



Admission Guide
Associate of Science
in
Cardiopulmonary Care Science
2019



INFORMATION IN THIS DOCUMENT IS SUBJECT TO CHANGE.

Revised 10/24/2018

Associate of Science in Cardiopulmonary Care Science Program Admission Information 2019 Clinical Program

Detailed clinical admission requirements and the clinical admission check list for the program are included in this guide. Students who are not admitted into the professional phase for Summer 2019 must re-apply for admission for a future Summer semester. Fletcher cardiopulmonary department does not maintain a waiting list.

Admission requirements are reviewed annually and are subject to change. It is the student's responsibility to obtain a copy of the current year's admission guide to meet admission requirements for the year in which they are applying.

College Admission Requirements

Associate of Science in Cardiopulmonary Care Science – applicants must meet all general admissions criteria and be fully admitted to Fletcher, in addition to the program specific requirements contained in this document. Full admission is granted once a student is cleared by the Office of Admissions.

Full admission cannot be granted to an applicant/student who has outstanding holds from any school in the Louisiana Community and Technical College System. New and returning (did not attend in Spring 2019) students must submit a completed admissions application in order to be considered for the program. The application can be found on the Fletcher website at www.fletcher.edu/admissions.

Program Admission Requirements

A completed admission packet must be submitted to the Program Director of the Cardiopulmonary Care Science Program by **April 8, 2019**. This should include the Clinical Admission Checklist and Instructions sheet (Appendix A) along with all supporting documents.

Official College Transcripts

If you attended any college or university other than Fletcher prior to applying at Fletcher, official college transcripts must be sent directly from all previous institutions to Fletcher Technical Community College for a formal evaluation of credits earned to determine what previous coursework will transfer to Fletcher. Transcripts can be sent in the following ways:

1. E-scripted transcripts submitted to Fletcher only and do not have to be submitted separately to the Department of Nursing and Allied Health.
2. Paper copies of official transcripts to **both** Fletcher Student Services and the CPCS Program Director.

If the transcript is hand delivered, it must be sealed by the issuing institution. Any transcript not sent in a sealed envelope will not be accepted, and the application will be rejected. Transcripts must be submitted even if credit was not granted. Transcripts should not include course work that is "in progress." All courses on all transcripts submitted will be reviewed even if Academic Amnesty was granted.

Testing Requirements

Fletcher's CPCS Clinical Program requires the HESI-A2 entrance examination. Any applicant who has previously taken the HESI-A2 must submit official scores with the application. The scores must be within one year of this admission's application deadline with no more than 2 reported grade sheets. Required components are: Anatomy and Physiology, Chemistry, Reading, Math, Grammar, and Vocabulary. Composite scores will be ranked as part of the admission criteria. A minimum composite score of 80 is required.

Applicants who do not have an 80% overall but come close may still submit their scores for consideration; however, scores are a weighted factor in the selection process and applicants with a score of 80% or greater will be scored higher.

The HESI-A2 test will be offered at Fletcher at various times throughout the year. Please contact the Testing Department in Student Services for test dates and times.

The applicant must pre-register for the test. Test registrants must bring a photo ID and payment receipt on the date of testing. A study guide for the HESI-A2 such as the *HESI Admission Assessment Exam Review 4th Edition*, can be purchased at the Fletcher Bookstore.

* The cost of the test is subject to change each semester. Please contact the testing department for information regarding the cost of the test.

Any test registrant for the HESI-A2 requiring accommodations for testing must notify Fletcher at least two weeks prior to the scheduled testing date. Accommodations requests must be accompanied by a current evaluation. These requests must be submitted to Student Services. A special accommodations form is attached in Appendix C.

GPA (Grade Point Average) Requirements

In order to apply for admissions into the clinical program, the grade point average (GPA) of all CPCS prerequisite coursework (including repeated courses) must be at least 2.50. For a list of prerequisites, see Fletcher Catalog. The overall GPA must be at least 2.00.

Essay

The applicant must submit a one to two page typed essay explaining interest and objectives for pursuing a degree and career in cardiopulmonary care.

Background Check

Applicants will be required to obtain and pass a Criminal Background Investigation from the following website: www.mybackgroundcheck.com. **Select the student professional healthcare provider option.** The certified criminal background check must provide verification of the following: social security number, County and US criminal background check, sexual offender, OIG, and GSA. Fees associated with these requirements are the applicant's responsibility. The approximate cost is \$70. The results must be submitted with the program application packet.

Technical Performance Standards

Technical Performance Standards describe the essential duties and accompanying physical demands of the profession. These are included in Appendix B. It is required that these standards be reviewed and understood at the time of application to the program.

Admission Application Deadline

Completed application and all required supporting documents must be received by the Program Director of Cardiopulmonary Care Science no later than **Monday, April 8, 2019 at 4:00 p.m.**

It is recommended that the information be submitted by certified mail or hand-delivered. Only completed applications will be reviewed for admission. It is the applicant's responsibility to make sure that all application materials are received by the deadline dates. Submit all documents together in a professional and organized manner in a folder or envelope. Do not submit in a notebook, binder, etc. The applicant should keep photocopies of all documents submitted.

ANY MISSING OR INCOMPLETE DOCUMENTATION WILL CAUSE THE APPLICATION TO BE DECLINED AUTOMATICALLY

The application and all supporting documents should be sent to: (mail or hand deliver)

Mailing Address

Fletcher Technical Community College – Cardiopulmonary Care Science
1425 Tiger Drive
Thibodaux, LA 70301

Hand Deliver to Physical Address

1425 Tiger Drive
Thibodaux, LA 70301

Notification of Selection

During the Spring 2019 semester, applications will be reviewed. All required components are weighted, and all weighted parts will be combined for a total score. These scores will then be ranked, and the top total scores will be selected for the program.

At the end of the spring semester, applicants will receive notification of their status. Selected applicants must accept or decline admission to the program at the time of notification. Failure to respond within two days of notification will result in cancellation of the acceptance.

Registration

Those selected for the program will be given information regarding registration, required courses, and materials needed for the summer semester.

Health Care Requirements

Due to the nature of the program, specific requirements must be met prior to enrollment into the program. The Cardiopulmonary Care Science Program at Fletcher Technical Community College has an affiliation agreement with the Ochsner Health System. This agreement includes five facilities that are part of our clinical program. In order for students to be in compliance with all Ochsner requirements, additional medical tests and screens are required in order to progress to the clinical phase our program. The following titers (blood test) will be required by **September 2019**. Titers are a level of the immunity your body has built up after a vaccination. They can be quite expensive, so you should make arrangements with your physician and insurance provider as soon as possible.

- Positive Rubella titer
- Positive Mumps (Rubeola) titer
- Positive Measles titer
- Positive Varicella (Chicken Pox) titer

In addition you will need the following:

- Hepatitis B vaccine complete, or declination form signed
- Current influenza vaccination
- Proof of negative TB test within last 12 months (or Health Screen form)
- Ten Panel Drug Screen completed (cleared and appropriate to work in hospital setting)

Drug Testing

Students are required to pass a drug screen before acceptance at the clinical sites. Students who receive positive results for synthetic drugs, amphetamines, barbiturates, cocaine, marijuana, benzodiazepines, opiates, phencyclidines, Ritalin*, or Adderall* will be dismissed from the program immediately.

*Positive results for Ritalin or Adderall will require a prescription and letter from the doctor which will be reviewed.

Students may be subject to, and must submit to random drug testing at various times throughout the program at the request of the clinical sites.

Schedule and Work Recommendations

- Due to the fast pace, challenging, and rigorous academic demands of the CPCS program, the faculty urge students to avoid full-time work commitments.
- Clinical schedules are subject to last-minute revisions each semester. Clinical rotations are scheduled at a variety of clinical sites that may be 20 miles or more from campus. Therefore, students' personal commitments must remain flexible to meet course objectives and accommodate program requirements.
- Reliable transportation is needed due to the distance to some of the clinical sites.

Advanced Standing (Prior CPCS Credits)

In order for a student to request advanced standing/re-entry into the cardiopulmonary program, the student must meet all general Fletcher admission criteria and be fully admitted to Fletcher Technical Community College for the requested semester of entry.

Official transcript(s) will be reviewed and handled on an individual basis. Students must provide the syllabus for the courses and have earned a grade of at least 80% in the courses for credit to be awarded. Cardiopulmonary Care Science courses must have been completed within the last 2 years.

Advanced Standing students are required to pass a placement test. Placement will be made in the current class provided there is a vacancy. Students will be required to register in the clinical course scheduled for that semester and demonstrate proficiency in all clinical skills.

Once a student is granted advance standing, all cardiopulmonary policies and procedures must be followed. In addition, clinical students only have two opportunities to take any cardiopulmonary course(s) at Fletcher. Any student who has a second failed attempt (whether the student resigns from the program or does not successfully complete the course/program), will have to wait 5 years before reapplying to the program.



Appendix:

- A. Cardiopulmonary Care Science Admission Checklist
- B. Cardiopulmonary Care Science Technical Performance Standards
- C. Special Accommodations Form for HESI-A2 testing (If Applicable)

Appendix A

Associate of Science in Cardiopulmonary Care Science – Clinical Admission Checklist and Instructions

Applicants to the Fletcher's CPCS Clinical program must complete and submit the following information in order to apply. ***If at any point, the candidate does not comply with any part of this process, the candidate will not be eligible for the program and will have to re-apply.*** It is highly recommended that all information be submitted together in a professional and organized manner in a folder; NOT in a notebook or binder. It is recommended that the applicant hand-deliver all information including official transcripts. Please make sure official transcripts are left in the sealed envelopes; they will not be accepted if opened. All applicants must submit all of the following:

- _____ 1. All applicants must be **fully** accepted to Fletcher. New and returning students (did not attend Fletcher in Spring 2019) must:
- Complete an admissions application online at www.fletcher.edu and pay the \$10 application fee.
 - College Transcripts – Submit official transcripts from any college or university prior to applying at Fletcher. Transcripts must be submitted even if credit was not granted. Request the college or university send your official transcripts to Fletcher via E-Script or regular mail. If the transcripts are hand delivered, it must be sealed by the issuing institution.
 - Proof of immunizations: 2 MMR shots (measles, mumps, and rubella), a current tetanus- diphtheria (TD) shot taken within the last 10 years, and a meningitis vaccination (for first-time freshman). A meningitis waiver is available on the Fletcher website www.fletcher.edu, or in Student Services.
 - Proof of Louisiana residency. A resident is one who has lived in Louisiana for 365 days preceding the anticipated date of enrollment. If the applicant cannot provide proof or is not a Louisiana resident, he/she will be charged non-resident tuition.
- _____ 2. Complete an “Application for Admissions to Nursing and Allied Health Programs” and return to Program Director of Cardiopulmonary Care Science along with required documents. Required documents are:
- _____ Signed Associate of Science in Cardiopulmonary Care Science – Clinical Admission Checklist
 - _____ Copy of HESI-A2 scores (up to 2 score sheets) completed within the past year. Required components are: Anatomy and Physiology, Chemistry, Reading, Math, Vocabulary, and Grammar.
 - _____ Official Transcripts (see page 2 of CPCS Admissions Guide). Applicant must be in the final semester of completing prerequisite course work to apply for admission into the CPCS clinical program. The courses must be completed with a “C” or higher.

Anatomy & Physiology Lecture and Lab I ¹	4 Credit Hours
Anatomy & Physiology Lecture and Lab II ¹	4 Credit Hours
College Algebra	3 Credit Hours
Statistics*	3 Credit Hours
English Composition I & II	6 Credit Hours
Introduction to Psychology	3 Credit Hours
Microbiology ^{1,2}	3 Credit Hours
Physical Science	3 Credit Hours
Fundamentals of Chemistry	3 Credit Hours
Orientation to Cardiopulmonary Profession	2 Credit Hours
Arts Elective	3 Credit Hours
Humanity	3 Credit Hours

¹Courses must have been completed within 5 years of entry into program.

² Course must be completed by the end of the summer 2019 semester.

- _____ Minimum prerequisite GPA of 2.5 (including repeated courses)
- _____ One to two-page typed position paper explaining your interest and objectives for pursuing a degree and career in respiratory care.
- _____ Certified Background Check
- _____ Review and understand the Technical Performance Standards specific to a Respiratory Care Practitioner.

Please sign and send this checklist with your application and supporting documents by **April 8**, to:

Mailing Address

Fletcher Technical Community College- Cardiopulmonary Care Science
1425 Tiger Drive
Thibodaux, LA 70301

Or

Physical Address

Fletcher Technical Community College- Program Director of Cardiopulmonary Care Science
1425 Tiger Drive
Thibodaux, LA 70301

By signing and submitting this document, I understand that if Fletcher does not receive all required documentation, my application will be considered incomplete and will not be processed. I understand that it is my responsibility to make sure that all information that is submitted to Fletcher is received on time and is complete.

Appendix B
FLETCHER TECHNICAL COMMUNITY COLLEGE
DEPARTMENT OF ALLIED HEALTH
CARDIOPULMONARY CARE SCIENCE

TECHNICAL PERFORMANCE STANDARDS

Allied Health professionals, such as respiratory care practitioners (RCP's), are an integral component of the health care professions both from a resource and service perspective. To accomplish this, RCP's are exposed to a variety of tasks during their education process that are considered essential duties with accompanying physical demands. These areas are representative of the cardiopulmonary care science curricular presentation and graduate expectations in the work environment.

Physical Abilities Required for the Respiratory Care Practitioner

Physical requirements for students entering the Cardiopulmonary Care Science Program at Fletcher Technical Community College and functioning as a Respiratory Care Practitioner upon graduation are presented below.

Essential Duties: During the normal course of daily work, a variety of motor, technical, interpersonal, mental, and sensory skills are necessary for respiratory care practitioners. Interpretative skills, interactive and consultative skills, the ability to retrieve, process, and synthesize information about a patient's condition, and the ability to express themselves clearly in both a written and oral format are a must for all students enrolled in the educational program. Manual dexterity, auditory and visual dexterity are equally important in order to assess patients as well as to treat them via various modalities. Respiratory therapists, technicians, and students, are frequently called upon, especially in intensive care settings, to position patients, support them while getting in/out of bed, during ambulation, and assisting nursing staff in sitting them in chairs. Students must, therefore, be able to support a minimum weight of 100 pounds.

1. The respiratory care student must be able to successfully complete the "healthcare provider" level of CPR training as defined by the American Heart Association. **Rationale: This is a minimum requirement of students entering hospitals for clinical experience and employment.**
2. The respiratory care student must be able to lift a minimum of 35 pounds. **Rationale: In order to provide ordered therapy, equipment weighing at least 35 pounds may be needed. In addition, the student must often move or realign a patient before or after therapy has been initiated.**
3. The respiratory care student must be able to push and/or pull a minimum of 100 pounds. **Rationale: In order to provide ordered therapy; equipment, or a human weighing at least 100 pounds may need to be pushed or pulled.**
4. The respiratory care student must be able to hear and read (in English). **Rationale: The student is required to assess vital signs, enter written documentation of delivered therapy and outcomes in the medical record. The student must be able to read physician's orders and other information entered into the medical record in English as part of the minimum required competencies expressed by state and national accreditation and credentialing standards for the profession.**
5. The respiratory care student must be able to reach gas outlets that may be at least five feet from the ground level. In addition, the student must possess enough dexterity to plug in and/or disengage outlets with regulators, meters, reach over objects, and/or manipulate equipment at a distance. **Rationale: Administering pressurized gas to patients is a required activity of a student respiratory care practitioner.**

6. The respiratory care student must be able to go from one destination to another climbing stairs. **Rationale:** While most buildings have elevators, during times of emergencies, students will be required to arrive quickly to assist patients, necessitating the use of stairwells.

In addition, students will be expected to perform the following:

A. Physical Demands

- ◆ **High level of frequency** - walking, pushing, lifting, standing, pulling, climbing stairs, stretching, and bending

- ◆ **Moderate level of frequency** - running, reaching, carrying, stooping, visual strain, repetitive motion, and sitting

B. Working Environments

- ◆ **High level of exposure** - odors, fumes, and vibrations

- ◆ **Low level of exposure** - heat, humidity, noise, wetness, cold, dust, sudden temperature changes, and poor lighting

C. Occupational Safety/Health Risks

- ◆ **High to moderate level of exposure** - mechanical, radiation, body fluids, chemicals, slippery floors, infectious diseases, body tissues, electrical, blood, sharp objects, and aerosolized/airborne substances

D. Need for Protective Precautions

- ◆ **High frequency of usage** - latex gloves, goggles, face shield, ambu/resuscitation shield, gowns, and masks

- ◆ **Moderate frequency of usage** - hoods, shoe covers, and one-way valves

Physical, Cognitive, Psychomotor, and Affective Variables

Also, the following is a list of physical, cognitive, psychomotor, and affective variables which may impact essential, work related functions of entry-level and advanced-level Respiratory Therapists. These areas are representative of the curricula presentation and may relate to performance outcomes specific to didactic, laboratory, and clinical education in Respiratory Care.

A. Visual Acuity:

1. Ability to see all colors of the spectrum
2. Ability to distinguish calibrated markers
3. Ability to identify digital displays and controls in differing lighted environments
4. Ability to determine the depth of instrument placement
5. Ability to read small print on medical instrumentation or containers

B. Hearing Acuity:

1. Ability to hear alarms, beepers, and pages
2. Ability to hear and respond to verbal communication in the work setting
3. Ability to distinguish different alarm sounds/tones on medical devices

C. Physical Ability:

1. Ability to perform all range of body motions including walking, bending, stretching, reaching, and twisting of the upper and lower back
2. Ability to lift 35 pounds (weight of a small child or small equipment) alone
3. Ability to stand and/or sit for long periods of time
4. Ability to position patients in the bed or transfer them from bed to wheelchair
5. Ability to perform CPR; use of hands for manually compressing resuscitation equipment, and the use of hands and body for performing chest compressions
6. Ability to perform fine motor skills to manipulate precision instruments as well as adjustment and control of dials, touch pads, or keyboards
7. Ability to write legible for required documentation
8. Ability to move swiftly when the situation demands

D. Communication:

1. Ability to communicate with physicians, co-workers, other health care workers, the patient, and the patient's family

E. Mental Stress:

1. Ability to function appropriately under stress without hesitation using all knowledge and skills required to perform the task at hand
2. Ability to work long hours (8 to 12 hours), adapting to changes in the clinical schedule and/or emergency situations
3. Ability to function as a team member and to follow the appropriate administrative protocol and/or chain of command
4. Ability to review and use patient assessment data in a confidential and professional manner
5. Ability to make quick, life saving decisions

F. Clinical Behavioral Requirements:

1. Must be patient, kind, and tactful in dealing with patients and their families
2. Must understand that all information obtained in the clinical facilities is strictly confidential and it is not to be discussed outside the hospital or from unit to unit within the hospital
3. Must attend clinicals a minimum of 24 hours per week (2-12 hour days/3-8 hour days)

Equal Opportunity and Anti-Discrimination

Fletcher Technical Community College is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified disability, or disability. All students have equal rights to counseling and training. Inquiries regarding compliance with these federal policies may be directed to the College Chancellor.

The College is ethically committed and legally bound not to discriminate against students, faculty, or staff on the basis of their sex, race, religion, national origin, age, marital status, disability, or veteran's status. A member of the Fletcher community who believes that he or she has suffered discrimination by being denied rights assured by federal and state antidiscrimination laws may file a complaint with the Dean of Student Affairs or any other appropriate officer of the College. The complaint will be processed according to the procedure set forth in the *Student Handbook 2017; Grievance Policy, page 19*.

Disability Services

Fletcher adheres to the Americans with Disabilities Act, and the campus will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Students should contact the Office of Student Affairs before attending classes to request these services.

The Office of Counseling and Advising Services is a department within Student Affairs. The purpose, in regards to providing services for Students with Disabilities, is to provide testing and classroom accommodations and referrals for on-campus resources that will ensure students with disabilities the opportunity to receive a college education on a level playing field with their peers. The mission is to empower students with disabilities to competitively pursue higher education.

Financial Obligations (not included in tuition and books):

A) Summer #1 (required)

Submit application and criminal background check (\$70)

B) Fall (required)

- 1) Uniforms (\$50-125)
- 2) Scope (\$40-120)
- 3) Equipment (\$10-25) (glasses, hemostats, scissors)
- 4) Healthcare Provider CPR (\$50)
- 5) National Board for Respiratory Care (NBRC) Self-Assessment Examinations (SAE)
 - ✚ Online Secure Therapist Multiple-Choice SAE (\$45-50)
 - ✚ Online Secure Clinical Simulation SAE (\$65-70)

C) Spring

- 1) LSRC State Meeting (Baton Rouge)
(\$125 room/meals, meeting registration) (optional)
- 2) Advanced Cardiac Life Support (ACLS) (\$80-120) (optional)

D) Summer #2

- 1) Completion Miscellaneous (picture, pin, composite picture) (\$25-50)
- 2) LA State Board License fees (\$125-175)
- 3) NBRC Exam Fees (TMC \$190) (CSE \$200)

Clinical Affiliates: (TRANSPORTATION IS NOT PROVIDED)

Houma area:	Terrebonne General Medical Center Ochsner - Leonard J. Chabert Medical Center Chateau Terrebonne Health Care
Thibodaux area:	Thibodaux Regional Medical Center
Morgan City area:	TECHE Regional Medical Center
Raceland area:	Ochsner Medical Center — St. Anne
Galliano area:	Lady of the Sea Hospital
New Orleans area:	West Jefferson Medical Center Ochsner Medical Center – Jefferson Ochsner Medical Center — Kenner Children's Hospital

Appendix C
Special Accommodations Form
HESI-A2

Request for Special Testing Accommodations: Only complete this form if you require special accommodations for testing.

This form must be completed and submitted to support your testing accommodation request. To process your information efficiently, all information must be received at least two weeks in advance of your planned test date.

Please note: The information provided and any documentation regarding the examinee’s disability and need for special testing accommodations will be considered strictly confidential and will not be shared with any outside source without the examinee’s express written consent.

Examinee’s Information:

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____

School’s Information:

School Name: Fletcher Technical Community College

School Address: 1407 Highway 311 Schriever, LA 70395

School Contact Information:

Name of School Administrator: Angie Pellegrin Title: Director of Counseling and Advising

Daytime Phone Number: (985) 448-7943 Fax Number: (985) 446-3308 Email: angie.pellegrin@fletcher.edu

Special Accommodations:

- Special Seating or other physical accommodations
- Large text/magnified screen (if available) for examination
- Reader
- Extended testing time (normally 1.5 additional hours)
- Separate testing area
- Other special accommodations (please specify): _____

Specify Test Title:

Hesi A-2

Required Documentation from Health Care Professional (please check):

- Attached
- Not attached

Signed (OSA at FTCC): _____

Date: _____

Return this form to:

Student Services at least 2 weeks prior to your registered test date.