

# Indiana Respiratory Therapy Education Consortium

## Respiratory Therapy Program

### Prospective Student Information



Thank you for your interest in the Bachelor of Science degree in respiratory therapy sponsored by the Indiana Respiratory Therapy Education Consortium. Career information and curriculum are addressed on your individual university websites. This document provides important disclosures regarding the program. To provide transparency regarding the policies, we encourage you to read this document carefully. If these disclosures bring further questions, please contact us at [IRTEC@iuhealth.org](mailto:IRTEC@iuhealth.org).

#### Description of the Profession

Respiratory therapists evaluate and treat patients with cardiopulmonary disorders and are actively involved in health promotion and disease prevention. They care for all sorts of patients, from the premature infant to the extremely old, and practice in a variety of settings, ranging from patients' homes to the highest level of critical care units. Following a carefully planned sequence of classroom and laboratory instruction, as well as supervised clinical practice, students in this major will learn the skills needed to be successful as a respiratory therapist. Students will learn diagnostic procedures ranging from physical examination to the use of highly sophisticated computerized equipment. Patient treatment skills will include everything from the administration of medical gases and inhaled medications to maintaining critically ill patients on ventilators. Students will also develop critical thinking and problem-solving skills that will enable them to be effective in the education and rehabilitation of their patients.

#### Program Overview

The program is a consortium comprised of four entities: IU Health, Ball State University, Indiana University and the University of Indianapolis. Students from all three universities attend classes at Indiana University Health Methodist Hospital in Indianapolis. Students remain enrolled in their "home" university and pay tuition to the university.

Students complete their prerequisite and university core curriculum (UCC) studies at their home university. Students complete the professional phase of the degree in Indianapolis. While in Indianapolis, students attend classroom and laboratory courses at IU Health Methodist Hospital. Clinical instruction is provided by various hospitals and other healthcare organizations in central Indiana.

Graduates of the program will receive a Bachelor of Science degree and are eligible for Indiana respiratory therapy licensure. They are also eligible to take a nationally recognized exam to become a Registered Respiratory Therapist (RRT).

Please review your home university website for additional information regarding the program.

## **Admission**

Students may complete the required respiratory therapy prerequisite and UCC courses upon admission to the university. Admission to the professional phase requires a separate application and is competitive. Admission to the university, satisfactory completion of the prerequisite and UCC courses and fulfillment of program admission requirements does not guarantee admission to the professional phase of the program. The respiratory therapy program designates the number of students admitted to the professional phase each year based on clinical setting capacity. Preference in admission will be given to applicants who are residents of the State of Indiana. The number of non-resident applicants accepted into the program will be limited to a maximum of 10% of each class. Students may apply for admission to the professional phase of the program when the following requirements are met:

- Successfully complete 28 hours of prerequisite and UCC courses.
- Earn a minimum of 2.5 overall GPA.
- Complete 10 hours of the required math/science courses.
- Earn a grade of C or higher for all required math/science courses.

Applications to the program are due by the first business day of February, the year of anticipated admission to the professional phase of the program. An admission interview is required. Overall grade point average (GPA) must be 2.5 or greater. It is the primary criteria for admission purposes. All undergraduate college credit attempted will be included in the computation of the GPA, including all attempted transfer hours. Additionally, applicants must maintain a minimum 2.5 GPA, earn a C or better in all math and science prerequisites, and complete all prerequisite and UCC courses by the end of the summer semester prior to beginning the professional phase of the program.

If you are accepted to the professional phase of the program and are still completing respiratory therapy prerequisite and UCC courses, you will be accepted on a conditional basis. To retain your professional phase position, all remaining respiratory therapy prerequisite and UCC course grades must meet the requirements of a C or higher for math/science course, a passing grade for all other courses, and no less than a 2.5 overall GPA in all courses.

A maximum of 30 students can be admitted, which is limited by accreditation requirements and clinical setting capacity. Initially 10 students are admitted from each university. All remaining qualified applicants are placed on a wait list, which is ranked by GPA, for any unfilled positions that may become available prior to the start of the professional phase of the program in the summer semester.

Due to the vulnerable nature of the patients treated by respiratory therapists, admitted students must pass a criminal background check and drug screen and provide documentation of required immunizations. A valid social security number is necessary to facilitate the background check and allow students access to hospitals that serve as the programs' clinical partners.

Please review your university website for additional information regarding admission criteria, prerequisite and UCC courses and university policies.

## **Program Accreditation**

The Indiana Respiratory Therapy Education Consortium (program number 200039) is fully accredited by the Commission on Accreditation for Respiratory Care.  
264 Precision Blvd, Telford, TN 37690  
817.283.2835  
<https://www.coarc.com/>

Program outcomes can be found at [Programmatic Outcomes Data - CoARC - Commission on Accreditation for Respiratory Care](https://www.coarc.com/)

## **Institutional Accreditation**

Ball State University, Indiana University and the University of Indianapolis are all accredited by the Higher Learning Commission  
230 South LaSalle St, Suite 7-500, Chicago, IL 60604  
800.621.7440  
<https://www.hlccommission.org/Directory-of-HLC-Institutions.html>

## **Non-Discrimination Notice**

The Respiratory Therapy program provides equal opportunity to all students and applicants for admission in its program and activities. The Respiratory Therapy Program complies with the non-discrimination statements, policies and practices of IU Health and the specific universities.

## **Transferred Courses**

The program accepts transfers for prerequisite and UCC courses based on university admission policies. Transferred respiratory therapy professional courses are not accepted due to variation in the course curriculum of other respiratory therapy programs. Students who have completed an associate degree in respiratory therapy, have work experience as a respiratory therapist, a GPA of 3.0, and already possess a RRT credential may have additional options for BS degree completion. Please contact the program at [IRTEC@iuhealth.org](mailto:IRTEC@iuhealth.org) for additional information.

## **Student Rights and Responsibilities**

Your rights and responsibilities at the university in which you have enrolled can, and should be, reviewed as needed. It is your responsibility to adhere to the policies and understand your rights. There are additional policies that are enforced while registered and enrolled as a student in the Indiana Respiratory Therapy Education Consortium. Those are discussed in this document. The websites for your university's Code of Conduct and Student Rights are listed below.

### **Ball State University**

[Office of Student Conduct | Ball State University](https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures)  
[Code of Student Rights and Responsibilities v.13](https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures)  
[Grade Appeals | Vice Provost for Academic Affairs | Ball State University](https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures)  
[Academic Integrity Policy | Vice Provost for Academic Affairs | Ball State University](https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures)  
<https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures>

### **Indiana University Indianapolis**

<https://studentcode.iu.edu/>

### **University of Indianapolis**

[https://www.uindy.edu/policies/files/student\\_handbook.pdf](https://www.uindy.edu/policies/files/student_handbook.pdf)  
<http://www.uindy.edu/policies/>

## **Student Conduct**

In addition to the Health Sciences Education Department's Code of Ethics and Professional Conduct and the ethical standards of your university, students are expected to abide by the principles outlined in the American Association for Respiratory Care (AARC) Statement of Ethics and Professional Conduct.

### **AARC Statement of Ethics and Professional Conduct**

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships, and communication with all health professionals. Disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always unacceptable behaviors. It is the position of the American Association for Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

## **Background Check Information**

To participate in an educational program at IU Health, all accepted students must successfully complete a background investigation performed by a company specified by IU Health. This is done to assist in providing a safe and violence free environment. The investigation includes requirements under the Compliance Program Guidance for Hospitals issued by the Department of Health and Human Services, Office of the Inspector General.

Students are responsible for paying the fee at the time of the background check. Information

obtained in an investigation will be compared with information provided on the application and/or resume by the prospective student. If falsification is discovered, the offer of enrollment shall be rescinded. In the event the falsification is discovered after enrollment has occurred, action(s) consistent with the Health Sciences Education policies shall be taken, up to and including termination.

In the event of falsification, the prospective student is eligible to reapply for the program after a period of twelve months from the date on the original application. After the 12-month period expires, any information disclosed will be evaluated in accordance with current policy. If a pending case is discovered, and a disposition of “guilty” would render the individual not eligible for enrollment based on this policy, the application process is stopped.

To fully understand the circumstances that can disqualify you from being a student in an educational program at IU Health, please be aware of how we define the following terms and use them in this document:

- **Background investigation:** A process to verify information provided by the prospective student and to obtain copies of records and/or gather information on a prospective student.
- **Candidate:** An individual who completed an educational program application or is an accepted student in an educational program.
- **Charge:** An existing accusation that an individual has committed a crime, lodged by a law enforcement through an indictment, information, complaint, or other formal charge, where the accusation has not yet resulted in a final judgment, acquittal, conviction, plea, dismissal or withdrawal.
- **Conviction:** Any violation of a law or ordinance for which a candidate was found guilty by a judge and/or jury or to which the candidate pleaded guilty.
- **Criminal history:** A candidate’s record of convictions (and/or final disposition of charges) maintained by a court of law or a law enforcement agency.
- **Falsification:** Providing or omitting information contrary to that obtained in a background investigation (unless the background information is proven to be inaccurate) and/or providing false, incomplete or misleading information.
- **Office of the Inspector General (OIG):** The federal oversight agency which maintains a cumulative list of individuals who have been sanctioned for fraud or abuse of government programs, such as Medicare, Medicaid, etc.
- **Sanction:** Any action in which a person has been debarred, excluded, or otherwise made ineligible for participation in federal health care programs.

*The following will disqualify an applicant or accepted student from the professional phase of the program:*

1. A sex crime.
2. Exploitation of an endangered adult.
3. Failure to report battery, neglect, or exploitation of an endangered adult.
4. Murder.
5. Voluntary manslaughter.
6. Abuse or neglect of a minor, child or dependent.
7. Failure to report the abuse of a minor, child or dependent.
8. Any act that, if it occurred at the organization, could compromise the organization’s property or the safety or well-being of patients, team members, visitors, or volunteers of the organization.
9. Abuse, neglect, or mistreatment of a patient or misappropriation of a patient’s property,

as reflected in the state nurse aide registry.

10. Any act which resulted in the candidate's name appearing in the Sex Offender Registry.
11. Criminal offenses related to health care or have been debarred, excluded, or otherwise rendered ineligible for participation in federal health care programs based on sanctions or OIG records.

***The following will disqualify a candidate from the professional phase of the program that has occurred within 5 years of the candidate's program application:***

1. Theft that has occurred within five years of the candidate's program application.
  - a. Theft includes but is not limited to: criminal conversion, receiving stolen property, shoplifting and identity theft.
  - b. Time frames will be measured from date of disposition (conviction).
2. Felony battery
3. Felony offense involving controlled substances.
4. Involuntary manslaughter.

If the candidate's background check includes a conviction that is not listed above as an exclusion, the organization will conduct an individualized assessment to determine whether excluding a candidate based on any other conviction is related and consistent with business necessity.

### **Disclosure of Criminal Charges While Enrolled as a Student**

Enrolled students must report, in writing, any criminal charge, conviction, or sanction to their program director. This notification must occur at least 24 hours prior to the IU Health class after the charges are filed or after the conviction or sanction occurs, or immediately if the charge/conviction/sanction occurs within 24 hours of the next course day. Failure to report a charge, conviction, or sanction could be grounds for immediate termination of participation in the program.

During an investigation of a charge, the student may be suspended. If the charge is related to drugs or alcohol, an immediate drug test may be ordered for the student. If positive, the student will be referred for corrective action consistent with the Health Sciences Education policies up to and including termination from the program. If the student is placed on leave of absence to receive therapy, a release must be provided indicating readiness to return to the program.

### **Disclosure of Termination From Healthcare Facility**

Individuals who have been terminated involuntarily from any healthcare facility must disclose this information on the program application and provide an explanation. The cause of termination will be reviewed to determine if you would not be eligible to work in a healthcare facility. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the program and the application process will be stopped. All decisions are handled on a case-by-case basis.

Students who are suspended or terminated from a paid job at any of the program's clinical settings must notify the program director immediately. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it may not be possible for you to complete the professional phase of the program. All decisions are handled on a case-by-case basis.

### **Federal Exclusion List Information**

The Federal Government requires that a facility receiving federal money must screen employees and students on a regular basis in order to be in compliance with the federal requirements of Federal Exclusion lists through the Office of the Inspector General (OIG). Students will be screened

monthly. Students that appear on the Federal Exclusion lists could cause IU Health to lose federal funding. Any student appearing on a list at any time would immediately be suspended from the program and an investigation would be completed. Subsequent action could include termination from the program.

- **Office of Inspector General (OIG) U.S. Department of Health and Human Services, List of Excluded Individuals/Entities (LEIE) List**

The OIG, under a Congressional mandate, established a program to exclude individuals and entities affected by various legal authorities, contained in sections of the Social Security Act, and maintains a list of all currently excluded parties called the “List of Excluded Individuals/Entities (LEIE).” The OIG must include any health professional on the LEIE if an individual or entity is convicted of Medicare or Medicaid fraud; patient abuse or neglect; felony convictions for other health-related fraud, theft, or financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances. By discretion, individuals will be placed on the list for a number of reasons, including misdemeanor convictions relating to health care fraud; unlawful use of controlled substances; suspended or revoked licenses; providing unnecessary or substandard services; submitting false claims to a federal health care program; or even defaulting on health education loans.

- **The System for Award Management (SAM) – General Services Administration, Excluded Parties List**

This list includes persons and organizations excluded from participating in Federal contracts.

- **Specially Designated Nationals List (SDN) U.S. Department of Treasury**

This is a list of individuals and organizations with which U.S. citizens and residents are prohibited from doing business. The list includes individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. The SDN also lists individuals, groups, and entities such as terrorists and narcotics traffickers designated under programs that are not country specific.

## **Program Technical Standards/Essential Functions**

The following essential functions are required of all students enrolled in the Respiratory Therapy Program. Respiratory therapists are responsible for the care of patients, some of whom are critically ill. They are often required to manage highly complex pieces of equipment, as well as interact with patients to make therapeutic assessments. Respiratory therapists must also be able to communicate with other health care professionals. Therefore, to be successful in the Respiratory Therapy Program, all applicants should be able to perform, or learn to perform, the following essential functions:

1. Spend much of the day traveling between patient rooms, various patient care areas, and the Respiratory Care Department. Most clinical days are 12 hours long.
2. Move and position bedridden patients.
3. Perform physically demanding procedures such as chest physiotherapy and chest compression.
4. Communicate effectively in English with patients and staff.
5. Possess sufficient auditory perception to hear normal levels of speech of patients and staff, assess patient care needs using devices such as a stethoscope, and respond to alarms.
6. Possess sufficient visual acuity to accurately measure medications, read patient records, evaluate information displayed on patient monitors, and make observations of patients as required for respiratory therapy.
7. Manipulate small pieces of equipment and perform complex skills such as arterial

puncture and endotracheal intubation.

8. Apply sufficient intellectual and emotional skills to plan and exercise independent judgment for patient care, and to respond quickly to medical emergencies.

The program reserves the right to require applicants or students to demonstrate the ability to perform any of these essential functions. The program will provide reasonable accommodation for students as needed. Applicants who believe that they may need accommodation to perform one or more of these functions must contact the appropriate office listed below for assessment:

- **Ball State University Office of Disability Services**  
[dsd@bsu.edu](mailto:dsd@bsu.edu), 765.285.5293
- **Indiana University Indianapolis Accessible Educational Services**  
[aes@iu.edu](mailto:aes@iu.edu), 317.274.3241
- **University of Indianapolis Disability Resources & Build**  
[disabilities@uindy.edu](mailto:disabilities@uindy.edu), 317.788.3536

## **Medical Requirements**

For the safety of patients, faculty, clinical staff and students, vaccinations or immunity to infectious disease is necessary. Detailed information regarding immunization requirements will be provided to admitted students. The following will be required:

1. Immunizations: entering students must provide evidence of immunization or immunity to Rubella, Rubeola, Mumps and Varicella. Positive antibody titers for listed diseases are acceptable. History of disease is not considered proof of immunity.
2. TB testing such as IGRA blood test or TB skin test.
3. Medical insurance to cover injuries and accidents occurring in the classroom, laboratory, or clinical settings.
4. Hepatitis B vaccine or titer is highly recommended. If needed, students may obtain this at no charge from IU Health.
5. Annual influenza vaccines are required each fall and are available at no charge from IU Health.
6. Vaccinations against coronavirus are highly recommended.
7. Urine drug screen – all accepted students will be required to complete a urine drug screen administered by IU Health.

## **Academic Calendar**

Because the IRTEC Consortium is composed of three universities, and the official calendars of those universities vary, the program creates and posts its own academic calendar. It is created based loosely on the universities' calendars. Typically, classes begin in July. Students have fall break in October, a four-day weekend for Thanksgiving, two or more weeks for Winter break, and a week for Spring break.

Students receive the calendar in their first mailing upon acceptance to the program. Thereafter, a calendar is distributed in February for the following academic year to continuing students.

## **Clinical Assignments**

Student clinical rotations are generally within a 60-mile radius of IU Health Methodist Hospital. Clinical rotations are assigned for the patient care opportunities provided. There is no guarantee that clinical assignments will be near the student's residence. The Director of Clinical Education (DCE) determines clinical schedules. Under NO circumstances will students trade locations or dates without the permission of the DCE.

While on some occasions clinical days may be shorter, most clinical days will be 12 to 12.5 hours in length.

## **Transportation**

Transportation is the responsibility of the student. It is highly recommended that each student possesses a valid driver's license, legally be able to drive, and to have access to a reliable vehicle. The program is not able to pair students for clinic or class for transportation purposes. Parking is free in many clinical locations, but when parking fees are required, they are the students' responsibility.

## **Student Athletes/Extracurricular Activities/ROTC**

If you are an athlete competing for your university, participating in other campus activities or in ROTC, it is possible that you may not be able to maintain your status as a competitive athlete, participate in activities or in ROTC and complete the professional phase of the Respiratory Therapy Program at the same time due to conflicts in academic course schedules and sports practice/competition or mandated ROTC activities. Unfortunately, we cannot adjust our courses around these activities. You will be responsible for any absences that occur and must follow the rules for making up any work missed as outlined in each syllabus. Please discuss this with the Respiratory Therapy Program Director and your campus advisor prior to applying to and/or accepting a position in the professional phase of the program.

## **Student Work in Patient Care**

The program adheres to the following policy of the Commission on Accreditation for Respiratory Care:

**“Students must not be used as a substitute for clinical, instructional, or administrative staff. Students must not receive any form of remuneration in exchange for patient care they provide during programmatic clinical coursework.”**

Students are eligible to apply to the Indiana Professional Licensing Agency for a limited student permit to practice respiratory care after they have completed a portion of the summer session between their junior and senior year. Students who obtain a permit are required to follow all state laws and licensing agency policies and must remain in good standing with the respiratory therapy program.

## **Mandatory Equipment**

Students must have:

- Uniforms (scrubs and shoes) for clinical practice
- Quality stethoscope
- Watch with a second hand
- Laptop computer with camera and audio capabilities and ability to download required software for course testing.
- Access to printer, paper and printer ink for printing handouts and turning in assignments.
- High speed, reliable internet access. (We have learned that attending class via your smart phone is not a reliable option.)

You may not use printers in IU Health or other clinical settings for personal printing. Individual instructors set their own requirements for class assignments, meaning you may be required to hand in a hard copy of an assignment, or send the assignment via email.

## Program Tuition, Fees and Costs

Tuition and fees are based on the university in which the student is enrolled. Information can be found at: Ball State University: <https://www.bsu.edu/admissions/tuition-and-fees>  
Indiana University: <https://indianapolis.iu.edu/cost-aid/>  
University of Indianapolis: <https://uindy.edu/financial-aid-for-new-students/how-much-will-it-cost-to-attend>

Estimated professional phase costs:

- Costs do not include the respiratory therapy prerequisite and UCC courses.
- Costs do not include university tuition and fees, housing or transportation, including gas, for the professional phase courses, including travel to and from the clinic settings.
- Costs do not include supplies needed to complete courses such as notebooks, folders, etc.
- All costs are estimated.
- The administrative fee is nonrefundable.
- Students are encouraged to contact the university financial aid offices for assistance and advice regarding financial aid.

PROFESSIONAL PHASE	APPROXIMATE COSTS
Administrative acceptance fee; includes mandatory drug test performed by IU Health.	\$ 100 nonrefundable
Background check – accepted student is responsible for paying the fee at the time of the background check. The current <b>minimum</b> fee is \$39 and a credit card is required.	\$ 39 minimum
Documentation/administration of mandatory immunizations/tests. Costs may vary depending on number of immunizations/tests needed and healthcare provider fees.	\$ 250
American Heart Association Healthcare Provider Basic Life Support (CPR) course for Healthcare Providers. Costs vary depending on where the course is completed.	\$ 150
<b>Books/Testing/Simulation</b>	
Junior Fall	\$ 625
Junior Workbooks	\$ 100
Junior Spring	\$ 100
Senior Fall	\$ 225
Senior Spring	\$ 200
Testing/Simulation fees	\$ 100
<b>Clinical (excludes travel costs)</b>	
Scrubs, shoes, lab coat	\$ 200
Stethoscope, watch	\$ 100
Clinical tracking software	\$ 150
AARC student membership	\$ 50
ISRC fall seminar registration	\$ 65
Laptop computer and software – student may already own. Varies based on personal preference.	\$ 500 - \$1000 \$ 100
Printer	\$ 100 - \$2000
Printer supplies, Internet access – varies based on personal preference.	
<b>TOTAL ESTIMAGED COSTS FOR THE PROFESSIONAL PHASE OF THE PROGRAM (excludes university tuition and fees, housing and travel)</b>	<b>\$3154 - \$5554</b>

## For More Information

Program Director

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317.962.8475

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[IRTEC@iuhealth.org](mailto:IRTEC@iuhealth.org)

Ball State University

Department of Nutrition and Health Science

765.285.5961

Advisor: [mathilda.okhuemoi@bsu.edu](mailto:mathilda.okhuemoi@bsu.edu)

<https://www.bsu.edu/academics/collegesanddepartments/nutrition-health-science/academic-programs/respiratory-therapy-major>

Indiana University School of Medicine Health Professions Programs

317.278.4752

[askhpp@iu.edu](mailto:askhpp@iu.edu)

[Respiratory Therapy | Health Professions Program | IU School of Medicine](#)

University of Indianapolis Biology Department

317.788.3289

[sdavis@uindy.edu](mailto:sdavis@uindy.edu)

<http://www.uindy.edu/cas/biology/respiratory-therapy>

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