

**GREAT FALLS COLLEGE MSU**

**RESPIRATORY THERAPIST PROGRAM**



**GREAT FALLS  
COLLEGE**

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**MONTANA STATE  
UNIVERSITY**

**Student Information and Application Packet**

*(Applications are subject to change from year to year)*

**Fall 2018**



**GREAT FALLS  
COLLEGE**  
MONTANA STATE  
UNIVERSITY

**Respiratory Therapist Program  
Student Information and Application Packet**

Dear Prospective Respiratory Therapist Student:

Thank you for your interest in the Great Falls College Montana State University Respiratory Therapist Program. You can make a lifelong career as a Respiratory Therapist.

As a Respiratory Therapist you will care for patients with diseases of the lungs and heart. They will range in age from premature infants to the elderly. You will be a vital part of a hospital's lifesaving emergency response team. While most Respiratory Therapists work in acute care hospitals, a substantial number are employed at alternative care sites, such as nursing homes, physicians' offices, home health agencies, specialized care hospitals, sleep labs and medical equipment supply companies.

The Great Falls College Respiratory Therapist Program accepts only fifteen students each year. The small size creates the opportunity for faculty to pay individual attention to each student. This class size is determined by available clinical opportunities. Limited enrollment creates a competitive student selection process. It is important for you to review and understand this process. Please refer to the Application Evaluation located at the end of this information packet.

Information about the program and application materials for the fall entry is enclosed. Please read these materials carefully.

For additional information or answers to specific questions, please contact Rodger Sidner, Program Assistant at 406-771-4350 or Leonard Bates, Program Director, at 406-771-4360.

Thank you for your interest in the Great Falls College Respiratory Therapist Program.

Sincerely,

Leonard Bates  
Respiratory Therapist Program Director

# TABLE OF CONTENTS

<b>Letter from the Program Director .....</b>	<b>2</b>
<b>The Respiratory Therapist Program.....</b>	<b>4</b>
<i>Educational Program.....</i>	<i>4</i>
<i>Program Expenses .....</i>	<i>4</i>
<i>Admission to Great Falls College MSU.....</i>	<i>4</i>
<i>Equal Opportunity Policy .....</i>	<i>5</i>
<i>Program Admission Process .....</i>	<i>5</i>
<i>Notification of Acceptance .....</i>	<i>5</i>
<b>The Respiratory Therapist Curriculum.....</b>	<b>7</b>
<i>Prerequisite <u>High School</u> courses and competencies.....</i>	<i>7</i>
<i>Prerequisite Coursework .....</i>	<i>7</i>
<i>Recommended Prerequisite Coursework .....</i>	<i>7</i>
<i>Transferability .....</i>	<i>7</i>
<i>Program Coursework .....</i>	<i>8</i>
<b>Application Packet Cover Sheet .....</b>	<b>9</b>
<b>Technical Standards Form.....</b>	<b>10-11</b>
<b>Application Evaluation Form .....</b>	<b>12</b>

**Great Falls College MSU**  
**Associate of Applied Science Degree**  
**Respiratory Care**

**Educational Program:**

The Respiratory Therapist program is accredited by the Commission on Accreditation for Respiratory Care. Graduates of this program are eligible to take the National Board for Respiratory Care's Registry Respiratory Therapist Examination.

After completion of prerequisite coursework, the Respiratory Therapist program is five consecutive semesters. The program uses competency-based curriculum and has the goal of preparing graduates with the knowledge, skills, and values to work as a Respiratory Therapist.

This program utilizes traditional classroom, laboratory and sim hospital learning as well as clinical practice. It is rigorous, fast-paced and challenging, with many tests, quizzes, and assignments. Students find it necessary to spend substantial study time outside of the classroom, lab and clinic. Generally, for every class hour, at least 3 hours in preparation or in the completion of assignments are needed.

**Program Expenses:**

Respiratory Therapist Students are required to purchase personal equipment and supplies, uniforms, pay lab fees, and are responsible for transportation to clinic sites. Students should begin planning early for financial aid to meet their educational expenses. Approximate program costs can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/respiratory-care/>

**Admission to the Great Falls College MSU**

Students must be admitted to the College and in good academic standing prior to the submission of the Respiratory Therapist Program Application. Applications will not be reviewed until applicants have been admitted to Great Falls College MSU and official transcripts have been reviewed by the Registrar.

Acceptance to Great Falls College MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 268-3700, or 1-800-446-2698, or applying online at <http://admissions.gfcmsu.edu/apply.html>

**Eligibility for Admission into the Respiratory Therapist Program**

*All eligibility forms and documents are enclosed in the Respiratory Therapist Program Information and Application Packet.*

To be eligible to apply for admission into the Respiratory Therapist Program, applicants must:

- Be admitted to Great Falls College MSU and currently in good academic standing
- Completed all prerequisite course work with a minimum grade of "C-" in each course and a minimum cumulative GPA in prerequisite course work of 2.50.
- Prerequisite coursework can be taken at other accredited institutions but it is the applicant's responsibility to confirm those courses are equivalent to the program's prerequisites and are transferable to this institution.
- Current students may apply during the spring semester before the fall program intake. They can apply before completing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.

### **Health Sciences Division Policy: Student Back Ground Checks**

- To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Students are encouraged to go through <http://verifiedcredentials.com/> for their background check

### **Equal Opportunity Policy**

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The College's Equal Opportunity Officer is the Chief Student Affairs & Human Resources Officer, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300

### **Program Admission Process**

The Respiratory Therapist Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work and previous education.

**The priority deadline for applications to the Respiratory Therapist Program is May 15, 2018. Completed Program Application Packets may be hand delivered to Health Science Program Assistant at the College or mailed to the College.**

<b>Contact Information</b>	<b>Mailing address:</b>
Health Science Program Assistant	Respiratory Therapist Admissions Committee
Room R 227	Attention: Respiratory Therapist Program
406.771.4350 or	Great Falls College MSU
1.800.446.2698	2100 16 <sup>th</sup> Avenue South
	Great Falls, MT 59405

- Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.
- **Priority Application Due Date: May 15, 2018**
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Great Falls College MSU's Respiratory Therapist Program does not maintain a waiting list. Applicants must reapply each year.

## Notification of Acceptance

Students will be notified of acceptance into the Program by June 16, 2018. Accepted students will be required to provide proof of CPR certification and immunizations before the beginning of the fall semester

Accepted students must attend the Respiratory Therapist program orientation and Health Science division orientation August 24, 2018. Respiratory Therapist Program orientation and registration for fall classes will be at 10:00 AM and the Health Science Orientation at 1:00 PM. Both are mandatory.

## APPLICATION SCORING:

- For applicants, who have taken courses multiple times; the most recent verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3	(C-)	=	1.7
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DSST programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for Prior Learning Assessment, the credits will be accepted for Passing (P) grades, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.

## Student Health Insurance

Program students entering the clinic setting are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

## Student Health Insurance Option (*Subject to change*)

All GFC MSU students enrolled for 6 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross/Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Please contact Student Central for more information. **Please see <http://students.gfcmsu.edu/insurance.html> for more information.**

Student Central  
Great Falls College MSU  
Phone: 406-771-4304

## Respiratory Therapist Curriculum

### Prerequisite High School courses and competencies

A background in related instruction and basic science is essential to succeed in the Respiratory Care program. All applicants must have completed high school chemistry with a grade of “B” or above within the past five (5) years or complete a college chemistry course. Computer competency is also required.

### GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS GRADE/SEM
COLS 103	Becoming a Successful Student	1 _____

### Prerequisite courses

The following courses must be completed or be in progress prior to admission into the Respiratory Therapist Program. Grades in prerequisite courses are a major factor in ranking applications for admissions.

These courses must be completed with a “C-” or better before official acceptance into the Respiratory Therapist program.

Course #	Course Name	Credits
BIOH 201	Anatomy & Physiology I	4
WRIT 101	College Writing I	3
M 121	College Algebra <b>OR</b>	
M 105	Contemporary Mathematics	3
PSYX 100	Introduction to Psychology <b>OR</b>	
PSYX 230	Developmental Psychology <b>OR</b>	
COMX 115	Intro to Interpersonal Communication	3

### Recommended Prerequisite course, not required

Course #	Course Title	Credits
BIOM 250	Microbiology for Hlth Sci w/ Lab	4
AHMS 144	Basic Medical Terminology	3

Science courses must be completed within five (5) years of and other courses must be completed within 15 years of applying to the Respiratory Therapist Program.

### Transferable Courses

General education coursework taken at other accredited education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: [https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p\\_selstate](https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate)

The transferring student must initiate the request for evaluation of credit during the admission process by furnishing an official transcript from the transferring institution(s) and the necessary materials, including copies of the appropriate catalog descriptions or course syllabi, to Registrar. Official transcripts must be sent directly by the issuing institution to the following address:

Registrar’s Office  
Great Falls College MSU  
2100 16th Ave S  
Great Falls, MT 59405

## Respiratory Therapist program courses

Course #	Course Title	Credits
<b>Fall Semester 1<sup>st</sup> year</b>		
BIOH 211	Anatomy & Physiology II	4
AHRC 152	Respiratory Care	3
AHRC 155	Respiratory Physiology	3
AHRC 170	Resp. Care Techniques & Procedures I	5
<b>Spring Semester 1<sup>st</sup> year</b>		
AHRC 140	Respiratory Care Clinic I	3
AHRC 171	Resp. Care Techniques & Procedures II	5
AHRC 180	Ventilator Management	3
AHRC 254	Pulmonary Assessment	2
<b>Summer Semester 1<sup>st</sup> year</b>		
AHRC 141	Respiratory Care Clinic II	4
AHRC 262	Neonatal Respiratory Care	3
<b>Fall Semester 2<sup>nd</sup> year</b>		
AHRC 240	Respiratory Care Clinic III	4
AHRC 245	Resp. Care Clinical Seminar I	1
AHRC 251	Hemodynamic Monitoring	4
AHRC 274	Pulmonary Disease	2
ECP 212	Advanced Cardiac Life Support	1
<b>Spring Semester 2<sup>nd</sup> year</b>		
AHRC 241	Respiratory Care Clinic IV	4
AHRC 246	Resp. Care Clinical Seminar II	1
AHRC 264	Resp. Care in Alternate Sites	1
AHRC 273	Pulmonary Function Testing	2
AHRC 280	Supervisory Management	2
ECP 241	Pediatric Advanced Life Support	1
HTH 120	IV Therapy for HC Providers	1

Students must earn a minimum grade of “C-” in all required courses to continue in the program.



# GREAT FALLS COLLEGE MSU RESPIRATORY THERAPIST PROGRAM

## APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

E-Mail ADDRESS (If applicable) \_\_\_\_\_

GFCMSU STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

**Check-off List**

√	Item
	<b>Completed GFC MSU Admissions File.</b> A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED/HiSET transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	<b>In Good Academic Standing</b> All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	<b>Application Packet Cover &amp; Check-off sheet</b> ( <i>this page 9</i> )
	<b>Application Evaluation</b> ( <i>page 12</i> )
	<b>Signed Technical Standards Form</b> ( <i>page 10 &amp; 11</i> )
	<b>Official Transcripts for all completed post-secondary education and Prerequisite courses completed at another institution – By May 15, 2018</b> ( <i>Send transcripts to Registrar- No need to include in packet</i> )

Important Note:

The program specific professional organization may not allow you to take the national exam following the completion of this program. Acceptance for taking national exams or granting of a state license if you have a felony conviction is approved or denied by the professional organization or the state board on an individual basis. If you have a felony conviction, contact the appropriate organization for further information before making an application to the program.

Respiratory Therapist:

National Board for Respiratory Care <http://www.nbAHRC.org/> and

Montana Respiratory Care Practitioner Board [http://www.mt.gov/dli/bsd/license/bsd\\_boards/AHRCp\\_board/board\\_page.asp](http://www.mt.gov/dli/bsd/license/bsd_boards/AHRCp_board/board_page.asp)

## Technical Standards for Respiratory Therapist Program

The following statements are given to provide the student with a description of the type of physical/technical standards necessary to complete the Respiratory Therapy Program. These standards are not measured as a requirement for Program admission. However, the student is encouraged to consider the physical and mental requirements of the Program and to make an appointment with the Program Director to discuss concerns or requests for accommodation for his/her disability. Students with documented needs for accommodations are to meet with Great Falls College MSU's Disability Services office.

In order to successfully complete the Respiratory Therapist Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field including routine part of the classroom, laboratory, or clinical education.

- Lift and transport patients from infants to adults from bed to gurney or wheelchair and back to bed.
- Assist and support patients from bed to chair and back to bed.
- Assist all patients, according to individual needs and abilities in moving, turning, and transferring to and from the bed.
- Position patients in bed from a variety of angles.
- Move and transport both large and small respiratory equipment, supplies, and materials.
- Perform respiratory therapeutic and diagnostic procedures from a variety of positions such as standing, sitting, bending, or stooping.
- Perform a variety of tasks at varying heights requiring physical agility.
- Maintain balance in multiple positions.
- Move within confined spaces.
- Accurately assemble and operate equipment.
- Accurately operate equipment and monitors above the shoulders and below the waist.
- Accurately adjust and operate diagnostic or therapeutic devices by manipulating small knobs and dials.
- Accurately manipulate fine objects such as needles, syringes, and other fine medical instruments.
- Accurately perform CPR.
- Correctly perform aseptic procedures such as disinfection of medical equipment, sterilization of medical instruments, management of sharps, and maintenance of proper protocols for management of bloodborne pathogens.
- Safely respond to emergencies consistently, accurately, and quickly.
- Answer patient call lights, intercom system, and monitor alarms to determine patient needs.
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings.
- Accurately assess systemic conditions of the patient by:
  - Screening/interviewing the patient.
  - Accurately distinguish and assess faint heart sounds, lung auscultation, breathing, and blood pressure sounds.
  - Accurately palpate patient to detect pulse.
  - Accurately palpate patient to detect body temperature and determine differences in skin surface characteristics.
  - Accurately palpate patient to determine differences in sizes and shapes, detect veins and arteries, and identify and palpate body landmarks.
  - Accurately assess patient by palpation to perform medical procedures.
  - Accurately assess and determine patient's skin color and color intensity.
  - Accurately detect, differentiate, and recognize odors from foul smelling drainage.
- Accurately detect environmental temperature.
- Accurately detect temperature of medication solutions.

- Distinguish fine print on medication labels and equipment.
- Distinguish color codes on supplies, medications, and equipment.
- Accurately perform data entry tasks using available technology.
- Accurately perform chart reviews and continuous assessment of patient's status using available technology.
- Accurately utilize flow sheets, charts, graphs, and digital displays.
- Accurately discern and assess the medical situation from all angles of the environment.
- Accurately detect odors from alcohol break, smoke, gasses or noxious smells.
- Interpret graphic trends, calibrate equipment, convert numbers from metric and American systems.
- Accurately compute mathematical operations, fractions, and decimals.
- Accurately calculate medication dosages from instructions given.
- Record time, record duration of contractions, CPR compressions, breaths per minute, pulse per minute.
- Interpret measurement marks on measurement tapes and scales.
- Document numbers in patient's records/charts using available technology.
- Maintain appropriate and professional decorum in high stress situations, unexpected situations and crises, and when exposed to unusual sights and smells.
- Effectively communicate with patients and family members in a culturally sensitive and respectful manner.
- Effectively negotiate interpersonal conflict.
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions.
- Manage the demands of time constraints and frequent interruptions.
- Accurately perform multiple responsibilities and tasks concurrently.
- Accurately transfer knowledge from one situation to another, process and interpret information from multiple sources, analyze and interpret abstract and concrete data, evaluate outcomes, problem solve, prioritize tasks, use short term and long term memory.
- Accurately identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, sequence information, make decisions independently, and adapt decisions based on new information.
- Effectively teach clients and family about health care, direct, manage, and delegate activities of others, and collaborate with others.
- Maintain confidentiality with regard to all phases of work.
- Safely perform tasks in the clinical setting while being exposed to:
  - Allergens
  - Latex gloves
  - Chemical substances
  - Strong Soaps
  - Strong Odors
  - Bloodborne pathogens
  - Sharps
  - Infectious diseases

I have read the above requirements and understand that my inability to comply with these may result in my failure to successfully complete the program I have chosen.

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

**GREAT FALLS COLLEGE MSU  
RESPIRATORY THERAPIST PROGRAM  
APPLICATION EVALUATION FORM**

**Applicant Name:** \_\_\_\_\_ **Submission Date:** \_\_\_\_\_

**Eligibility Assessment: (Place “Y” in blank to indicate requirement has been met)**

- Admitted to Great Falls College MSU \_\_\_\_\_
- In Good Academic Standing \_\_\_\_\_
- Each Prerequisite course completed with minimum grade of “C-” \_\_\_\_\_
- 2.5 Cumulative Prerequisite GPA \_\_\_\_\_

**Admissions Criteria Score:**

**A. Check if successfully completed the following prerequisites**

- Chemistry – High School or College (circle one) \_\_\_\_\_
- Computer competency – High School or College (circle one) \_\_\_\_\_

**B. Performance in Prerequisite Courses (26 points possible)  
(Grade A = 4, B = 3, C = 2. Multiply that number by the Emphasis = points)**

Course #	Course Title	Grade	Emphasis	Points	
BIOH 201	Anatomy & Physiology I/Lab x	_____	x	2	= _____
M 121	College Algebra <b>OR</b>				
M 140	College Math for Healthcare	_____	x	1.5	= _____
WRIT 101	College Writing I	_____	x	1.5	= _____
PSYX 100	Introduction to Psychology <b>OR</b>				
PSYX 230	Developmental Psychology <b>OR</b>				
COMX 115	Intro to Interpersonal Communication	_____	x	1.5	= _____
Total Prerequisites score					_____

**C. Recommended Prerequisite course, not required (4 point possible, must have at least a C-)**

Course #	Course Title	Points	Total
BIOM 250	Microbiology for Hlth Sci w/ Lab	3	_____
AHMS 144	Basic Medical Terminology	1	_____
Total Recommended Prerequisites score			_____

**D. Previous Educational Attainment (5 points maximum –points awarded for one degree only)  
(Verification required –transcript with degree or certification posted - on file with registrar)**

Degree Attained Points Total	Points	Total
Bachelor’s Degree	5	_____
Associate Degree	3	_____
Certificate of Technical Studies	2	_____
Total Educational Attainment score		_____

**TOTAL APPLICATION SCORE (total 35 points possible)** \_\_\_\_\_

In case of a tie at the raw point level, the highest cumulative prerequisite GPA will be the tie-breaker.