SCHOOL OF MEDICAL REHABILITATION

ACADEMIC PROGRESSION/SUPPLEMENTARY REGULATIONS

IN THE

BACHELOR OF MEDICAL REHABILITATION

RESPIRATORY THERAPY PROGRAM

Approved SMRCE: May 30, 2011
ACADEMIC PROGRESSION/SUPPLEMENTARY REGULATIONS

1. INTRODUCTION

The Respiratory Therapy Curriculum is designed to provide a well-sequenced integrated approach to the study of respiratory therapy. The program encompasses a combination of didactic study and clinical experience described in a range of courses within the three-year program. Clinical experience is included in Year I and II of the program. Clinical experience is scheduled so as to allow students the opportunity to observe and participate in fieldwork throughout the first two years. The majority of the clinical coursework occurs in Year III through a variety of clinical placements in both tertiary and community facilities.

1.1 Courses
A course is a designated subject area and is assigned a University course number. Each course is assigned a number of credit hours. The program consists of both academic and clinical courses. Course objectives are provided for all courses. Grades on transcripts are given for each designated course within the program. Due to the broad scope of the content within some designated courses, units have been identified within some courses.

1.2 Units
A unit is a discrete subsection of a course. In courses where there are several units, course marks are derived from unit marks.

2. EVALUATION OF STUDENTS

2.1 School of Medical Rehabilitation Courses

The content of each course and/or identified unit within a course, whether taught by an individual or instructional team, will be evaluated. The method of evaluation of students is the responsibility of the individual or instructional team, and the timing of the evaluation(s) is coordinated by the Head of the Department or designate.

The final grade within an identified unit or course is determined by aggregating the individual evaluation scores within the unit or course. Regardless of the grades of individual evaluations, a student would pass a course if all evaluations were completed and a minimum grade of —C‖ as a final average for the course was obtained.

In accordance with the Senate Policy Examination Regulations, faculty should make provisions that results of term tests and grades given to term work be made available to students as soon as possible bearing in mind that students need this information in order to make appropriate decisions, e.g. voluntary withdrawal.
Each faculty member is responsible to the individual student and the Head of the Department for the evaluation of the academic progress of the student, within his/her own area of teaching.

2.1.1 Examination/Test Procedures

All test and examination papers shall consist of:

1. General and Specific Test instructions

2. The body of the testing consisting of:

   A. multiple choice questions with their alternative answer choices, and/or
   B. long answer questions with appropriate space for the student’s written answer, and
   C. mark weightings for the questions and graphs, charts or diagrams as required.

3. The selected Answer Sheet for the multiple choice questions.

   The students, as per instructions, will be given a set period of time in which to answer the questions and to transfer their selected answers to the Answer Sheet. Students may keep, upon the agreement of the course instructor, the multiple choice question papers for the end of unit tests.

   The course instructor/faculty member will collect, mark and grade the multiple choice Answer Sheet and the long answer papers. The students' long answer questions may be returned to them, but the Department will retain possession of the multiple choice Answer Sheets.

4. Differences of opinion about the questions or their answers on any test or exam for the purpose of adjusting marks, have to be made within two school days of the date of posting the grade/answer key. All requests for review of questions or answers must be in writing, identifying the question(s), stating the issue at dispute, including supporting evidence for the position taken.
5. All written requests for review of an exam will be reviewed by the faculty and a disposition to the argument agreed upon. Where the disposition of any argument favours the student, all students' papers will be remarked and marks adjusted accordingly. Explanatory reasons for the disposition of arguments along with the revised marks can be obtained directly from the faculty.

2.1.2 Grading System

The method and frequency of evaluation will be specified at the beginning of each course. The following grading system will apply to all courses as per the time lines indicated for students entering the Program:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Mark</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>94-100</td>
<td>4.50</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>87-93</td>
<td>3.76-4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>80-86</td>
<td>3.26-3.75</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>73-79</td>
<td>2.76-3.25</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>68-72</td>
<td>2.26-2.75</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>62-67</td>
<td>2.00-2.25</td>
<td>Adequate</td>
</tr>
<tr>
<td>D</td>
<td>58-61</td>
<td>1.00-1.90</td>
<td>Marginal</td>
</tr>
<tr>
<td>0-57</td>
<td>0.00</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

A minimum grade of "C" is required in all listed courses. A Pass is required in all Clinical Education courses.

2.2 Clinical Education Courses

In the clinical education courses (Year 3) designated personnel evaluate students in relation to performance objectives set by the Department. Performance objectives are evaluated using a variety of evaluation methodologies including: competency-based evaluation templates for evaluation of clinical skills, written tests, seminars/tutorials, and formative and summative course written evaluations used to evaluate effective integration of theory with clinical practice. To pass a clinical education course students must register a "pass" mark based on the summative written course evaluations and must have satisfactorily completed all related clinical competency templates.

2.3 Third Year Composite Examinations

In addition to passing all third year courses, students will be required to sit third year composite examinations. Third year composite examinations are
composed of three sets of composite exams generally occurring in November, February and June. Students must register a passing grade of at least „C” on third year composite examinations. The SMR Evaluation Committee may allow students failing to obtain a minimum grade of „C” the privilege of challenging a Supplemental Examination. The Supplemental Examination will occur no later than the last week of June. Students must achieve a minimum grade of „C+” or 68% on the Supplemental Examination.

2.4.1 Third Year Composite Exam Review

After each set of exams in November and February, there will be a scheduled supervised review session on the next academic class day that follows the exam. The purpose of this review is to allow the student time to review their exams for self-study. There will be no debate or challenges to any of the questions allowed at this time. After these scheduled reviews, the students will not have any further access to their exams.

2.4 Service Courses Provided by Academic Units Outside the School of Medical Rehabilitation) [SMRCE Approved, Under Review]

Service courses are governed by the policies of the Department within the University of Manitoba from which they are offered. However, students must obtain a minimum grade of “C” in accordance with the School of Medical Rehabilitation grading system (2.1.2) for recognition of successful completion as part of the BMR (RT) program.

3. PASS/FAIL MECHANISMS AND PROCEDURES

The mechanisms and procedures described in this section reflect the fact that the curriculum is built on an interdependent progression of courses which are required so as to allow the student to build on his/her theoretical knowledge and practical experience.

3.1 Mechanisms

Three mechanisms exist by which a student may achieve a passing grade in the component parts of the curriculum. These are identified and defined as follows:

3.1.1 Re-sit: Term used to describe the re-examination of an Academic Unit.

3.1.2 Supplemental: Term used to describe the re-examination of an Academic Course or Composite Examination.

3.1.3 Repeat: Term used to describe the retaking of a course/courses.
3.2 Procedures for Academic Failure

3.2.1 Units
3.2.1.1 A student who fails one unit (obtains a grade of less than a “C”) may be permitted to re-sit an examination in that unit.
3.2.1.2 A student who chooses to write a re-sit examination will be required to accept the new mark.

3.2.2 Academic Courses
3.2.2.1 A student who fails (obtains less than “C”) in one course may be granted supplemental privileges. The composition of the supplemental examination will be decided by the appropriate Evaluation Committee, which will adjudicate each case individually after receiving a written recommendation from the Head of the Department.
3.2.2.2 The passing grade in a supplemental examination will be a “C+”.
3.2.2.3 A student may not write more than two (2) supplemental examinations in any academic year. If the student should fail (obtaining less than C+), the student may be granted the privilege of repeating the courses the following academic year.
3.2.2.4 Students failing more than two (2) courses are generally required to withdraw from the program unless there are documented extenuating circumstances.
3.2.2.5 A student may not progress to subsequent years of the program with any failures.

3.2.3 Clinical Education Courses
There are nine (9) clinical education courses in the BMR (RT) program:

Course

RESP 1380  Basic Fieldwork I
RESP 3310  Clinical Education in Intensive Care
RESP 3320  Clinical Education in Pediatric Respiratory Care
RESP 3330  Clinical Education in Neonatal Respiratory Care
RESP 3340  Clinical Education in Maternal/Fetal Respiratory Care
RESP 3350  Clinical Education in Pulmonary Diagnostics
RESP 3360  Clinical Education in Anaesthesiology
RESP 3370  Clinical Education in Community Care
RESP 3380  Clinical Education in Respiratory Care -Non-ICU
Clinical Education Courses are evaluated using a variety of methodologies (see Section 2.3), the grading of which is on a pass/fail basis.

3.2.3.1 Students must complete all relevant clinical competency evaluation templates for each clinical education course. Incomplete templates will be completed within a given timeframe at the end of the clinical rotation and/or the end of the clinical year. Students unable to complete templates due to unavailability of clinical exposure will complete the template based on a laboratory simulation(s). All templates completed in this manner will be indicated as such.

3.2.3.2 Students who have not satisfactorily completed the clinical competency templates may be held back from graduating until they are complete.

3.2.3.3 Students must receive a pass on all summative clinical education course evaluations in order to pass the final year of the program. (See clinical course evaluations for detail)

3.2.3.4 A student who fails a clinical education course may be permitted to repeat the course the following year.

3.2.3.5 Students must receive a minimum grade of “C” on the final Year 3 composite examination(s) in order to graduate. (See Section 2.4) The final grade on the composite examinations is determined by aggregating the scores for all three composite examinations. The following mark distribution for composite examinations will be used:
  ➢ November (20%)
  ➢ February (30%)
  ➢ June (50%)

3.2.3.6 Students failing the aggregate Year 3 composite examination(s) may be allowed to sit a supplemental examination. The supplemental examination will represent 100% of the composite examination mark.

3.2.3.7 Students must obtain a grade of C+ or 68% in order to pass the Composite Supplemental Examination.

3.2.3.8 Students failing the supplemental examination will not be allowed to graduate. Consequently, students failing the supplemental examination will not be accepted for the next subsequent writing of the national registration examinations (CBRC examinations).
3.2.3.9 Students who are unable to graduate within the anticipated time frame will be required to undertake upgrading, either through self-study and/or repeat mechanisms, and re-challenge the composite examination(s) during the subsequent academic year.

4. TIMING OF RE-SIT, SUPPLEMENTAL AND REPEAT MECHANISMS

4.1 Theory-Based Courses

4.1.1 Re-sit: All re-sit examinations will normally take place prior to the Evaluation Committee Meeting.

4.1.2 Supplemental: All supplemental examinations will normally take place no later than the first week of June, except for the composite examination supplemental (See 4.3).

4.1.3 Repeat: The student will register in the following academic year and repeat the appropriate courses in the given year.

4.2 Clinical Education Courses

4.2.1 Repeat: The student will register in the following academic year and repeat the appropriate clinical education courses.

4.3 Composite Examinations

4.3.1 Supplemental: Supplemental composite examinations will take place no later than the last week of June.

5. VOLUNTARY WITHDRAWAL

Any student intending to withdraw from a portion of, or the entire program, must report in person to the office of the Head of the Department to have a course revision form processed. No fees will be refunded without the authorization of the Head of the Department.

If a student is obliged to withdraw or interrupt studies including the evaluation procedures, because of ill health or other sufficient reasons, his/her re-entry into the program will be considered by the Head of the Department.

Re-entry to the program by a student, who has voluntarily withdrawn from the program, is dependent on the availability of space and fieldwork sites. A student who has voluntarily withdrawn is not guaranteed re-entry to the program from which s/he withdrew.
A student who has voluntarily withdrawn more than once from the program will not be permitted re-entry into the program and would be required to apply for re-admission to the School.

5.1 Academic/Clinical Courses

Voluntary withdrawal from academic and/or clinical courses is permitted without penalty according to the following:

Academic Courses:
- as per University general full term, first term or second term guidelines
- if university general guidelines do not apply due to scheduling requirements then a student will be allowed to voluntarily withdraw up to and within one (1) week following the first course evaluation date.

Clinical Education Courses:
- a student may withdraw from a clinical education course, without academic penalty, up to 48 hours after discussion of the mid-term evaluation with the clinical fieldwork educator.
- A student who has withdrawn from any of the clinical education courses is required to meet with the Head of the Department to review progression in the Program.

6. EVALUATION COMMITTEES

6.1 Term Review: The review of all examination results and decisions relating to the academic progression of the student in an Academic term will be the responsibility of an Evaluation Committee comprised of:
6.1.1 The Director of the School of Medical Rehabilitation, Head of the Department, and all faculty teaching in the designated term.

6.2 Year Review: The review of all course marks and/or clinical education course results in a given academic year and decisions relating to the academic progression of the student will be the responsibility of an Evaluation Committee comprised of:
6.2.1 The Director of the School of Medical Rehabilitation, Head of the Department and all faculty members teaching in the designated year.

6.3 Both term and year evaluation committees will be chaired by the Director of the School of Medical Rehabilitation or his/her designate.
7. **SUCCESSFUL COMPLETION OF BACHELOR OF MEDICAL REHABILITATION RESPIRATORY THERAPY PROGRAM REQUIREMENTS**

To complete the program and obtain the BMR (RT) Degree, each student must:
- obtain a passing grade in each academic course
- successfully complete each clinical education course
- obtain a passing grade on the Year 3 Composite Examination(s)

The passing grade for all courses offered within the School of Medical Rehabilitation is a “C” or a “Pass” (in Clinical Education Courses).

8. **TIME LIMITATION**

A student must have completed all the requirements for the Bachelor of Medical Rehabilitation Respiratory Therapy Degree within five (5) years from the date of initial registration in the program.