinical Practice I	6
RCT 1524 Clinical Practice II	4
<u>RCT 2434 Respiratory Care III</u>	<u>4</u>
Total	14

<u>Spring Semester</u>	<u>Semester Hours</u>
RCT 2534 Clinical Practice III	4
RCT 2546 Clinical Practice IV	6
<u>RCT 2713 Resp. Care Seminar</u>	<u>3</u>
Total	13

* Music or Art Appreciation

** College Algebra, Chemistry I, Microbiology, Physics

*** Intro to Sociology, Psychology, Marriage and Family

**COAHOMA COMMUNITY COLLEGE
RESPIRATORY CARE PROGRAM**

Mailing Address:
Coahoma Community College
3240 Friars Point Road
Clarksdale, Mississippi 38614
Telephone: 662-621-4687

Physical Location:
Robert G. "Brick" Mason Health Sciences Building
901 Ohio Street
Clarksdale, Mississippi 38614

Website Address: <http://www.coahomacc.edu/programs-of-study/health-sciences>

Type of Program: Allied Health

Length of Time: 6 semesters (4 academic semesters and 2 summer sessions)

Credits required for graduation:

- 76 hours each program

Degree awarded:

- Associate in Applied Science (AAS)

Estimated Costs/Fees:

Please refer to <http://www.coahomacc.edu/admissions-financial-aid/admissions/tuition-fees/index> for current institutional fees.

Currently there is an additional \$850 per semester respiratory care fee (this fee is subject to change). The fees include but are not limited to: student malpractice insurance, clinical fees, background checks, uniforms, Data Arc usage, conference/meeting fees, and NBRC TMC Self-Assessment Exam fees as appropriate for each semester. This fee is not charged during summer sessions.

COAHOMA COMMUNITY COLLEGE RESPIRATORY CARE PROGRAM

Performance Standards for Admission and Progression

These technical standards represent the non-academic demands associated with the respiratory care discipline. The standards result from information obtained from industry sources, instructional faculty, and published occupational references. Successful program completion is, in part, contingent upon students' ability to meet the physical and cognitive demands represented by these standards.

General Job Description:

Utilizes the application of scientific principles for the identification, prevention, remediation, research, and rehabilitation of acute or chronic cardiopulmonary dysfunction thereby producing optimum health and function. Reviews existing data, collects additional data, and recommends other data needed to evaluate the respiratory status of patients, develop the respiratory care plans, and determine the appropriateness of the prescribed therapy. Initiates, conducts, and modifies prescribed therapeutic and diagnostic procedures such as: administering medical gases, resuscitation; providing support services to mechanically ventilated patients; maintaining artificial and natural airways; performing pulmonary function testing, hemodynamic monitoring and other physiologic monitoring; collecting specimens of blood and other materials. Documents necessary information in the patient's medical record and on other forms, and communicates that information to members of the health care team. Obtains, assembles, calibrates, and checks necessary equipment. Uses problem solving to identify and correct malfunctions of respiratory care equipment. Demonstrates appropriate interpersonal skills to work productively with patients, their families, staff, and co-workers. Accepts directives, maintains confidentiality, does not discriminate, and upholds the ethical standards of the profession.

Physical Standards:

- Lift/carry objects such as portable ventilators and battery packs weighing up to 40 lbs. frequently; assist moving or repositioning patients with or without assistance - Patients may weigh in excess of 300 lbs. and weight lifted may be in excess of 100 lbs. occasionally.
- Stand/walk for prolonged periods of time with only occasional sitting - Walking is generally on hard surfaces and occasionally involves stairs.
- Bend and twist frequently and intermittently for prolonged periods of time - Some degree of bending and twisting is involved with nearly every task.
- Kneel, stoop, and crouch occasionally when performing such tasks as adjusting equipment, plugging in electrical equipment, or performing CPR.
- Push/pull large wheeled equipment such as ventilator machines weighing in excess of 200 lbs.
- Manual and finger dexterity sufficient to manipulate patients and equipment; grasp syringes, laryngoscope, and endotracheal tubes; handle small and large equipment for storing, retrieving, and moving; manipulate knobs and dials; and assemble, disassemble, correct malfunctions, perform maintenance and evaluate various pieces of medical equipment.
- Extend arms downward, outward, or upward.
- Auditory ability sufficient to hear verbal instructions, hear heart and breath sounds with a stethoscope, hear gas flow through equipment, and perceive warning signals.
- Visual acuity sufficient to read typed, handwritten, or computer information; see patient conditions such as skin color, work of breathing, and mist flowing through the tubing; and accurately read gauges, dial settings, and digital and analog displays and recognize biohazardous fluids.
- Physical tolerance to a clinical environment that may include noisy conditions, crowded conditions, stressful situations, sterile surroundings, frequent exposure to blood-borne pathogens, secretions, bodily fluids, and exposure to chemicals/solvents.

Cognitive and Behavioral Standards: ----- *moved to this page*

- Calculate, analyze, interpret, and record numbers and physical data accurately from observation, charts, radiology screens, and computer information systems.
- Apply theory to clinical practice, maintaining competence under challenging and sometimes stressful situations.
- Communicate effectively, utilizing written and spoken English when interacting with patients, their families, and other health care professionals.
- Interact professionally and effectively with patients, families, and coworkers as a health care team member.
- Carry out orders accurately and in a timely manner.
- Function safely, effectively, and calmly under stressful situations.
- Prioritize effectively and maintain composure while managing multiple tasks.
- Accept and apply constructive feedback.
- Maintain a positive and constructive manner with peers, coworkers, and instructors.

Persons with Disabilities:

Individuals with disabilities are encouraged to apply for admission and/or matriculation in the program. In accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, accommodations for students with disabilities will be considered at the student's request. The student will be required to register with Michael Houston, Director of Employee Services/Coordinator for 504/ADA, Title IX Compliance Officer, and provide documentation of disability. Once the student is qualified by the Coordinator for 504/ADA, Title IX Compliance Officer as having a disability, requested accommodations will be considered. Accommodations for the classroom, laboratory, or clinical setting will be considered according to reasonableness. Accommodations that compromise patient care, or that fundamentally alter the nature of the program or activity, are not considered to be reasonable. A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination.

For additional information, please contact Michael Houston, Director of Employee Services/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

PLEASE CHECK:

_____ I do not require special accommodations to meet the performance standards.

_____ I will need the following accommodations to meet performance standards.

Please list _____

I understand the requirements and feel that I can achieve the performance standards described for the Respiratory Care Program.

Signature _____ Date _____

***Return this completed form with your application information.**

**COAHOMA COMMUNITY COLLEGE
RESPIRATORY CARE PROGRAM**

BACKGROUND INFORMATION SIGNATURE FORM

All students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Each student must submit a criminal background clinical clearance letter by the end of the first summer semester in June 2020. The respiratory care program will arrange for a background check to be completed. It is the responsibility of the student to comply with such arrangements. Failure to comply will result in the student’s dismissal from the program.

A clinical clearance letter must be provided to the Respiratory Care Program for a student to be able to meet the clinical agency practice requirements of the program.

I, _____ have read and understand the above information regarding the Mississippi State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health.

Signature of Student

Signature of Witness

Date of Signature

***Return this completed form with your application information.**

Coahoma Community College
Information Sheet for the TEAS V (Test of Essential Academic Skills V)

What is the TEAS V? The TEAS V is a computerized pre-entrance test required for all applicants to the Coahoma Community College (CCC) Respiratory Care Program (RCT). The TEAS V is used to evaluate applicants for admission to the Respiratory Care program. The TEAS V is only one of several criteria used in the selection process. The TEAS V is a multiple choice assessment of base academic knowledge in reading, mathematics, science, English and language usage.

How do I prepare for the TEAS V? The TEAS V Study Guide is available for purchase in the CCC bookstore and online at http://www.atitesting.com/ati_store/TEAS-Products.aspx.

How do I register to take the TEAS V? Complete and submit the TEAS V Registration Form along with a \$58.00 money order at least one week before the test date chosen. (See TEAS V Registration Form)

Where do I take the TEAS V? The TEAS V is given on computer at the CCC Gathwright Workforce Center at 510 Sunbelt Drive, Clarksdale, MS (located on Highway 49 South); phone number (662) 627-9139. Parking is available in the front of the building.

- **All applicants must create an account online prior to the day of testing.**
 - Go to <https://www.atitesting.com/home.aspx>
 - At the top right of the screen go to Sign In and click the tab Create an Account
 - Fill in the information
 - Create a user name and password (**write it down so you will remember it on the day of the test**)
 - After filling in the information click Register
- Bring a picture ID on the day of the test. Applicants will not be allowed to test without it.
- Calculators are not allowed.

What do I need to make on the TEAS V to pass? A TEAS V passing score has not been set. Respiratory Care applicants will be compared by ranking. Other criteria will also be used for the selection process.

How often can I take the TEAS V?

Applicants may take the TEAS V no more than once a year.

Where do I submit the TEAS V Registration Form?

Attention: Respiratory Care Department
Coahoma Community College
Robert G. "Brick" Mason Health Sciences Building
901 Ohio St.
Clarksdale, MS 38614
(662) 621-4687

**COAHOMA COMMUNITY COLLEGE
TEAS V Registration Form**

Name _____

Mailing Address _____

Email address _____

Phone number _____

Testing space is limited, so please choose your date for testing. You will receive confirmation by email. Please provide an accurate email address.

Dates for TEAS V Testing: Time: 9:00 a.m.

_____ Wednesday, May 8, 2019 at 9:00a.m.

_____ Wednesday, May 15, 2019 at 9:00 a.m.

_____ Wednesday, May 22, 2019 at 9:00 a.m. & 1:00 p.m.

_____ Wednesday, June 5, 2019 at 9:00 a.m.

_____ **Enclosed is my money order for \$58 made payable to Coahoma Community College. (Required). No personal checks or cash.**

All applicants must have submitted their completed application by May 30, 2019 and taken the TEAS V exam by May 16, 2018 to be considered for admission to the Respiratory Care Program.

Respiratory Care Applicants- Submit the TEAS Registration form to:

Attention: Wendy Harris
Robert G. "Brick" Mason Health Sciences Building
901 Ohio Street
Clarksdale, MS 38614
(662) 621-4687

Check List for Completion of Application to the Respiratory Care Program

_____1. Completion of application process with CCC Admission Office; contact CCC Admission Office regarding admission status (662)-621-4176 or 1-866-470-1CCC.

Submit the following to the Respiratory Care Program, Coahoma Community College, 901 Ohio Street, Clarksdale, MS, 38614, (662) 621-4687, by mail or in person.

- _____2. Completed CCC Respiratory Care application form
- _____3. Official copy of transcript(s) from each college/university attended.
- _____4. Official ACT (American College Test) scores
- _____5. Registration for TEAS V with \$58.00 money order
(Optional-purchase TEAS V Study Materials from the online store at http://www.atitesting.com/ati_store/TEAS-Products.aspx to prepare for TEAS V)
- _____6. Official high school transcript or GED
- _____7. Signed/witnessed Respiratory Care program performance standards
- _____8. Signed/witnessed criminal background check information form
- _____9. Signed/witnessed drug policy understanding

All application information must be received by the Respiratory Care Program no later than May 30, 2019 to be considered. Incomplete applications will not be considered.

Note-TEAS V registration and payment can be submitted prior to and separate from the other required application documents but no later than May 30, 2019.

Submit **COMPLETE** application packet to Coahoma Community College, Robert G. "Brick" Mason Health Sciences Building, Respiratory Care Program, 901 Ohio Street, Clarksdale, MS 38614 by mail or in person.