

Respiratory Therapy Program Application Requirements

Applications will be available January 4th through March 16th. For the Spring 2010 application period, the application submission materials and required documents must be submitted by March 16th at 5:00 PM.

Applications should include the following:

- _____ 1. Submission Materials (Checklist, application form, worksheet, policy statement, and statistical information.)
- _____ 2. Essay (described below). Each student will include an essay with their application that consists of the following information:
 - a. Description of the scope of practice for a respiratory therapist to the best of their knowledge.
 - b. Discuss why they are choosing to go into the field of respiratory care.
 - c. Describe what characteristics or attributes they possess that will enhance respiratory therapy as a profession. Each should be described with an example of experiences or observations that have molded such characteristics/attributes rather than general statements for the purpose of demonstrating the uniqueness of each individual.
- _____ 3 Unofficial transcripts of all completed college coursework.

Interview

Also, an interview will be scheduled and conducted by the program director. Applicants will be notified of the date, time, and location of the interview.

Acceptance

Acceptance will be based on application completeness, including attachments, essay, and interview. Notification of acceptance or denial will be made as soon as practical after the end of the application period. Students may be placed on a wait list.

Applicants responsible for completion of Application Packet

All contents of the application packet should be submitted in their entirety and stapled together. Applicants are responsible for the completion of the application submission materials and submitting the required attachments. Oversight or omission of any item will prevent the application from being processed. Applicants will NOT be notified of missing items until after the end of the application period.

Other Required Documents for Program Start

Be advised, once accepted into the Respiratory Therapy program, students will have to submit required documents. These required documents include a physical (including TB test, immunizations and titers), current CPR card, proof of liability insurance, and Background Check Certificate. These items must be completed by August of the entering (matriculating) year. Forms and procedures for this requirement will be given to the entering students.

**VICTOR VALLEY COLLEGE
DR. PREM REDDY SCHOOL OF HEALTH SCIENCES
ASSOCIATE DEGREE RESPIRATORY THERAPY
PROGRAM**

**APPLICATION
FOR
ADMISSION**

FOR (SUMMER) JUNE 2010 ENTRY

(Class of June 2012)

APPLICATION PERIOD

JANUARY 4, 2010

THROUGH

MARCH 16, 2010

**18422 BEAR VALLEY ROAD
VICTORVILLE, CA 92395
(760) 245-4271, Ext. 2463, 2509
Email: marint@vvc.edu**

REV. 12/09

VICTOR VALLEY COLLEGE
DR. PREM REDDY SCHOOL OF HEALTH SCIENCES
ASSOCIATE DEGREE RESPIRATORY THERAPY PROGRAM

APPLICATION FOR ADMISSION

SUMMER 2010 START

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The Victor Valley College, Associate Degree Respiratory Therapy Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC).

CoARC
1248 Harwood Rd
Bedford, Texas 76021-4244
(817) 283-2835
(817) 354-8519 (fax)

STEPS TO APPLICATION

1	<p><u>BEFORE APPLYING</u></p> <ul style="list-style-type: none"> • READ the Victor Valley College Associate Degree Respiratory Therapy Application Packet thoroughly. • Obtain transcripts from all college work related to the Respiratory Therapy degree. GRADE CARDS <u>WILL NOT</u> BE ACCEPTED.
2	<p><u>APPLICATION COMPLETION</u></p> <ul style="list-style-type: none"> • Complete all Submission Materials. • Send or bring the complete Submission Materials with attached unofficial transcripts of <u>all</u> college work completed or in progress (including VVC) to: VICTOR VALLEY COLLEGE RESPIRATORY THERAPY DEPARTMENT 18422 BEAR VALLEY ROAD VICTORVILLE, CA 92395
3	<p><u>TIMELINE FOR APPLICATION</u> <u>Entrance – Summer Semester 2010</u></p> <ul style="list-style-type: none"> • Submission Materials must be submitted to the Respiratory Therapy Department by <u>March 16, 2010</u>. Office hours are 8:30 AM to 5:00 PM. • Late applications will not be accepted. If mailed, we are not responsible if not physically received by the Respiratory Therapy Department by the due date/time.
4	<p><u>SELECTION OF STUDENTS</u></p> <ul style="list-style-type: none"> • If more qualified applications are received than there are spaces available, an enrollment process will be used. This includes application completeness, essay, and interview.
5	<p><u>NOTIFICATION</u></p> <ul style="list-style-type: none"> • Letters of acceptance/non-acceptance are sent out approximately <u>April 30, 2010</u>. • The Acceptance letter must be returned by <u>5:00 PM, May 17, 2010</u>. • There will be a Mandatory Orientation Meeting before the start of the semester. Students will be notified of the date, time, and location. • The program begins June 2010. Date to be announced.

ADVICE: PREREQUISITES MUST BE COMPLETED OR IN PROGRESS PRIOR TO APPLYING FOR THE RESPIRATORY THERAPY PROGRAM. **APPLICATIONS WILL NOT BE ACCEPTED IF PREREQUISITES ARE NOT COMPLETED WITH A 'C' OR BETTER .**

GENERAL INFORMATION

Thank you for your interest in our Associate Degree Respiratory Therapy Program.

- In order for your application to be considered, you **MUST ATTACH ALL UNOFFICIAL TRANSCRIPTS**. This means you must request transcripts from all colleges, technical, or professional schools you have attended to be sent to you; and attach a copy of each to your application. Grade cards will NOT be accepted.
- **YOUR APPLICATION WILL NOT BE ACCEPTED IF THE PREREQUISITES (BIOLOGY, CHEMISTRY & ALGEBRA) ARE NOT COMPLETED WITH A 'C' OR BETTER. YOU MAY BE ACCEPTED ON A PROVISIONAL BASIS IF YOU TAKE A PREREQUISITE DURING SPRING 2010 WITH GRADE PENDING.**
- If your application is incomplete, it will not be considered. It is the responsibility of the applicant to ensure that his or her application is complete.
- If accepted, you will be required to submit official transcripts, from each school attended, to the Admissions and Records Office. Application to Victor Valley College is separate from application to the Respiratory Therapy Program. In order to register for classes, the student must apply for admission to the college.
- If you are not selected, you may apply again for the next class. We **DO NOT** keep any materials or copies of materials submitted.

IT IS RECOMMENDED THAT BEFORE SUBMISSION YOU MAKE A COPY OF YOUR SUBMISSION MATERIALS TO KEEP FOR YOUR RECORDS.

PREREQUISITES

1. College Biology (equivalent to VVC BIOL 100 or 107) 4 units completed with a grade of C or better.
2. College Chemistry (equivalent to VVC CHEM 100) 5 units completed with a grade of C or better.
3. College Algebra (equivalent to VVC MATH 90 or 105) 4 units completed with a grade of C or better.
*MATH 50 accepted if you started your courses under that catalog and are been a continuing student.

NOTE: All courses that apply to the Associate Degree in Science, Respiratory Therapy Major must be completed with a grade of "C" or better. A grade of "C-" is not accepted.

ADMISSION, PLACEMENT AND ADVANCEMENT

Letters of notification will be mailed out April 30, 2010, for entry into the program the following June. Any student, who is accepted but declines admission for a given year, must reapply the following year.

Remember, acceptance to the Program is based upon established criteria due to limitation of class size. The application requirements in this packet reflect the minimum standards for consideration.

Advanced Placement

1. CRT/RCP's, with 1000+ hours of clinical experience are encouraged to seek advanced placement. An accelerated program can be planned on an individual basis. Before applying, the prospective student should confer with the RT Program Director. Call for an appointment at (760) 245-4271 ext. 2509. Admission to the RT Program as a non-traditional student requires submission of a complete application packet.

Transfers from Other Schools of Respiratory Therapy

1. Will be considered on an individual basis.
2. Must apply for admission to VVC.
3. Must apply for admission to the RT Program.
4. Prior RT courses taken must be equivalent to the VVC Program for transfer to be approved.

Promotion

1. All Respiratory Therapy didactic classes must be passed with a "C" or higher.
2. Clinical classes must be passed with a satisfactory evaluation.
3. All associated classes taken for obtaining the Associate Degree in Science must be passed with a grade "C" or higher.
4. All RT classes must be taken consecutively. Progression is RSPT 230, 231, 232, 239, 233, and 234.
5. Students must pass both Anatomy and Physiology with a grade "C" or higher to be promoted to RSPT 233. Microbiology must be passed with a grade "C" or higher prior to entry to RSPT 234.
6. Overall 2.0 GPA must be maintained.

Withdrawal and Dismissal

1. A student may repeat one (1) Respiratory Therapy course during the program without competing for class placement.
2. Only one (1) RT course may be repeated and that course may be repeated only once.
3. Any student who withdraws from the program should appear for an exit interview and submit a written resignation.

Withdrawal and Dismissal (cont.)

4. If a student meets the requirements for re-entry into the program at a later date, a new application must be made in writing.
5. Returning students, who meet re-entry criteria, must notify the Program Director in writing six (6) months in advance of intent to return.

Certificate of Completion

A Certificate of Completion in Respiratory Therapy will only be given to those students who satisfy the A.S. Degree requirement in addition to the completion of the Respiratory Therapy core courses.

PROGRAM INFORMATION

1. **ETHICAL CONDUCT**

The faculty of the Victor Valley College (VVC) Associate Degree Respiratory Therapy Program follows the Guide of Schools of Professional Nursing on Ethical Practices as revised in March 1986 (EDP-I-14).

The professional role of Respiratory Therapy demands proper ethical conduct. This includes the educational phase of their professional lives. Proper and ethical behavior includes, but is not limited to, honesty in all areas. Breaches of ethical conduct will not be tolerated in any area; these include, but are not limited to, cheating, plagiarism, breeches of confidentiality, and turning in another person's work as one's own. Disciplinary action will result, depending on the severity of the infraction, and includes the possibility of dismissal from the program.

2. **GRADING**

A. The theory component and the clinical component of Respiratory Therapy are interdependent. Both must be passed to progress to the next semester.

B. Theory grading scale:

93 - 100% = A
83 - 92% = B
75- 82% = C
60 - 74% = D
< 60% = F

Each semester the student will be notified of the total possible points and a percentage scale of the grading.

We do not "round off" scores. Grades are based on actual points earned.

C. The clinical laboratory component will account for 30% of the total course grade. Refer to the clinical guides for specific policies.

D. Students are responsible for all module and clinical objectives. These objectives will be addressed by classroom lecture, skills lab, clinical experience and/or independent study.

E. Any student involved with professional dishonesty in theory or clinical may be given an automatic failure grade or non-credit for the course in addition to which he/she may be dropped from the Respiratory Therapy program. Permission to remain in the program and/or repeat the course will be on an individual basis. (For more information please refer to the VVC ADN Student Handbook, Policy: Re: Professional Honesty and the current VVC Student Handbook, Student Discipline: Prescribed Conduct.)

3. PROMOTION

- A. Theory grade in Respiratory Therapy classes must be passed with a "C" or better.
- B. Clinical experiences in Respiratory Therapy must be passed with a satisfactory evaluation. Competencies must be demonstrated in full each semester to progress.
- C. Overall 2.0 Grade Point Average (GPA) must be obtained.

4. WITHDRAWAL AND DISMISSAL

- A. Faculty reserves the right to dismiss a student RT not meeting required academic performance or ethical standards of Victor Valley College, Associate Degree Respiratory Therapy Program. Depending on the nature of the dismissal, students may not be readmitted to the program. (Refer to VVC College catalog for policy on withdrawal from a class.)
- B. Students may repeat a Respiratory Therapy course one time. Please refer to RT student handbook regarding policy for Entry/Re-entry into Respiratory Therapy Program.
- C. If a student drops a Respiratory Therapy course during the semester and reenters within the allowable time frame, that counts as the one allowable repeated Respiratory Therapy course. No additional repeats will be allowed.
- D. If the student meets the requirements to re-enter the program at a later date, intention to re-enter must be made in writing in accordance with the terms of the RT student handbook.
- E. Once accepted, students who miss more than two weeks, without valid excuse such as physician's documentation of illness, of a Respiratory Therapy Course will NOT be considered re-entry students and must reapply and compete for acceptance into the Respiratory Therapy Program.

5. ATTENDANCE

Classroom and clinical attendance are interrelated and necessary to the learning process of the Respiratory Therapy program. It is expected that all classroom and clinical assignments and activities will be completed as scheduled. Specific policies are found in the Respiratory Therapy syllabi, related to clinical:

- A. Students are may only miss 24 hrs of clinical time during the first year semesters and no more than 36 hours of clinical time the second year semesters. After an established number of hours of accumulated clinical absence, the student may receive a non passing grade for the rotation and course, which must be repeated the following year.
- B. Students are responsible for their own transportation to and from class and clinical facilities.

C. Clinical Advisement.

Students will be required to attend approximately 24-36 hours of clinical work per week. Clinical sites vary and may include the college skills lab as well as hospitals in the High Desert and Inland Empire area. Students should be available to attend clinicals Monday through Sunday. The school will give the students as much warning as possible in regards to clinical schedule. If a student anticipates conflict or difficulty with their clinical schedule, he/she may attempt to switch clinical groups with another student. The Clinical Director must approve all changes.

VVC Attendance Policy

(VVC College Catalog, 2007-2008, pp. 35).

“Students are expected to attend their classes regularly. Failure to attend the first class session may result in the student being dropped.

Failure to attend class jeopardizes not only a student’s grades, but the learning potential of the other students who were unable to gain access to the class due to enrollment limits.

The class instructor has the right to terminate a student’s enrollment when a student is absent for more than one hour for each unit of class credit.”

6. **EXIT/RE-ENTRY INTERVIEW
(DISMISSED, INCOMPLETE, WITHDRAWAL OR FAILURES (I, W, D or F))**

A. A student who receives an incomplete or failing grade (I, D, or F) is dismissed, or withdraws from the program must make an appointment with the Director of Respiratory Therapy for an Exit/Re-entry Interview as regards to academic review and possible re-entry to the program. The VVC ADN Exit/Re-entry Interview must be completed within one week and must be signed by the Director of Respiratory Therapy or designated faculty and the student.

B. A student who does not receive an Exit/Re-entry Interview within the time allotted may forfeit any possible re-entry into the program.

7. **POLICY ON NON-DISCRIMINATION**

Consistent with VVC’s policy of non-discrimination, the College and Respiratory Therapy Program does not discriminate in employment or in the admission and access to its programs and activities.

There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the student’s effective participation in the program.

8. LEARNING DISABILITIES/SPECIAL ACCOMMODATIONS

- A. Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in the Respiratory Therapy program, are encouraged to contact Disabled Student Program and Services (DSPS) as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization from DSPS is required before any accommodation can be made.

- B. Accommodations approved by DSPS must be on file with the Respiratory Therapy Department. The student is responsible for relating this approved accommodation to the faculty responsible for the administration of the examination.

PROGRAM RESPONSIBILITIES

COSTS

You will be provided an estimate of costs associated with entry and completion of the Respiratory Therapy Program in the RT Handbook.. It is VERY CRUCIAL for the student who has been accepted to have the monetary resources to start and complete the program. It is the student's responsibility to research their options (i.e., scholarships, grants, loans) before they are accepted into the program.

Substantial portions of the costs are incurred in the first semester. Along with books and registration, the following items will need to be completed or obtained, at the student's expense, BEFORE August 2010 (Date TBA):

1. Physical Examination that includes, immunizations or titers (blood tests to prove immunity), TB test (skin-test or x-ray), and Hepatitis Immunization (1st of 3 shots).
2. Current CPR card (can not expire mid-semester). This may have to be obtained outside the college.
3. Liability Insurance.
4. Uniforms and supplies.

COMMITMENT

Studying Respiratory Therapy at Victor Valley College is a privilege sought by many, and IT BRINGS WITH IT SOME IMPORTANT RESPONSIBILITIES. Before you accept this position, understand that it is expected you will answer these questions affirmatively:

1. Am I a responsible individual?
2. Will I be at theory and clinical classes on time?
3. Will I hand my assignments in on time?
4. Do I have access to reliable transportation?
5. Will I study and perform to the best of my ability?
6. Can I maintain the Respiratory Therapy Program standards of professional dress and conduct?

The Respiratory Therapy Program schedule of classes, skills lab, and clinical vary from semester to semester. Because of this scheduling and extensive reading, research, and homework assignments, it is highly recommended that a student does not try to work full-time and attend the program.

Also, you must understand that anything which changes your education plan (travel, illness, marriage, childbirth, family or personal crisis, etc.) may jeopardize your ability to focus on your Respiratory Therapy education. By accepting this position, you indicate that you will dedicate your attention and energies to the study of Respiratory Therapy with the intent to succeed. Further, that you will take the responsibility for your progression through the program.

The administration and faculty are sympathetic to the genuine situations students occasionally experience. We will assist any student in achieving success and are equally committed to each and every student. For this reason, specific procedures regarding enrollment and re-entry are in place to ensure that all students committed to their educational goals are given every opportunity to progress and complete the program.

Thank you for your interest in our program.

Victor Valley College
Dr. Prem Reddy School of Health Sciences
Associate Degree Respiratory Therapy Curriculum

Prerequisites for admission into the Respiratory Therapy program:

1. College Algebra (Equivalent to VVC MATH 90 or 105) with grade “C” or higher.
2. College Chemistry (Equivalent to VVC CHEM 100) with grade “C” or higher.
3. College Biology (Equivalent to VVC BIOL 100 or 107) with grade “C” or higher.
4. Overall GPA for all coursework attempted 2.0 or higher.
5. Physical Examination

Requirements for the Degree

82 Units Minimum

Group A – All of the following courses must be completed:**Units**

RSPT 50	Introduction to Polysomnography	4
RSPT 230	Introduction to Respiratory Therapy	3
RSPT 231	Orientation to the Basic Fundamentals of Respiratory Therapy	10
RSPT 232	Patient Assessment and Clinical Application Of Respiratory Care	10
RSPT 233	Intensive Respiratory Care and Advanced Pulmonary Physiology	13
RSPT 234	Neonatal and Pediatric Respiratory Care and Pathophysiology	13
RSPT 239	Introduction to Continuous Mechanical Ventilatory Support	2
BIOL 211	Human Anatomy	5
BIOL 231	Human Physiology	5
BIOL 221	General Microbiology	5
ENGL 101	English Composition and Reading	3
PSYC 101	General Psychology	3

Group B – Speech *One of the following must be completed:* (3 Units)

SPCH 106–Human communications; SPCH 107-Family Communication; SPCH 108-Group Discussion; SPCH 109-Public Speaking

Group C – Mathematics/Analytical Thinking *One of the following must be completed:* (3 Units)

MATH 90, 104, 105, H105, 120, 132, 226, H226, 227, H227, 228, H228, 231, 270

Group D – Humanities *One of the following must be completed:* (3 Units)

One course which meets the VVC Humanities general education requirement for Category III. Refer to the VVC Catalog for details.

Group E – Physical Education *One of the following must be completed:* (1 Unit)

Any activity or non-activity (lecture) physical education course of .5 units or more will fulfill this requirement. Completion of military basic training fulfills this requirement. Courses listed under Athletics may not be used to fulfill Physical Education requirement. Refer to the VVC Catalog for details.

All courses, including prerequisites, must be completed with “C” or better. A grade of C- is not accepted.**Please note: High school algebra, biology and chemistry can no longer be used to satisfy prerequisites.**

**DR. PREM REDDY SCHOOL OF HEALTH SCIENCES
ASSOCIATE DEGREE RESPIRATORY THERAPY PROGRAM**

APPLICATION FOR ADMISSION

SUBMISSION MATERIALS

This form and the pages that follow must be printed, completed manually, and submitted in their entirety. They must be legible and conform to the original format or you will need to resubmit.

NAME: *Please Print*

CHECKLIST

I HAVE	PLEASE INITIAL
COMPLETED Biology, Chemistry, and Algebra with a grade of C or better; APPLICATION WILL NOT BE ACCEPTED, IF NOT INITIALED.	
COMPLETED the Application Form;	
COMPLETED the Application Worksheet;	
ATTACHED all unofficial college, trade, or professional school transcripts (including VVC);	
HIGHLIGHTED all courses completed toward the degree on the attached unofficial college transcripts;	
READ, SIGNED, AND DATED the Application Policy Statement	
COMPLETED the Statistical Information	
ATTACHED the essay.	

SUBMISSION DATES
January 4, 2010 to March 16, 2010

**VICTOR VALLEY COLLEGE
RESPIRATORY THERAPY PROGRAM
18422 BEAR VALLEY ROAD
VICTORVILLE, CA 92395
(760) 245-4271 – EXT. 2463 or 2509, Email: marint@vvc.edu**

Fall/Spring Office Hours: 8:30 AM-5:00 PM, Monday through Friday

APPLICATION WORKSHEET
ALL APPLICANTS MUST COMPLETE THIS FORM.**Summer - June 2010 ENTRY**

NAME _____ VVCID# _____

- COMPLETE THE FOLLOWING WORKSHEET. PLEASE PRINT LEGIBLY.
- HIGHLIGHT ALL CLASSES REFERENCED ON THIS WORKSHEET ON YOUR TRANSCRIPTS.

CRITERIA	UNITS	GRADE	COLLEGE (Abbreviations are acceptable.)	VERIFIED (VVC USE)
COLLEGE BIOLOGY				
COLLEGE CHEMISTRY				
COLLEGE ALGEBRA				

APPLICATION POLICY STATEMENT
ALL APPLICANTS MUST COMPLETE THIS FORM.

- **PLEASE BE CERTAIN YOU HAVE READ AND UNDERSTAND ALL MATERIALS WITHIN THIS APPLICATION PACKET.**
- **SIGN AND DATE THE STATEMENT BELOW.**
- **RETURN THIS FORM WITH YOUR SUBMISSION MATERIALS.**

1. Be advised, if you have ever been convicted of a felony, you may be denied taking the National Council Licensing Examination. Please contact the California RT Care Board to see if your felony will prevent licensure.
2. I understand that the college will not provide transportation to and from requested clinical facilities.
3. If accepted into this program, I will have a physical examination, a chest X-ray and/or PPD, lab tests, all required immunizations, and a criminal background check that are required in order to comply with the program and clinical agencies' contractual requirements. Also, a current American Heart Association CPR Certificate must be obtained. In addition, liability insurance is required. The Respiratory Therapy Program has a group policy available, or the students may purchase their own policy. All of the above will be completed at my own expense. These items will be completed, with copies submitted by August 2010 (Date TBA). Not submitting the required documentation may preclude my ability to continue in the program.
4. Be advised that after you graduate and begin working as a RT, we may contact your employer for work performance evaluation based on program effectiveness. All evaluation results will be in aggregate form.
5. I certify that the statements and information in this application are true and correct to the best of my knowledge. Any information deemed to be a deliberate falsification would immediately eliminate my ability to enter this program *at any time*.

I HAVE READ AND UNDERSTAND THE APPLICATION, PROCEDURE, AND PROGRAM POLICIES, AND OTHER INFORMATION PRESENTED WITHIN THIS ASSOCIATE DEGREE RESPIRATORY THERAPY PROGRAM APPLICATION PACKET. FAILURE TO SIGN AND SUBMIT THIS FORM WILL CAUSE MY APPLICATION TO BE REJECTED.

PRINT NAME _____

SIGNATURE _____

DATE _____

STATISTICAL INFORMATION

To comply with statistical information on application flow patterns requested by State reports, we would appreciate your voluntary cooperation in providing the following information. **THIS IS NOT PART OF THE SELECTION PROCESS. THIS FORM WILL BE DETACHED FROM YOUR APPLICATION AND USED FOR STATISTICAL REPORTING REQUIREMENTS ONLY.**

1. Placement Option (Check where appropriate.)

- Generic
 - Advanced Placement
 - Transfer*
 - Returning Student*
- *Director Approval Required

2. Race or Ethnic Group:

- American Indian/Alaskan Native
 - Asian/Pacific Islander
 - African-American, Non-Hispanic
 - Filipino
 - Hispanic
 - White, other than Hispanic
 - Other (Indicate below)
- _____

3. Age: _____ Birthdate: _____

4. Sex: Male Female

5. Primary language spoken at home:
 English Other _____
 (Please state.)

Do you currently have a degree or degrees? Yes No
 If yes, please complete the following: (Use the back of this sheet if necessary.)

	Major	School	Year Obtained
Associates			
Bachelors			
Masters			