



## Respiratory Care Technology Program Admission Information Packet

Revised 03/26/2024

### Dear Respiratory Care Technology – Health Sciences A.S. Applicant

This packet contains information, which you may find useful while preparing for entrance into the Respiratory Care Technology program. Program deadlines and requirements are detailed. To be considered for the program, applicants must participate in a formal interview with members of the Health Sciences Division. “Program Acceptance Priority Given to In-state Residents” may apply.

Students interested in any of Vol State’s Health Sciences programs must declare Health Sciences as their major, and follow the A.S. in Health Sciences curriculum. Contact an advisor in your preferred area of emphasis to identify appropriate general education and elective courses for admission into the selected program.

**Prior to being interviewed, the following pre-requirements (steps #1 – #6) must be completed.**

#### 1. College Admission –

Complete the college admission application at <https://www.volstate.edu/admissions/apply>. To view mandatory admission requirements, go to <https://www.volstate.edu/catalog/admission-to-the-college>.

#### 2. Transcripts –

Applicants must forward all official high school transcripts, GED scores and previous college transcripts to the Office of Records and Registration. To be fully admitted to a degree-seeking program, transfer students must provide official transcripts from all post-secondary institutions attended where an academic record exists. Transcripts must be mailed directly from the school to Vol State. For more information go to <https://www.volstate.edu/records/transfer>. Once received, all official transcripts are reviewed by personnel in the Office of Records and Registration. The student will be notified via email regarding the transferability of the coursework. All general education courses must be transferred or course substitution forms must be completed.

If the prior post-secondary institution is not regionally accredited, the courses will not be automatically accepted at Vol State. The student must contact the Completion Advisor in the Health Sciences Division, Amanda Lamberth, by email at [Amanda.Lamberth@volstate.edu](mailto:Amanda.Lamberth@volstate.edu) or by phone number 615-230-4755 to be guided through the process of obtaining the required documentation, which may include a course-by-course “Substitution Form” signed by each dean or program chair responsible for courses in which the student seeks credit. Completed forms will be forwarded to the Office of Records and Registration and entered in the system. Please allow 2-3 weeks for this process.

#### 3. College Placement Testing –

Recent high school graduates, first-time college students, and transfer students should contact the Testing Center at 615-230-3484 or visit the website <https://www.volstate.edu/testing/services> for questions regarding:

- Course placement based on ACT scores
- Course placement based on the ACCUPLACER test

**THE RESPIRATORY CARE TECHNOLOGY PROGRAM,  
CoARC Program #200399, Associate of Applied Science Degree,  
1460 Nashville Pike, Gallatin, Tennessee 37066 is fully accredited by the  
Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com))**

#### 4. Registration –

If *Learning Support* courses are not required, the student should register for courses that satisfy the General Education core as indicated (see college catalog, this Information Packet or RESP website <https://www.volstate.edu/academics/health-sciences/respiratorycare/courses>). Only upon being formally admitted into the program, will students be able to register for Respiratory Care courses.

#### 5. Program Application –

Apply online at <https://www.volstate.edu/academics/health-sciences/respiratorycare/application> by **October 1<sup>st</sup>** of each year. The application indicates your interest in our program and will allow you to be contacted for the formal interview process. Interviews are held in November. The Program Director, Mallory Higginbotham will email applicants the first week of October to schedule a program interview.

#### 6. Proof of Pre-Acceptance Immunizations and Vaccinations –

Students interested in the program must provide documentation of the following PRIOR to the interview date to the Director of Clinical Education, Hillary Lidwin at [Hillary.lidwin@volstate.edu](mailto:Hillary.lidwin@volstate.edu):

- One diphtheria, tetanus, and pertussis (Tdap) vaccination that has been obtained within the last ten years.
- Influenza vaccination obtained between August through October of the interview year.
- Documentation of blood test (serology, titers) showing immunity to MMR, varicella, or the Hepatitis B virus **OR**
  - Two doses of the Measles, Mumps, and Rubella (MMR) vaccine with each given at least 28 days apart.
  - Two doses of the varicella vaccine with each given at least 28 days apart.
  - Three doses of the Hepatitis B vaccine.
- COVID-19 vaccination(s).
  - One dose vaccination or two dose vaccinations
  - Any obtained boosters
- Additional vaccinations (including boosters) or immunizations may be required by clinical affiliates throughout the duration of the program. Note the vaccination and immunization requirements are required by the clinical affiliates and is not a Volunteer State Community College requirement.
- Failure to provide the required documentation of all vaccinations or immunizations and/or to receive the full series of vaccinations will prevent the student from participating in clinical training.

### ***About the Respiratory Care Technology Program***

**Program Mission Statement:** The Respiratory Care Technology program provides a transferable degree created within a diverse educational environment, which promotes the practice of critical thinking and problem solving, the development of clinical competence, and the advancement of the respiratory care profession through life-long learning.

To qualify for an interview for the program, the recommended general education courses must be completed or in the process of being completed by December of the interview year. Once officially admitted into the Respiratory Care Technology program, the student's major will be changed from A.S. in Health Sciences to A.A.S in Respiratory Care Technology. The full-time program of study consists of four semesters that begin in January and end in May of the following.

Didactic and laboratory courses are held at the Gallatin campus during the daytime. No night courses are offered for the Respiratory Care degree core classes. Clinical education is obtained at medical facilities throughout Middle Tennessee up to 100 miles of the Gallatin campus. Each student is responsible for transportation to school and to clinical sites.

### **Technical Standards for Respiratory Care**

In order to be considered a candidate for the Respiratory Care program and profession, students must be able to reasonably perform the following skills as indicated in the following Technical Standards. These skills are related to the affective, cognitive and psychomotor domains as indicated by the Committee on Accreditation for Respiratory Care (CoARC):

**Affective: The affective domain includes communication, attitude and behavior.**

Students must be able to effectively communicate with all stakeholders in the classroom and clinical setting. They must possess the skills necessary to effectively communicate and follow directions in English, both verbally and written, using appropriate grammar, spelling and vocabulary in an unassisted manner. They must display empathy, maturity and emotional stability. They must demonstrate ethical and professional behavior as expressed by the AARC's Statement of Ethics and Professional Conduct which can be found in this manual.

**Cognitive: The cognitive domain includes the knowledge base required to perform proper patient assessment, collect and interpret data, as well as the ability to use critical thinking and problem solving skills when formulating care plans, delivering therapy and managing life support.**

Students must possess the visual skills (with or without correction) and auditory skills (with or without correction) needed to perform proper patient assessment. They must be able to read medical documentation and small print on labels to accurately administer medications. Students must be able to hear conversations and monitoring equipment, perform auscultation, palpation, and percussion. They must be able to use a telephone, distinguish background noises and use a computer. They must demonstrate skills necessary to collect, interpret, and analyze patient data and make appropriate recommendations.

**Psychomotor: The psychomotor domain includes performance of patient care, to include, but not limited to; patient assessment, performance of respiratory modalities and diagnostic procedures.**

Students must possess the physical and manual dexterity required to perform cardiopulmonary resuscitation (CPR) for long periods of time on adults, pediatrics and neonates, compress a resuscitation bag for extended periods, perform chest percussion, stand for long hours, assess and assist with transferring immobile patients in and out of chairs or beds, lift and/or move a minimum of 50 pounds and be able to walk quickly or run to emergencies in the hospital, often requiring the use of stairs. Students must be able to physically withstand 12-hour clinical rotations.

### ***Recommended Schedule for General Education Courses***

	<b>Course</b>	<b>Description</b>	<b>Credit Hours</b>
<b>Fall 1</b>	BIOL 2010	Human Anatomy and Physiology I	4
	MATH 1530 or higher	Introductory Statistics or higher	3
	ENGL 1010	English Composition I	3
	Social/Behavior Sciences	PSYC 1030 or SOCI 1010 or SOCI 1040 recommended (Choose any except GEOG)	3
		<b>Total</b>	<b>13</b>

## ***Program Selection Criteria***

The program has limited enrollment. A cohort of twenty-two students are admitted into the Respiratory Care Technology program each year. A General Education core GPA of 2.5 or higher is required for application to the program. Students are strongly encouraged to earn grades of “B” or higher. The program uses competitive, point-based, selection criteria to select each cohort of students. Applicants are tentatively accepted for admission based on GPA in General Education courses, knowledge of the profession, and interview skills, and completion of all pre-acceptance requirements. Applicants are notified of acceptance or non-acceptance in the program during the latter part of December through the applicants email address listed on the program application.

- **60% of the interview score is based on General Education grades:**

By end of fall semester, applicants should complete the general education core consisting of:

- Natural Science                               BIOL 2010
- Mathematics                                 MATH 1530 or higher
- English   ENGL 1010
- Social/Behavioral Science               PSYC 1030, SOCI 1010, or SOCI 1040 recommended

*Additional consideration is given to those will have completed Anatomy and Physiology II (BIOL 2020) and Medical Terminology (AHC 115) by the end of the fall semester of the interview year.*

- **20% of the interview score is based on knowledge of the Respiratory Care profession**

The knowledge the interviewee expresses verbally and written is assessed. To increase knowledge of the Respiratory Care profession, please visit the following websites:

- American Association for Respiratory Care       www.aarc.org
- American Respiratory Care Foundation         www.arcfoundation.org
- Commission on Accreditation for Resp. Care   www.coarc.com
- National Board for Respiratory Care           www.nbrc.org
- Tennessee Society for Respiratory Care       www.tntsrc.org
- U.S. Bureau of Labor Statistics                 www.bls.gov
- Videos about respiratory care                 www.youtube.com (respiratory therapy)
- VSCC RESP Program Page                       www.volstate.edu/respiratorycare/

- **20% of the interview score is based on Demeanor and Communication:**

Professional attire, appearance and demeanor is expected with attention to wearing clean and neat clothes. Applicants are expected to behave appropriately and clearly answer questions in a knowledgeable, polite and attentive manner. The unprofessional interviewee may earn a lower score. Tentative admission into the program pending the following:

- Completion of pre-clinical medical requirements

Graduates earn an Associate’s of Applied Science degree in Respiratory Care Technology and the eligibility to complete the Therapist Multiple Choice Examination and the Clinical Simulation Examination to obtain the Registered Respiratory Therapist (RRT) credential.

The credential of “RRT” is earned after successfully completing both Therapist Multiple Choice Examination to obtain the Certified Respiratory Therapist (CRT) credential and the Clinical Simulation Examination to obtain the RRT credential. The CRT and RRT are credentials offered by the National Board for Respiratory Care (NBRC) through passage of the national credentialing examinations. The RRT is the highest credential. Information regarding credentialing exams can be found at [www.nbrc.org](http://www.nbrc.org).

Graduates are eligible to begin working in the field after obtaining a state licensure from the Board for Respiratory Care through the state of Tennessee. Licensure information can be found at <https://www.tn.gov/health/health-program-areas/health-professional-boards/rc-board.html>.

The Respiratory Care Technology program typically experiences 100% employment after graduation, and the first-time pass rate on the credentialing exams are higher than national average. The salary for a first-year graduate varies. Typically, first year RRT graduates average a base pay of approximately \$22+ per hour. With the addition of shift differential, graduates may earn more. The median annual salary for a Respiratory Therapist is approximately \$61,830 according to the U.S. Bureau of Labor Statistics <https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>. The percent of projected growth in the job market is much faster than average at 14% or higher for years 2021 – 2031.

### **Certified-to-Registered Respiratory Therapist Bridge Option**

**Prerequisites for the CRT to RRT bridge program for students who already possess the “CRT” credential and wish to earn the AAS-Respiratory Care Technology degree in order to sit for the “RRT” exams:**

A minimum of 48 hours successfully completed in Respiratory Care from an accredited college or credentialed by the NBRC as a Certified Respiratory Therapist (CRT) is preferred. Additional consideration for acceptance will be provided to those who are currently working in the field of Respiratory Care.

CRT-to-RRT bridge applicants are responsible for contacting the NBRC at [www.NBRC.org](http://www.NBRC.org) to ensure eligibility requirements are met. Once eligibility requirements have been determined, the CRT therapist should then submit the Respiratory Care Technology Application (the last page) and contact the Program Director, Mallory Higginbotham at 615-230-3349 or Toll Free-1-888-335-8722 extension 3349 or by email at [Mallory.higginbotham@volstate.edu](mailto:Mallory.higginbotham@volstate.edu). On-campus classes are on Thursdays during the spring semester from 8 am to 4:30 pm in addition to clinical requirements.

### **Additional Policies**

#### **Background Check Policy**

Volunteer State Community College offers academic programs of study which may include a requirement to complete certain clinical or practicum experiences to successfully complete that academic program. Frequently, the College’s clinical or practicum site partners require a student background check for participation in clinical or practicum experiences. Required background check standards for the student participation in a clinical or practicum at a partner site are determined by clinical/practicum site partner.

#### **Drug Screen Policy**

In order to comply with the clinical education policies, all students participating in clinical rotations must undergo a drug screen. The cost of this drug screen shall be absorbed by the student. Any student wishing to participate in clinical rotations will be required to undergo a urine drug screen as required by the clinical affiliate within the thirty (30) days preceding commencement of the clinical rotation. The drug screen due date will be provided to the students by the director of clinical education during the mid-term part of the spring semester.

<i>Sequence of Respiratory Care Program Courses</i>			
	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Spring 1</b>	BIOL 2020	Human Anatomy and Physiology II	4
	RESP 1410	Fundamentals of Respiratory Care I	4
	RESP 1430	Arterial Blood Gas Analysis and Diagnostic Procedures	4
	RESP 2440	Mechanical Ventilation	4
		<b>Total Hours</b>	<b>16</b>
	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Summer 1</b>	RESP 1310	Cardiopulmonary Pathophysiology	3
	RESP 1399	Clinical Internship I	3
	RESP 1420	Fundamentals of Respiratory Care II	4
	RESP 2445	Advanced Concepts in Mechanical Ventilation	4
		<b>Total Hours</b>	<b>14</b>
	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Fall 1</b>	RESP 1225	Cardiopulmonary Pharmacology	2
	RESP 2290	Special Topics in Respiratory Care	2
	RESP 2300	Neonatal Respiratory Care	3
	RESP 2446	Comprehensive Review I	4
	RESP 2499	Clinical Internship II	4
		<b>Total Hours</b>	<b>15</b>
	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Spring 2</b>	RESP 2299	Clinical Internship III	2
	RESP 2305	Advanced Modalities in Respiratory Care	3
	RESP 2456	Comprehensive Review II	4
	RESP 2480	Special Projects	4
		<b>Total Hours</b>	<b>13</b>
		<b>*Total Major Core Hours</b>	<b>58</b>

### Typical Schedule

- Semester I: Typically, didactic classes are on Mondays, Tuesdays, and Wednesdays from 8 am to 10:50 am. Labs are on Mondays, Tuesdays, and Wednesdays from 12 pm to 4 pm.
- Semester II: Didactic classes are on Monday and Wednesday from 8 am to 11:45 am, Labs are on Mondays and Wednesdays from 12:45 pm to 6:00 pm. Sixteen to Twenty-four hours of clinical rotations are on Tuesday, Thursday, or Fridays with 8-hour and/or 12-hour assignments.
- Semester III: Didactic classes are on Monday and Wednesday from 8 am to 10:50 am, Labs are on Mondays and Wednesdays from 12 pm to 4 pm. Sixteen to Twenty-four hours of clinical rotations are on Tuesday, Thursday, or Fridays with either 8-hour or 12-hour assignments.
- Semester IV: Didactic classes are on Thursday from 8 am to 4:30 pm. Sixteen to Twenty-four hours of clinical rotations are on Monday, Tuesday, Wednesday, or Fridays with either 8-hour or 12-hour assignments.

<b>Average Program Costs</b>		
<b>Fees</b>	<b>Full-time Status (Based on 12 credit hours)</b>	<b>Part-time Status</b>
<b>Tuition</b>	\$0	\$0
<b>Maintenance Fees</b>	\$2112	\$171/credit hour
<b>Technology Fee</b>	\$116	\$10/credit hour
<b>Student Government Fee</b>	\$5	\$5
<b>Student Access Fee</b>	\$11	\$11
<b>Student Activity Fee</b>	\$7	\$7
<b>Sustainable Campus Fee</b>	\$1	\$1
<b>International Education Fee</b>	\$10	\$10
<b>Health Science Course Fee</b>	\$400	\$25/credit hour
<b>Liability Insurance Fee</b>	\$10/year	\$10/year
<b>Total Fees</b>	<b>\$2662</b>	<b>Variable</b>
* Fees are per semester for In-State Residency		
* Total fees per semester are relative to # of registered credit hours ( <a href="https://www.volstate.edu/tuition-fees">https://www.volstate.edu/tuition-fees</a> )		

- **Textbooks**
  - Spring semester 1 \$250
  - Summer semester 1 \$150
  - Fall semester 1 \$100
  - Spring semester 2 \$90
- **Clinical Expenses**
  - Pre-admission requirements
    - Background Check \$50
    - Hepatitis B Vaccinations (three doses) \$125
    - Antibody titers (optional) \$80
    - Varicella Vaccinations (two doses) \$50
    - Measles, Mumps, and Rubella Vaccination (MMR, two doses) \$50
    - Tetanus Vaccination \$20
    - Influenza Vaccination \$50
    - COVID-19 Vaccination Free (visit CDC website)
    - Drug Screening (may be requested as needed) Site specific
    - Medical Health Insurance \*Check with Your Provider
  - Two-Step TB Skin Test \$40
  - VA Fingerprinting Site Specific
  - Pediatric Advanced Life Support (PALS) \$170
  - Advanced Cardiac Life Support (ACLS) \$170
  - Basic Life Support Course (BLS) \$60
  - Neonatal Resuscitation Program (NRP) \$40
  - Lab Coat (per coat) \$30
  - Scrub Suits (per pair) \$40
  - Stethoscope \$30
  - All White Leather Tennis Shoes \$100
  - Pulse oximeter \$35
  - VSCC Patch (VSCC Bookstore) \$15
  - My Record Tracker \$17.50



- **Seminar Expenses (not including travel)**
  - AARC membership (program admission required) \$25
  - TSRC State Seminar \$90
  - Vanderbilt Seminar \$25
- **Post-Graduation Fees**
  - Student Background Check \$38
  - State Licensure \$150
  - NBRC Entry Level Exam \$190
  - Advanced Practitioner Exam \$200

**Note: All fees are estimated, nonrefundable, the responsibility of the student, and subject to change.**

### **Frequently Asked Questions**

#### **What is respiratory care?**

Respiratory care is a health care profession that deals with the prevention, diagnosis, treatment, and rehabilitation of lung disorders. Respiratory therapists work under the direction of physicians to care for patients who have trouble breathing—for example, from a chronic respiratory disease, such as asthma or emphysema. Their patients range from premature infants with undeveloped lungs to elderly patients who have diseased lungs. They also provide emergency care to patients suffering from heart attacks, drowning, or shock. For additional information go to <https://www.aarc.org/careers/what-is-an-rt/>.

#### **Do I have to interview for the program?**

Yes. Highly qualified candidates will be offered the opportunity to interview with the Respiratory Care Therapist selection committee. Invited students will be notified of their opportunities after the application deadline.

#### **Is job shadowing a respiratory therapist required for admission into the program?**

Shadowing is perhaps the best way for an applicant to personally experience and reflect upon the career of a Respiratory Therapist however, it is not required for admission into the program. Visit professional websites to obtain additional information about the field of respiratory care.

#### **Do I have to complete all general education courses before being accepted into the program?**

All must be completed with the exception of BIOL 2020, Human Anatomy and Physiology II, which can be completed during the first spring semester of the program.

#### **Can I apply for the program if I am currently taking prerequisites?**

Yes. You can apply, but you will need to complete the courses with the required grades before you can be considered for acceptance.

#### **Does the program accept transfer credit for general education courses?**

Transcripts from other institutions will be evaluated by a Transcript Analyst after they have been forwarded to the Records and Registration Office. The program will accept transfer credit that has been approved by the analyst. For more information, go to <https://www.volstate.edu/records/transfer>.

#### **Is there an application fee for the program?**

No, there is not an application fee.



**Can I attend the program part-time?**

No. This is a full-time program of study on Vol State's main campus (Gallatin).

**If I am past the traditional college age, am I too old to enter respiratory care?**

No, you are not too old. Non-traditional students have been very successful in the respiratory care program and profession.

**Do I need to pass a background check in order to be officially admitted into the program?**

No, but to comply with the recommendations of the Joint Commission on Accreditation of Healthcare Organizations, most of the major healthcare facilities and agencies utilized by the College for clinical training require that each student undergo and pass a student background check prior to participating in clinical education at their facilities. Each student, at his/her expense, is responsible for acquiring the student background check report and authorizing the submission of results to the college.

Failure to submit to and pass the required student background check will prevent the student from participating in the clinical education portion of the program. Information regarding outside agencies that provide background check services as well as the due date of the check will be provided to each student at his/her official Respiratory Care Program interview.

**Do applicants with a 2.5 grade point average easily get accepted into the program?**

It is rare for a student with the minimum grade point average to be accepted since the program is competitive.

**How do I know which courses I need to take for the program?**

The courses are listed in this information packet and on the college's website at <https://www.volstate.edu/academics/health-sciences/respiratorycare>. You can also sign in to DegreeWorks at <https://degreeworks.volstate.edu/Dashboard/login.html> to view the courses you need for the program.

**Will I need a license to work in Tennessee?**

Yes, the state of Tennessee requires all respiratory therapists to obtain a license from the Board of Respiratory Care in order to work. After completion of the program, graduates are eligible for licensing in all states that require a license.

**What is the difference between the CRT and RRT credentials?**

The Certified Respiratory Therapist (CRT) is the entry level credential for the field of respiratory care. Everyone entering the field must at minimum be a certified respiratory therapist. The CRT credential is obtained by passing the TMC (Therapist Multiple Choice) examination following graduation from program. To obtain the Registered Respiratory Therapist (RRT) credential, students must pass the TMC at the high cut threshold which allows them to sit for the second exam, clinical simulations. Passing the clinical simulation exam (CSE) will secure the RRT credential. Both credentials are awarded by the National Board for Respiratory Care (NBRC).

**How long will it take to complete the program?**

It will take five total semesters including the general education courses. The general education courses can be completed in one semester. The length of the program is four semesters (spring, summer, fall, and spring).

**Can I work while in the program?**

The program is very rigorous and requires a full-time commitment. Most students who work full-time while in the program are not successful. Some students are able to decrease their work hours in order to concentrate on the program. Potential students must take into consideration the time needed to study and complete assignments when considering work schedules. Students must earn at least a final grade of "C" or better to continue in the program.

**With an A.A.S. degree, will I be able to transfer to a four-year school to obtain a Bachelor's degree?**

Yes, information will be provided to you for programs at local universities.

**Must I pass a board exam upon completion of this program?**

Yes, you are required to take and pass the national entry-level examination upon graduation from the program to obtain the CRT credential. You also must within 3 years take the national Registry Examination subsequent to passing the entry-level examination. All examinations are computer-based.

**Can I apply for financial aid?**

Yes, you can apply for financial aid at <https://www.volstate.edu/financialaid/apply>.

**Where can I get information about scholarships?**

Go to <https://www.volstate.edu/financialaid/scholarships> for information about scholarships.

**Are there volunteer opportunities for students in the program?**

Yes, students are required to perform community service throughout the program. Details will be provided after acceptance into the program.

**Do I get to pick the hospital in which I obtain clinical training?**

The director of clinical education assigns the students to hospital rotations. Clinical sites are based on the educational needs of the student, the census of the facility, and student preference. Clinical sites requested by students are not guaranteed. Attendance of rotations at several hospitals is required in order to acquire a complete and well-rounded clinical education. Different points in the program require different types of experiences, so the number and types of clinical rotations available will vary as well. There will also be rotations in respiratory care subspecialties, such as pulmonary function testing, pulmonary rehabilitation, and many more.

**What type of patients will I help?**

You may provide therapy to neonatal, pediatric, adolescent, and adult patients.

**How will I get back and forth to clinical sites?**

It is the student's responsibility to secure and bear the expense of reliable transportation to and from all clinical sites.

**Who will I be assigned to at the clinical sites?**

Students are scheduled to be with the director of clinical education, clinical preceptors employed by the college, and respiratory therapists at various locations depending on the educational needs of the students.

**Can I participate in clinical rotations at night or on the weekends?**

All rotations are during day shift. There is a possibility for an occasional weekend clinical rotation at the discretion of the director of clinical education.

### What are the typical working hours for this profession?

Most hospitals in Middle Tennessee require 12-hour work shifts. Respiratory therapists may work on day or nightshift. Weekend and holiday staffing is required based on the policy of the facility. Keep in mind that hospitals never close, therefore, staffing is needed 24 hours a day seven days a week. Some hospital have per diem positions where employees work as needed instead of full-time. For those employed in clinics, rehabilitation units, or home care settings, regular day hours are 7:00 AM to 3:00 PM or 8:00 AM to 4:00 PM.

### If I am accepted into the program, what is my next step?

Acceptance notifications are typically sent out at the end of December. Read the acceptance letter and all additional information very carefully as instructions on 'next steps' will be included.

### Is the COVID-19 vaccination series a requirement?

Many clinical affiliates associated with the Respiratory Care Technology Program are requesting students to obtain the COVID-19 vaccination series. The requirement from request to required can change at any time.

For additional questions, the contact the program director at 615-230-3349.

## *Technology Requirements and Skills*

### General Requirements

Students taking an online course are required to have high-speed Internet access with at least one (1) megabit per second (Mbps) download and upload speeds.

Students must have regular access to a computer with Internet access.

A webcam is required for courses that do online proctored exams.

### Virtual and Zoom Classes

In addition to the hardware requirements below you will need:

- A webcam
- Headset with a microphone or speakers and a stand-alone microphone
  - a. If you will be connecting while you are in a room with background noise, like a computer lab or busy home setting, a headset is necessary

### Hardware Requirements

Devices used (regardless if they are desktops, laptops, tablets, or a combination thereof) are recommended to have **at least** a dual-core processor or better and four (4) gigabytes (GB) of RAM.

**Students are strongly discouraged from relying on mobile devices as their primary device for completing online coursework.** Occasionally, your ability to function within eLearn is limited if you are using a mobile phone or tablet, especially iPads. **Chromebooks may not be able to function properly for some online courses.**

- Tablet Minimums:
  - *Android Tablets:*
    - All tablets provided they meet the minimum hardware requirements above; screen size of at least 8"
  - *Apple iPads:*
    - iPad4 and above, iPad Minis (all), and iPad Pro
  - *Windows Enabled Tablets:*

- Any Windows enabled tablet provided it has a **full version** of Windows installed (7, 8, 8.1, or 10)
- At least 10-20GB of hard drive space to accommodate any downloads associated with courses within eLearn.

### Software Requirements

- Operating System (O/S) Requirements
  - Android – 5.0 or above with Chrome as the Browser
  - Apple
    - Desktop & Laptop – Snow Leopard (OS X 10.6) or above
    - Tablets – iOS – The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, eLearn supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Use Chrome or Safari as the Browser.
- Windows – 10 with Chrome, Edge, or Firefox as the Browser
- Anti-virus software that is current and up-to-date

### Browser Requirements

Supported browsers are the latest or most recent browser versions that are tested against new versions of eLearn.

Google Chrome, Apple Safari, Mozilla Firefox, and Microsoft Edge are the recommended browsers.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.

### Cloud Storage / Document Access Requirements

- Access to Microsoft OneDrive to store applicable files for the course(s) taken.

### Required Technical Skills

Students need basic computer operating skills to succeed in an online course. This includes an ability to use the Internet to find websites and basic typing skills. Students must know how to create and reply to emails and how to send/upload file attachments.

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*Volunteer State Community College, a Tennessee Board of Regents Institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation, or status as a qualified veteran with a disability or a veteran of the Vietnam era.*