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**GREAT FALLS COLLEGE MSU  
RESPIRATORY THERAPY 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)*

**Applications are due May 17, 2024**

**Fall 2024**



**GREAT FALLS  
COLLEGE**  
MONTANA STATE  
UNIVERSITY

## **Respiratory Therapy Program Student Information and Application Packet**

Dear Prospective Respiratory Therapy Student:

Thank you for your interest in the Great Falls College Montana State University Respiratory Therapy Program. You can make a lifelong career as a Respiratory Therapist. The job market and opportunities for RTs has never been better. You have picked a great time to advance your career as a healthcare professional in the field of Respiratory Therapy.

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 have the opportunity to work in all areas of the hospital and will be a vital part of the lifesaving emergency response team. While most Respiratory Therapists work in acute care hospitals, a substantial number are employed in 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 Therapy Program accepts twenty-five students each year over several clinical sites. The small size creates the opportunity for faculty and preceptors 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 (*page 14-15*) located in this information packet.

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

For additional information or answers to specific questions, please contact the Health Science Program Assistant at 406-771-4350 or Melissa Wells, Program Director, at 406-268-3708 or [melissa.wells1@gfcmsu.edu](mailto:melissa.wells1@gfcmsu.edu).

Thank you for your interest in the Great Falls College Respiratory Therapy Program. Sincerely,

Laura James, MHA, RRT, ACCS  
Director of Clinical Education

Melissa Wells, MEd, RRT  
Respiratory Therapy Program Director

# TABLE OF CONTENTS

<b>Letter from the Program Director .....</b>	<b>2</b>
<b>The Respiratory Therapy Program.....</b>	<b>4-5</b>
• <i>Occupational Outlook</i>	
• <i>Educational Program</i>	
• <i>Program Expenses</i>	
• <i>Program Description</i>	
<b>Admission &amp; Eligibility to Great Falls College MSU.....</b>	<b>5-6</b>
• <i>Equal Opportunity</i>	
• <i>Student Health Insurance</i>	
• <i>Notification of Acceptance</i>	
• <i>Student Background Checks</i>	
<b>Program Admission Process .....</b>	<b>6-7</b>
• <i>Application Scoring</i>	
<b>The Respiratory Therapy Curriculum.....</b>	<b>8</b>
• <i>Prerequisite Coursework</i>	
• <i>Program Coursework</i>	
<b>Application Packet Cover Sheet .....</b>	<b>9</b>
<b>Technical Standards Form.....</b>	<b>10-11</b>
<b>Distance Program Agreement.....</b>	<b>12-13</b>
<b>Application Evaluation Form .....</b>	<b>14</b>
<b>Healthcare Employment Verification Form (optional).....</b>	<b>15</b>

## Great Falls College MSU Associate of Applied Science Degree Respiratory Therapy

### Program Description and Occupational Outlook:

The Respiratory Therapist functions as an integral member of the medical team working closely with Doctors, Surgeons, Anesthesiologists, Registered Nurses, and other medical personnel. Some of the responsibilities include life support, mechanical ventilation, code response team, intubations, arterial blood gasses, neonatal intensive care, pediatrics, pulmonary function, sleep disorders, aerosol and oxygen therapy. Patient diseases like COPD, Asthma, Lung Cancer, Cystic Fibrosis, Respiratory Distress Syndrome and Pulmonary Fibrosis are just a few of the pathologies RTs treat. During the Covid-19 pandemic of 2019-2021 Respiratory Therapists were acknowledged as mandatory front line experts working to treat and save lives of the patients contracting this virus.

According to the Bureau of Labor Statistics (<https://www.bls.gov/>) employment of is expected to grow 19% between 2019 and 2029, much faster than the average for all occupations, as the population ages and lung disease patient cases increase.

In Montana, the median hourly pay for a respiratory therapist is approximately \$31.54 per hour. The following wage information for Montana is according to the Bureau of Labor Statistics and the Montana Department of Labor & Industry.

**Median Wage: \$31.54 per hour / \$59,052 yearly**  
**Expected MT growth: 18% increase**

There is also the opportunity to earn additional hourly pay with on-call schedules, overtime, shift differentials for nights & weekends and holiday pay. A Respiratory Therapist works in all areas of healthcare including contracts as a ‘traveler’ that works short term contracts all over the country for premium pay and with your lodging expenses paid for.

### Educational Program:

The Respiratory Therapy 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 Certification and the Registered Respiratory Therapist Examination.

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

### Program Expenses:

Respiratory Therapy Students are required to purchase personal equipment and supplies, textbooks, online access to course material and other required online access programs required for course completion and clinical record keeping, uniforms, lab fees, and transportation to clinical sites are all the student’s responsibility to provide. 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/#estimatedcosttext>

### Statement about Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Instructors must receive an official letter from the Disability Services Office in order to provide accommodations. If you believe you have a disability requiring an accommodation, please contact the Director of Academic Success and Accessibility by calling 406-771-4311 to schedule an appointment. <http://students.gfcmsu.edu/disabilityservices/index.html>

**This program utilizes distance (remote) online classroom learning as well as clinical laboratory and patient care practice.** It is rigorous, fast-paced and challenging. There are many tests, quizzes, assignments, experiences, and competencies. Students find it necessary to spend substantial study time outside of the online classroom, lab, and clinic environments. Generally, for every credit hour, you will spend at least 4 hours in preparation &/or in the completion of assignments. For example, in a 3-credit course you should expect to devote 12 hours per week working on course material. Clinical course time, i.e. time spent at the training hospital, will vary from semester to semester but in general you should expect one 12-hour clinical day a week (2<sup>nd</sup> semester) and two 8-hour clinical days (3<sup>rd</sup> & 4<sup>th</sup> semesters) that can range anywhere from 6 a.m. to 10:30 p.m. and occasionally an overnight shift. These are the class time requirements during the program:

### **Semester 1**

- Online courses with weekly live virtual sessions (up to 3 hours a week)
- Up to 4 hours of lab, once a week, held in-person at assigned clinical site (length of time depends on number of students assigned together, typically 1 hour per student per week)

### **Semester 2**

- Online courses with weekly live virtual sessions (up to 3 hours a week)
- Up to 4 hours of lab, once a week, held in-person at assigned clinical site (length of time depends on number of students assigned together, typically 1 hour per student per week)
- 12 Clinical hours (one 12-hour shift) a week, held in-person at assigned clinical site.

### **Semester 3**

- Online courses with a weekly or biweekly live virtual sessions (up to 3 hours a week)
- 16 Clinical hours (two 8-hour shifts) a week, held in-person at assigned clinical site, may require travel costs to attend at a clinical site with Intensive Care Unit (ICU) or high enough level of care to manage ventilators with each shift.
- 16 hours (2 days), in-person, ACLS Certification, may require travel costs to AHA Provider.

### **Semester 4**

- Online courses with a weekly or biweekly live virtual sessions (up to 3 hours a week)
- 16 Clinical hours (two 18-hour shifts) a week, held in-person at assigned clinical site as a base location when not attending specialty rotations below.
- Three weeks of clinicals will be spent in a Neonatal/Pediatric Intensive Care Unit (NICU/PICU), may require travel to a clinical site with those services.
- Two weeks of clinicals will be spent in a Pulmonary Function Lab, may require travel to the nearest clinical site with a PFT Lab.
- One week of clinicals will be spent in a Sleep Study Lab, may require travel and will require an overnight shift.
- One week of clinicals will be spent at a rural hospital location, may require travel costs to site.
- Optionally, one week of clinicals will be spent attending the Montana Society of Respiratory Care Annual Conference, typically held each April at Fairmont Hot Springs near Anaconda, Montana.

### **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 Therapy 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 applying online at <http://admissions.gfmsu.edu/applynow.html>

## **Eligibility for Admission into the Respiratory Therapy Program**

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

To be eligible to apply for admission into the Respiratory Therapy 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 2.0, prior to the start of the program in the fall.
- 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.

## **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 Executive Director of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300

## **Student Health Insurance**

All GFC MSU students enrolled for 6 or more credits are required to have health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting. 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, and is subject to change. Please contact Student Central 406-771-4324 for more information. **Please see <http://students.gfcmsu.edu/insurance.html> for more information.**

## **Notification of Acceptance**

Students will be notified of acceptance into the Program by June 21, 2024 via e-mail. A ‘letter of intent’ will be enclosed and will need to be returned by the specified date.

- Accepted students will be required to provide proof of American Heart Association Healthcare Provider BLS certification and immunizations at the beginning of the fall semester. You are also required to use the Great Falls College MSU Background and Drug Screen service provider to provide these two items. A full list of these requirements can be found at <http://www.gfcmsu.edu/webs/respiratorycare/index.html> and clicking on “Steps to Apply.” **Clinical/practicum/internship sites may require other documentation/proof of vaccination besides those required by the college or this program. These requirements are subject to change and all requirements must be met for ALL sites to complete your clinical hours.**

Accepted students must attend the Respiratory Therapy program orientation. This is mandatory and will be held where the majority of students are located, or in a central location in the state. An online option may be available for those whom traveling would present a hardship. The orientation will be scheduled during the week prior to the start of fall classes. The date, location, and time will be sent to you in your acceptance letter.

## **Health Sciences Division Policy: Student Background Checks**

- To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and drug screening before they will permit the students in the lab and 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.
- Information about how to obtain the appropriate background check and drug testing is provided in the acceptance letter.

## Program Admission Process

The Respiratory Therapy Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form (*page 14*) used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work and previous education. 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> Health Science Program Assistant Room R 227 406.771.4350	<b>Mailing address:</b> Respiratory Therapy Admissions Committee Attention: Respiratory Therapy Program Great Falls College MSU 2100 16 <sup>th</sup> Avenue South Great Falls, MT 59405
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- Please send a physical copy of 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 17, 2024

- 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. Late applications may be considered if there are not enough qualified applicants to fill the spots available.
- Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.
- Great Falls College MSU's Respiratory Therapy Program does not maintain a waiting list. Applicants must reapply each year.

### APPLICATION SCORING:

- For applicants, who have taken courses multiple times; the most recent verifiable grade will be used for scoring /GPA calculations.
- Applicants may still apply if required prerequisites will be completed and official transcripts are sent prior to August 1<sup>st</sup>, but the applicant will not receive the points allocated based on completed course grades below.
- 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+) =	3.3	(C+) =	2.3
(A-) =	3.7	(B) =	3.0	(C) =	2
		(B-) =	2.7	(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.

- In case of a tie, the tie-breaking criteria will go to the highest cumulative prerequisite GPA. If the maximum number of students allowed for a clinical location is reached, the higher scoring student will be offered to transfer to another clinical site. If that student is unable or unwilling to commute or relocate, we will be unable to accept them into the program.

## **Transferable Courses**

General education coursework taken at other 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://prodmyinfo.montana.edu/pls/gfagent/hwzkxfer.p\\_selstate](https://prodmyinfo.montana.edu/pls/gfagent/hwzkxfer.p_selstate). All transfer work has to be from an [appropriately accredited](#) Institution.

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 Therapy Curriculum

### Prerequisite courses

A background in related instruction and basic science is essential to succeed in the Respiratory Therapy program. The following courses must be completed or be in progress prior to admission into the Respiratory Therapy 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 Therapy Program. **Science courses must include a lab be completed within five (5) years and other courses must be completed within 15 years of applying to the Respiratory Therapy Program.**

### Required Prerequisite courses

Course #	Course Title	Credits
BIOH 201	Human Anatomy Phys I w/ Lab **, +	4
BIOH 211	Human Anatomy Phys II w/ Lab *, +	4
WRIT 101	College Writing I **, +	3

### Select one of the following:

Course #	Course Title	Credits
M 121	College Algebra **, +	3
M 140	College Math for Healthcare **, +	3
M 151	Precalculus **, +	4
M 171	Calculus **, +	4
STAT 216	Introduction to Statistics **, +	4

(NOTE: for transfer students, M 115 Probability and Linear Math will be accepted.)

### Recommended Prerequisite course, not required

Course #	Course Title	Credits
BIOM 250	Microbiology for Hlth Sci w/ Lab *	4
AHMS 144	Medical Terminology	3
CHMY 121	Intro to General Chemistry w/Lab**	4

+ A grade of C- or above is required for graduation, \* indicates prerequisite needed, \*\* placement in course(s) is determined by placement assessment

**The full Respiratory Therapy Program Curriculum can be found at and is subject to change:**

<http://catalog.gfcmu.edu/academic-programs/respiratory-care/#programrequirementstext>

**GREAT FALLS COLLEGE MSU**  
**RESPIRATORY THERAPY PROGRAM**  
*(This & all of the following sheets must be turned in completed & together.)*

**APPLICATION PACKET COVER & CHECK-OFF SHEET**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

E-Mail ADDRESS \_\_\_\_\_

GFC MSU STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

**Check-off List**

√	Item
	<b>Completed Admissions File.</b> A completed admissions file includes a completed application, copies of high school/GED/HiSET transcripts or diplomas, proof of 2 MMRs, 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/warning OR academic probation/warning 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>Signed Technical Standards Form</b> <i>(page 10 &amp; 11)</i>
	<b>Signed Distance Expectancy Form</b> <i>(page 12 &amp; 13)</i>
	<b>Application Evaluation</b> <i>(page 14)</i>
	<b><u>Official Transcripts</u> for all completed post-secondary education and prerequisite courses completed at another institution – By May 17, 2024</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 Therapy:

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

Montana Respiratory Care Practitioner Board <http://boards.bsd.dli.mt.gov/rcp>

## **Technical Standards for Respiratory Therapy Program (page 1 of 2)**

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 accommodation are to meet with Great Falls College MSU's Disability Services office.

To successfully complete the Respiratory Therapy 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.

### **Observation/Sensory-Motor**

- Accurately identify and assess heart, breath, abdominal, and other sounds of the human body & use of stethoscope
- Accurately assess normal and abnormal color changes in the skin and observe pupil changes
- Accurately differentiate colors and recognize patient odors including color codes on supplies, medications, and equipment.
- Detect and respond appropriately to activation/warning signals on equipment) including auditory and visual signals)
- Detect significant environmental odors, distinguish fine print on various medication labels
- Observe and assess conditions of a patient accurately, at a distance and close at hand, and observe non-verbal communication when performing assessments and interventions or administering medications
- Observe and participate in all demonstrations and experiments in the basic sciences including computer-assisted instruction. Observe digital or waveform readings
- Perceive signs of disease and/or infection as manifested through physical examination including visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart sounds, bowel and lung sounds). Read gradients/calibrations on a syringe

### **Communication**

- Accurately document treatment information
- Communicate accurately and effectively in English with other students, faculty, staff, patients, families and other professionals in a culturally sensitive manner
- Communicate effectively in classroom presentations, seminars, simulation, practicum sites, practicum conferences, and online-formats
- Convey or exchange accurate information in a clear and efficient manner to obtain a health history, identify problems presented, and explain alternative solutions
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions in classroom, lab and clinical settings
- Process and communication information on the patient's status including changes in mood, activity and posture, and non-verbal communications with accuracy in a timely manner to members of the health care team

### **Psychomotor**

- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Answer patient call lights or intercom system to determine patient needs. Assemble medical equipment and supplies
- Conduct laboratory and diagnostic tests and carry out physical assessments
- Coordinate fine and gross muscular movements to treat patients in emergency situations
- Accurately manipulate fine objects such as needles, syringes, and other fine medical instruments.
- Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable adults
- Execute physical movements required to provide general care and treatment to all patients in all health care settings 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.

- 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.
- Accurately palpate patient to determine differences in sizes and shapes, detect veins and arteries, and identify and palpate body landmarks.
- Accurately perform chart reviews and continuous assessment of patient's status using available technology.
- Move and position heavy and/or large equipment
- Operate equipment typically found in the health care environment including Ventilators, Oxygen equipment, IV pumps, cardiac monitors, humidifiers and electric and manual blood pressure equipment, safe handling equipment
- Perform basic life support, ventilation/compression (including CPR and AED), and other basic life support functions
- Perform inspection, palpation, auscultation, percussion, and other diagnostic maneuvers
- Perform or assist with procedures, treatments, and medication administration
- Respond to emergencies precisely, consistently, accurately, and quickly
- Safely assist a patient transfer. Ex. from bed to chair, bed to stretcher, chair to bed as needed
- Transport patients in wheelchairs as necessary. Turn/reposition bedfast patient

### **Intellectual-Conceptual, Integrative, and Quantitative**

- Accurately perform mathematical calculations and calculate medication dosages & IV rates from instructions given
- Analyze, collect, and synthesize data to reach diagnostic and therapeutic judgments and to develop an appropriate plan of care. Demonstrate factual, conceptual, procedural, and metacognitive knowledge
- Effectively perform chart reviews and continuous assessment of the patient's status
- Effectively prioritize multiple tasks.
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings
- Exercise good judgment in patient assessment. Maintain accurate clinical records on patient care
- Manage the demands of time constraints and frequent interruptions
- Measure, calculate, reason, analyze, integrate, synthesize and problem solve in the context of the level and the focus of their curricular program. Perform data entry tasks using available technology.
- Perform universal precautions against contamination
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines
- Provide clear expression of personal ideas and feelings, demonstrations of bidirectional feedback, and sensitivity to persons with ideas and experiences that different from their own. Provide in-depth rationale for plan of care
- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a patient

### **Behavioral and Social Attributes**

- Abide by the professional standards of practice defined by the discipline
- Demonstrate compassion, sensitivity, and concern for others
- Demonstrate understanding and adherence to professional standards of nursing
- Function effectively under physically taxing workloads including in times of physical and mental stress
- Function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
- Maintain confidentiality with regard to all phases of work

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: \_\_\_\_\_

## **Associate of Applied Science Respiratory Therapy Distance Program Agreement (Page 1 of 2)**

Distance or hybrid learning is used at Great Falls College MSU in the Respiratory Therapy Program. In this delivery method, there is a combination of online learning activities where one or more types of technologies are used to deliver instruction to students who are separated from the instructor in space and time.

- All “traditional” types of course content including lectures, quizzes and exams will be available in module style content online asynchronously. You are required to work through this material according to the course schedule, but it is available to you 24/7. This is designed to allow flexibility in your learning time yet hold you accountable for consuming the content and doing the work.
- You will be required to attend weekly live online sessions with your faculty and other students. These live sessions will be “zoom” type of meetings and will be used as Q&A’s, content review, program updates & reminders as necessary. The actual times of these sessions will vary.
- Clinical and laboratory attendance is required according to the schedule setup by the Director of Clinical Education, program faculty and your local clinical site. The days, hours and locations of these sessions will vary but an advance schedule will be provided to allow you to plan accordingly. Full details of clinical and lab sessions will be provided once you are in the program but in general you should expect to be in a lab session at your local clinic around 1-4 hours per week (or 2-8 hours biweekly) and in a clinical session 1 day a week (12-hour shift) in 2<sup>nd</sup> semester and 2 days a week (8-hour shifts) in 3<sup>rd</sup> and 4<sup>th</sup> semesters. Labs are scheduled in the first and second semesters and Clinicals in the second, third, and fourth semesters.
- The Local (clinical/lab component) and Online (classwork components) of this program allow for you to become a Respiratory Therapist where you live and offers flexibility in learning times to accommodate busy lives. However, this type of learning requires a great level of self-control, motivation and dedication to your studies and your schedule. Make no mistake, this is a FULL-TIME commitment, and you should expect to spend at minimum 40 hours per week working on coursework and clinical sessions and in most cases more.
- Distance Education in respiratory therapy can be a daunting undertaking and we want you to be successful in your endeavors here with Great Falls College MSU. In addition to the amount of time you are investing, participating in this distance program means that you also have to take the initiative to establish connections with the community for your clinical locations. You must be able to be resilient in an environment that requires you to self-advocate, be vocal about your needs, and to be self-motivated to arrange what you need to succeed.

*(Continued on next page.....)*

**Associate of Applied Science Respiratory Therapy Distance Program Agreement  
(Page 2 of 2)**

The **face-to-face component** of the program is utilized for the lab and clinical courses, where the students must be in a clinical facility with an identified preceptor. Students in this program:

- MUST have reliable transportation suitable for driving in inclement weather conditions
- MUST set aside funds for traveling to clinical sites where the focused level of care is available

Additionally, due to the distance nature of the program, reliable and high-quality technology and computer competency is necessary. Students in this program:

- MUST have reliable computer
- MUST have easily accessible and reliable high-speed internet.
- MUST be quickly adaptable to technology
- MUST have a wireless mobile device with network and GPS functionality

Distance education adds an additional level of complexity to an already challenging program. Make sure you are able to dedicate ample time yourself to your academic success. It is recommended that you not work and have the full support of your family and employer during the program. Current students recommend working no more than 30 hours a week if your situation requires it but will require dedication to manage all of the requirements.

**Selecting a Clinical Site**

Great Falls College MSU has existing agreements with regional clinical facilities that you may work with. **Please rank in order of preference if you are willing to be placed at alternate locations, should your preferred location be filled. (“1” being the most desirable and so on.)** The program has a capacity of 25 students per year and clinical spots vary per location and per year. Acceptance into the program depends on application rank and availability of clinical locations. Please also keep in mind that the specific clinical location caps may change due to staffing at any time. To complete your clinical hours, you may be required to travel to other locations and the travel and lodging costs will be at your own expense. Please note that due to variable staff availability at clinical sites, the cap limits may change between application release and deadline. Final assessment of resources for each clinical site to provide clinical preceptors and lab instructors will be completed prior to acceptance letters being released.

\_\_\_\_\_ Great Falls, MT (4 student cap)

\_\_\_\_\_ Fairbanks, AK (4 student cap)

\_\_\_\_\_ Billings, MT (14 student cap)

\_\_\_\_\_ Bozeman, MT (4 student cap)

\_\_\_\_\_ Anchorage, AK (4 student cap)

In addition, you may attend labs and clinical in **other communities** for the first year of the program depending on that facilities ability to provide the level of competency required by the program. For example, a student living in Lewistown, Anaconda, or Sidney may be able to complete portions of their clinical courses locally but will require travel and lodging to attend a regional medical facility to complete adult and neonatal critical care training and specialty care rotations in 3<sup>rd</sup> and 4<sup>th</sup> semesters.

Keep in mind that it is the responsibility of the student to make the contact and provide contact information for their desired clinical site (if other than the sites listed above) **PRIOR** to submitting this application and prior to gaining acceptance to the program. Final approval of distance clinical sites is at the discretion of the Great Falls College MSU Respiratory Therapy Program and whether the clinical site can fulfill the requirements needed for a Clinical Affiliation Agreement.

**By signing this page, I confirm that I have read and agree with the standards and expectations as presented on pages 13-14 of this packet:**

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Applicant Name:** \_\_\_\_\_ **GFC MSU ID:** \_\_\_\_\_

Please summarize your course work by completing the table below, with official transcripts on file with the Registrar if courses were taken at another institution. Science courses must be completed within 5 years of applying for RT Program and must include a lab component, other courses within 15 years of applying. Please note courses for prerequisites are “in progress” in Spring/Summer semesters and identify where you are taking it. You may still apply with courses “in progress”, but points will not be assigned for incomplete courses which may lower your application ranking. Those receiving conditional acceptance pending successful completion of required prerequisites, must submit official transcripts prior to August 1, 2024. *\*Please include if class occurred face-to-face (you went on campus), or hybrid (a mix of on campus & online), or completely online. Information on the delivery method of the course is for data gathering purposes only and will not impact the scoring of your application.*

Prerequisite Course Number	Course Title	Institution where course was completed (or in progress)	Year course completed (or in progress)	*Delivery – online, hybrid or face-to-face	Grade	Grade Value (grade scale, pg. 6)	Point Value (weight given to subject)	Total Points (grade x point value)
BIOH 201	Human A&P I with Lab						2	
BIOH 211	Human A&P II with Lab						2	
WRIT 101	College Writing I						1.5	
Select one of the following	M 121, M 140, M151, M 171 or STAT 216 (or transfer students can use M 115)						1.5	
<b>Prerequisite Subtotal:</b>								
<b>ADDITIONAL POINTS</b> (Recommend but NOT REQUIRED having these prior to beginning program.)								
BIOM 250	Microbiology for Health Sciences with Lab						2	
AHMS 144	Medical Terminology						1	
CHMY 121	Intro to General Chemistry with lab						2	
<b>Additional Points Subtotal:</b>								
<b>PREVIOUS DEGREES</b> (Maximum of 5 points - points awarded for one degree only) Verification required –official transcript with degree posted on file with Registrar								
Bachelor’s degree in Science/Health Field: list where and when: _____							5	
Bachelor’s degree in Unrelated Field: list where and when: _____							3	
Associate Degree in Science/ Health Field: list where and when: _____							3	
Associate Degree in Unrelated Field: list where and when: _____							2	
Certificate in Accredited Health Field: list where and when: _____							1	
<b>Previous Degree Subtotal:</b>								
<b>WORK EXPERIENCE</b> (Maximum of 1 point) Verification forms are required – see attached page 15								
Clinical work experience in the healthcare field with direct patient care							1	
<b>Fairbanks, AK Applicants:</b> Priority will be given to applicants with a letter of recommendation from Karen Lapp, Foundation Health Partners, 907-458-5163 attached								
<b>Anchorage, AK Applicants:</b> Priority will be given to applicants with a letter of recommendation from Karen Good, Providence AK Medical Center, 907-212-2378 attached								
<b>Work Experience Subtotal:</b>								
<b>TOTAL POINTS:</b> (total 54 points possible)								

**Great Falls College MSU Respiratory Therapy Program  
2100 16th Ave South Great Falls, MT. 59405 406-771-4359**

**VERIFICATION OF PAID HEALTHCARE OCCUPATIONAL EMPLOYMENT**

The Applicant can duplicate this form for additional employers/agencies.

Applicants to the Respiratory Therapy Program at Great Falls College MSU are granted additional points toward their application point total from prior or current employment in a Healthcare setting. The application process requires verification of paid work experience. Employers (either Supervisor or Human Resources representative) are asked to verify the applicant's description of job duties and number of hours of patient care using this form.

**INSTRUCTIONS:**

Section I: Respiratory Program Applicant completes before having the form completed by the employer/agency.

Section II: The employer/agency official verifies information on form then seals form in envelope, signs across the flap and returns form to applicant. No printed job descriptions.

**Section I**

Applicant Name: \_\_\_\_\_ Prior Name if applicable: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Facility Name and type: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Length of employment (mm/dd/yy): Start \_\_\_\_\_ End \_\_\_\_\_ Total Hours Paid Healthcare work: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Complete a detailed description of Job Duties:

I understand the submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion. Permission has been granted for Great Falls College MSU to verify the above information.

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

**Section II**

Facility Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor of Applicant, please print: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I verify the information provided by the applicant to be accurate and true to the best of my knowledge.

Signature of Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

*It is the student's responsibility to be sure that all parts of this form are complete.*

*Applicants may make copies of this form if they have paid healthcare work experience at more than one facility.*