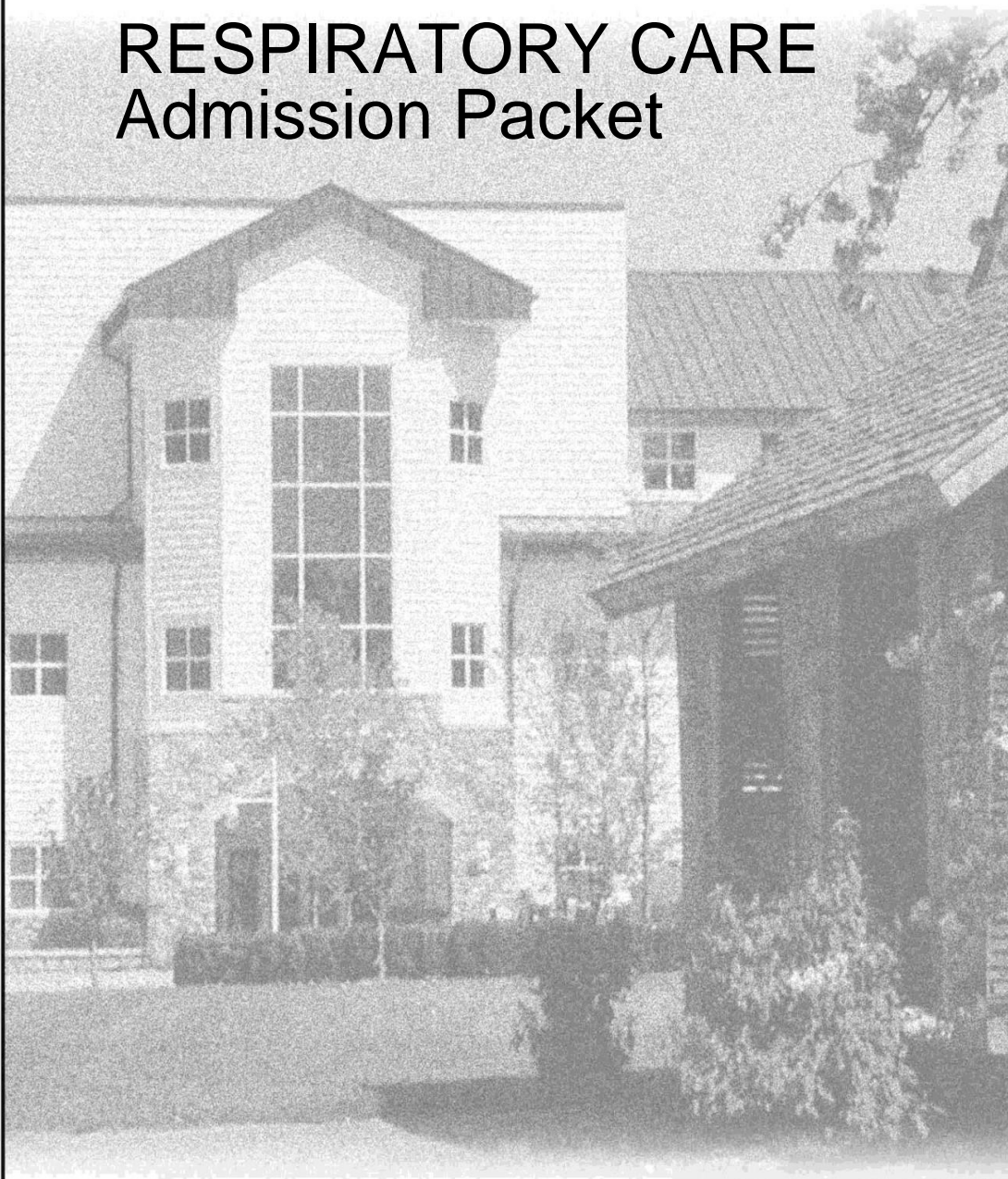


BROOKDALE COMMUNITY COLLEGE

RESPIRATORY CARE Admission Packet



Health Science Institute

(This page intentionally left blank)

Dear Prospective Respiratory Student:

This packet was designed to provide you with information about the Health Science programs, the profession of Respiratory Care, and the Respiratory Care Program at Brookdale Community College. It includes information about the nature of the work respiratory therapists do, job outlook, earnings, the Respiratory Care admission process, and the curriculum requirements for the Respiratory Care Program.

Before considering admission to the program, we suggest you take time to investigate the profession. Observing respiratory therapists working, speaking with respiratory care professionals, visiting the College Library, or searching the Internet may help you to better understand the job requirements and the program.

Any questions regarding admission to the Brookdale Community College Respiratory Care Program should be addressed to healthscienceadmissions@brookdalecc.edu. Questions about prerequisites and courses should be directed to an Academic Advisor at 732.224.2555. If you have specific questions about the field of Respiratory Care or wish to observe a professional at a local hospital, you may contact Carol Schedel or Joanne Boyd.

Good luck with your decision.

Sincerely,

Carol Schedel, MA, RRT
Program Director
732.224.2692

Joanne Boyd, BS, RRT
Clinical Director
732.224.2606

Jayne Edman, Ed.D, RN
Dean, Health Science Institute 732.224.2415

Table of Contents

| | |
|---|----|
| Nature of the Work: Respiratory Care..... | 1 |
| Job Outlook..... | 1 |
| Earnings | 1 |
| Licensure Requirements for Health Science Graduates | 2 |
| Criminal History Background Checks..... | 2 |
| Drug Screening | 2 |
| Health Screening..... | 2 |
| Clinical Placement | 3 |
| Nondiscrimination Policy | 3 |
| Disability Services/Accommodations..... | 3 |
| Mental Health | 4 |
| Tuition and Fees | 4 |
| Allied Health Respiratory Care Admission Process..... | 5 |
| Introduction..... | 5 |
| Requirements for admission to the Respiratory Care Program: | 5 |
| Application Process | 6 |
| Admission into the Respiratory Care Program | 7 |
| Deferring Admission | 7 |
| Transfer of General Education Courses | 7 |
| STARS Admission..... | 7 |
| Tech Prep Admission..... | 7 |
| Suggested Sequence—Respiratory Care A.A.S. Degree..... | 8 |
| RESPIRATORY CARE PROGRAM ADMISSION CHECKLIST | 9 |
| BROOKDALE RESPIRATORY CARE PROGRAM APPLICATION..... | 10 |

DISCLAIMER: The content and requirements of admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing, but should not be considered a contract between the College and the student.

Nature of the Work: Respiratory Care

You can live without water for a few days and without food for a few weeks. But without oxygen, you will suffer brain damage within a few minutes and die after about 9 minutes. Respiratory therapists, also known as respiratory care practitioners, evaluate, treat, and care for patients with breathing disorders.

Respiratory therapists treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased. They provide temporary relief to patients with chronic asthma or emphysema and emergency care for patients who suffered heart failure or a stroke, or are victims of drowning or shock. Respiratory therapists most commonly use oxygen or oxygen mixtures, chest physiotherapy, and aerosol medications.

Therapists may place an oxygen mask or nasal cannula on a patient and set the oxygen flow at the level prescribed by a physician to increase a patient's concentration of oxygen. Therapists also connect patients who cannot breathe on their own to ventilators, which deliver pressurized oxygen into the lungs. They insert a tube into a patient's trachea, or windpipe; connect the tube to the ventilator; and set the rate, volume, and oxygen concentration of the of the oxygen mixture entering the patient's lungs.

Respiratory therapists perform techniques of bronchial hygiene to remove mucus from their lungs to make it easier for them to breathe. For example, during surgery, anesthesia depresses respiration, so chest physiotherapy may be prescribed to help get the patient's lungs back to normal and prevent congestion. Chest physiotherapy also is used on patients suffering from lung diseases that cause mucus to collect in the lungs, such as cystic fibrosis.

Therapists also test the capacity of the lungs and analyze the oxygen and carbon dioxide concentration as well as the potential of hydrogen (pH), a measure of the acidity or alkalinity level of the blood. To measure lung capacity, therapists have patients breathe into an instrument that measures the volume and flow of oxygen during inhalation and exhalation. To analyze oxygen, carbon dioxide, and pH levels, therapists draw an arterial blood sample, place it in a blood analyzer, and relay the results to a physician.

Job Outlook

Employment of respiratory therapists is expected to grow by 12 percent from 2014 to 2024, faster than the average for all occupations. Growth in demand also will result from the expanding role of respiratory therapists in case management, disease prevention, emergency care, and the early detection of pulmonary disorders.

Earnings

In Monmouth County, a full-time salaried respiratory therapist can expect to start around \$28 per hour.

Licensure Requirements for Health Science Graduates

Graduates of the Health Science programs who wish to apply for a license to practice must answer questions on the licensing application related to criminal history. These questions can be accessed on the respective discipline web site under the NJ Division of Consumer Affairs.

CRIMINAL HISTORY BACKGROUND CHECKS

Clinical agencies mandate criminal history background checks for all students engaged in patient care, and each student must undergo a criminal history background check that includes sex offender registry. These checks are conducted by an external vendor, and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dismissed from the program.

Graduates of the Health Science programs who wish to apply for a license to practice must answer questions on the licensing application related to criminal history. These questions can be accessed on the respective discipline Web site under the NJ Division of Consumer Affairs.

DRUG SCREENING

Clinical agencies require evidence of a negative drug screening before the start of the clinical experience. You will be given the information to obtain drug screening prior to starting clinical. Re-testing is required annually.

1. These screenings are conducted by the external vendor, and the information is sent to the student and to the College.
2. If an initial drug screen is positive without documentation of medical necessity or a prospective student refuses to complete the drug screen, the student will not be allowed to enter into the health program.
3. If an initial drug screen comes back with a "Negative – Dilute" result, the student will be allowed one additional re-test at their own expense.
4. If the second test result is a normal (not dilute) negative, the test is considered complete and satisfies the program requirement of a normal drug screen. If the second test result shows a "Negative – Dilute" result, the results will be reported to the clinical agency.
5. If a student is denied clinical placement by any clinical agency due to drug screening test results, the student will be dismissed from the program. As a result, the student will not be able to complete the requirements of the program.

HEALTH SCREENING

Health Screening is required as part of the initial clearance process and annually thereafter. Failure to comply with the health screening process will make a student ineligible to participate in the health program.

CLINICAL PLACEMENT

Participation in clinical experiences at clinical agencies is required for successful completion of the Respiratory Care program. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to engage in patient care in their agency. If a student is, or has been, denied placement by any clinical agency that student is not eligible for admission into the program.

Nondiscrimination Policy

Brookdale is an Equal Opportunity Affirmative Action Institution. No person in whatever relationship with the College, shall be subjected to discrimination or harassment on the basis of race, creed, color, nationality, national origin, ancestry, age, sex/gender (including pregnancy), marital status, civic union status, domestic partnership status, gender identity or expression, familial status affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability (including perceived physical, mental, and/or intellectual disability) or other protected categories or activity (i.e. opposition to prohibited discrimination or participation in the complaint process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the BCC Student Handbook and BCC Catalog.

Disability Services/Accommodations

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Students with Disability Alert Forms are responsible for giving them to the instructor. They are responsible for discussing the accommodations they are entitled to if the provision of the accommodation(s) does not jeopardize the integrity of the course. They are responsible for requesting accommodations in a timely manner. Students must remind their professors a week before each examination to allow them and/or Disability Service Office staff to plan for testing accommodations. Students with disabilities must maintain the same responsibility for their education as other students. These responsibilities including maintaining the academic integrity of the courses and following the Student Conduct Code.

Respiratory Program Technical Standards

All applicants and current students enrolled in Brookdale Community College Respiratory Program must be able to perform the following specific and essential functions with or without reasonable accommodations:

- Utilize both visual and auditory monitoring equipment safely and effectively
- Assess and record changes in patient status using visual, auditory, and tactile senses
- Troubleshoot patient/equipment systems
- Effectively and appropriately communicate and relate with patients, their families, and members of the health care team using oral and/or written means
- Possess strength and mobility sufficient to support and transport patients as well as equipment
- Perform respiratory care procedures while wearing personal protective equipment (mask, gown, gloves, etc.)
- Safely and effectively prioritize workload
- Perform CPR (bag and mask ventilation, chest compressions)
- Utilize intellectual ability to adapt to changing patients' conditions

This list is not exhaustive. Additional or more specific functions might be required.

Mental Health

- Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone)
- Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

TUITION AND FEES

Tuition is set annually by the Brookdale Board of Trustees and is approved by the Monmouth County Board of School Estimate. There are specific course fees for the Respiratory Care Program in addition to the tuition and general fees. Information about tuition and fees is available at <https://www.brookdalecc.edu/admissions/tuition-fees/>. In addition, students are responsible for purchasing uniforms, books, insurance, and other supplies. Upon graduation, there are additional fees required for licensure/certification exams and state licensure.

Brookdale Community College reserves the right to modify the application process.

Disclaimer – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.

Allied Health Respiratory Care Admission Process

Introduction

The objective of the admission process is to admit qualified applicants to the Allied Health Programs. A rolling admission process is used for this program; that is, completed applications are reviewed on an ongoing basis, and qualified applicants who have completed the entire admission process will be admitted until each class reaches capacity. When there are more applicants than seats for each class, a waiting list is kept in the Health Science Institute office. It is the responsibility of each applicant to verify his/her status on the waiting list with the Health Science Associate and to notify registration and the Science & Health Science Division office if there is any change in address.

Requirements for admission to the Respiratory Care Program:

1. Graduation from high school or a GED.
2. Completion of the Brookdale application.
3. Completion of the Respiratory Care application.
4. Completion of all Foundational Studies courses as determined by the College Placement Assessments.
5. Completion of high school Biology and Chemistry or the equivalent college courses.
6. Achievement of passing scores on the Health Science entrance examination.
7. Attendance at an Information Session.
8. Completion of HESC 105, Medical Terminology prior to admission.

Two (2) copies of high school/college transcripts are required. An official copy is to be sent directly to the Admissions Office. The other copy should be brought with the student for the meeting with the Academic Advisor. All communication with the Admissions Office should be addressed to:

Beth Stryker
Brookdale Community College
Office of Admissions and Registration
765 Newman Springs Road
Lincroft, New Jersey 07738
healthscienceadmissions@brookdalecc.edu

Application Process

1. **Complete a College application**
2. **Complete a Respiratory Care application.** The Respiratory Care application should be returned to the Admissions Office as quickly as possible. The date that this application is received in the Admissions Office will determine in part (see #9 below) your placement on the waiting list. Tech Prep high school students may submit this application during their junior year if they are enrolled
3. **Complete the Brookdale Placement Assessments.** Students are assessed in Foundational Studies Skills: Reading, Writing, and Mathematics. The Placement Assessments determines readiness for college-level courses. Students who do not meet college-level readiness requirements must take the appropriate Foundational Studies course(s).

If a student has completed at least 24 college level credits including English composition and a mathematics course higher than elementary Algebra with a grade of "C" or better from an accredited college, this process may be waived. The process may also be waived if the student has taken the SAT or ACT test within the past three years and achieved qualifying scores. In order to obtain a waiver, contact the Admissions Office. For high school students, the College Placement Assessment may be completed in the senior year.

4. **Meet with Academic Advisor.** Students will be given information about meeting with an advisor *after completion of the Placement Assessments*. *It is the student's responsibility* to make an appointment with an advisor to select appropriate courses. Tech Prep high school students should schedule a meeting with their Brookdale advisor before November of their senior year.
5. **Complete high school Biology and Chemistry or equivalent college courses.**
6. **Take the Health Science entrance examination for Allied Health students.** When all Foundational Studies courses and high school Biology and Chemistry, or equivalent college courses, are complete and grades posted to your transcript, contact Beth Stryker at healthscienceadmissions@brookdalecc.edu to get a pass for the Health Science entrance examination. The Health Science Entrance exam must be taken at Brookdale Community College. All of the above steps must be completed before the Health Science entrance examination can be taken.

Students can prepare for the TEAS exam by looking at the many review book options at any of the commercial bookstores. There is a free practice exam available from: <https://nursehub.com/free-ati-teas-vi-practice-test/>. The publisher of the TEAS exam (ATI) has both free and paid review materials available at <https://atitesting.com/teas-prep>. Brookdale Community College Continuing and Professional Development offers a review course, as well. For more information: [TEAS Prep Series | Brookdale Community College \(ed2go.com\)](#).

Students not achieving the cut-off score (50 percent composite score) on the Health Science entrance examination for Allied Health students may retest after a month; however, it is recommended that any courses which could improve test results be completed prior to re-testing.

7. **Attend an Information Session.** Once you have successfully completed the above steps you will be scheduled for an Information Session. Attendance at the Information Session is a **mandatory step** in the admission process. The purposes of the session are to provide the students with more specific information about the program and to provide an opportunity for students to raise questions and share concerns. During the Information Session, students will complete a questionnaire which will be used by the Health Science Institute office. High school students may attend the Information Session during their senior year.

8. **Read the Criminal History Background Check Information on Page 2.** Criminal history clearance is required.
9. **Be placed on the waiting list.** After you have attended the Information Session your name will be placed on the waiting list. Placement on the waiting list will be prioritized by Information Session and then by the date the Respiratory Care Program application is received in the Admissions Office.
10. **Complete HESC 105.** Respiratory Care students must complete HESC 105, Medical Terminology, before admission.

Admission into the Respiratory Care Program

1. **Receive an acceptance letter and an Intent to Enroll form.** Students will be notified by mail of acceptance to the Respiratory Care program. At that time the student will receive an Intent to Enroll form.
2. **Return the Intent to Enroll form.** If a student does not return the Intent to Enroll form, he/she will be dropped from the list and must reapply for admission. The Intent to Enroll form **must** be returned to the Health Science Institute office within the time specified on the form. **No student's admission is processed until the Intent to Enroll Form with the starting date identified has been received in the Health Science office.**
3. **Register.** No student may register for Respiratory Care courses Health Science Institute approval

Deferring Admission

1. Students may defer admission to the Respiratory Care program once without losing their place on the waiting list. If a student requests a second deferment, the student's name will be placed at the end of the waiting list.
2. Students who drop their course less than 30 days prior to the first day of class will be placed at the end of the waiting list.
3. Students who defer admission more than 30 days prior to the first day of class will maintain their place on the waiting list if it is their first deferment.

Transfer of General Education Courses

There is no time limit on the transferability of general education courses. Transfer courses must come from an accredited institution.

STARS Admission

Seats are held for NJ STARS students who have met the admission requirements. Students who refuse an offer of admission will have one additional opportunity for admission before they are placed at the end of the waiting list.

Tech Prep Admission

Seats are held for Tech Prep students who have met the admission requirements and who have graduated from high school within the past three years. High school students who are in the Monmouth County Tech Prep Program may submit an application during their junior or senior year if Biology has been successfully completed, the student is currently enrolled in Chemistry, and the Health Science entrance examination has been scheduled. The College Placements Assessments are completed during the second term of the senior year. Students who refuse an offer of admission will be placed at the end of the waiting list. High school graduates may, however, advance through the standard rolling admissions process at any time.

RESPIRATORY CARE PROGRAM ADMISSION CHECKLIST

- 1. Complete a Brookdale application.
- 2. Carefully review the Respiratory Care Admission Packet at <https://www.brookdalecc.edu/admissions/applying-to-brookdale/health-sciences-admissions/>
- 3. Complete a Respiratory Care Program application. Return the application to the Admissions office. All communication with the Admissions office should be addressed to:

Beth Stryker
 Brookdale Community College
 Office of Admissions and Registration
 765 Newman Springs Road
 Lincroft, New Jersey 07738
healthscienceadmissions@brookdalecc.edu
- 4. Complete the College Placement Assessments (may be waived based on college credits or SAT/ACT grades).
- 5. Have a college transcript sent to Recruitment Services if you are transferring courses. Transcripts must be official and students wishing to have previous credits evaluated toward Brookdale degrees are responsible for having transcripts sent to the Recruitment Services and completing a Transfer Evaluation Request Form (found at <https://www.brookdalecc.edu/onestop/transcript-credit-review-form/>). Transcripts will not be evaluated until transcripts are received officially. Processing time will be between 6 – 8 weeks.
- 6. Make an appointment with Advising and Counseling located on the second floor of the CAR building. Questions about prerequisites and general education courses should be directed to the Academic Advisor. Call 732-224-2555 to make an appointment.
- 7. Complete all Foundational Studies courses as determined by the College Placement Assessments.
- 8. Complete high school Biology and Chemistry or the equivalent college courses.
- 9. Take the Health Science entrance examination. When all Foundational Studies courses and high school Biology and Chemistry, or equivalent college courses, are complete and grades posted to your transcript, contact Beth Stryker at healthscienceadmissions@brookdalecc.edu to get a pass for the Health Science entrance examination. **It is the student's responsibility to contact the Admissions office when all Foundational Studies courses and high school Biology and Chemistry, or equivalent college courses are successfully completed. The passing composite score for the Health Science entrance examination for Allied Health students is 50 percent or higher.**
- 10. Attend an Information Session. **Once you have successfully completed the above steps you will be scheduled for an Information Session by the Admissions office.** Attendance at the Information Session is a **mandatory step** in the admission process. A student's name will not be placed on the waiting list until he or she attends an Information Session.
- 11. Complete Medical Terminology (HESC 105) prior to admission.

BROOKDALE RESPIRATORY CARE PROGRAM APPLICATION

If you have not applied for admission to the College, complete a College application before filling out this form.

Complete all questions below. *All applicants must be matriculated students.*

| | | | |
|----------------|----------------------|------------|-----------------------------|
| LAST NAME | MAIDEN NAME OR OTHER | FIRST NAME | STUDENT ID NUMBER |
| STREET ADDRESS | | | PHONE NUMBER (HOME OR CELL) |
| CITY | STATE | ZIP | EMAIL ADDRESS |

Please answer the following:

- Are you a new student at Brookdale? yes no
- Have you completed high school? yes no
- Are you a NJ Stars student? yes no
- Do you have an equivalency certificate (GED)? yes no
- Have you taken completed the College Placement Assessments? yes no
- If not, when are you scheduled to take it? _____
- Please list any other colleges attended _____

8. Were you given a Placement Assessment Waiver? yes no

9. The admission requirements for the Respiratory Care Program include:

- Completion of a Brookdale application
- Completion of a Respiratory Care Program application.
- Return application to:

Beth Stryker
 Brookdale Community College
 Office of Admissions
 765 Newman Springs Road
 Lincroft, New Jersey 07738
healthscienceadmissions@brookdalecc.edu

- Completion of all Foundational Studies courses as determined by College Placement Assessments.
- Completion of high school Biology and Chemistry or the equivalent college courses.
- Achievement of passing scores on a Health Science entrance examination.
- Attendance at an Information Session.
- Completion of HESC 105, Medical Terminology prior to admission.

Completion of this form does not guarantee admission into the Respiratory Care Program.

- I hereby certify that I have read each page of the Respiratory Care Admission Packet, that I am fully familiar with the contents of this document, and that I fully understand and have agreed to its terms and provisions.
- I hereby understand that the submission of this application does not result in my name being placed on the waiting list. I must successfully pass the Health Science entrance examination and attend an Information Session to be placed on the waiting list.

Signature _____

Date _____