

WASHBURN UNIVERSITY

SCHOOL OF APPLIED STUDIES

2025 Admissions Criteria

RESPIRATORY THERAPY PROGRAM

To be considered for acceptance into the Respiratory Therapy program at Washburn University, the following criteria must be completed:

1. Students must be accepted to Washburn University; and have a completed RT program application packet on file with the program director by February 1 of the application year.
2. Respiratory Therapy Program application, letter of intent, and two letters of recommendation (enclosed).
3. Official transcripts must be submitted directly to the Respiratory Therapy program. A copy will be made and the original sent to Washburn Admission Office. If you are currently attending Washburn University, go to my.washburn.edu and print your transcript for the Respiratory program.
4. If all minimum requirements are met and all materials received on time, the program committee will evaluate and score the materials. Positions are offered to the top 18 applicants.
5. Application to the program does not constitute admission; probationary selection of admittees will be based on evaluation of applicant's credentials.
 - * Selection to the program is based on: academic record (grade point average and college level courses completed with a "C" grade or better), letter of intent, letters of recommendation, past work and volunteer experiences.
 - * Maximum class is 18 students.
 - * **Primary Deadline:** Completed RT application criteria must be received by **February 1** for the succeeding Fall class. **Secondary Deadline:** Completed application criteria received by **June 1**. The program will continue accepting applications after June 1 if openings exist. **FAXED application packets will NOT be accepted.**
 - * Orientation with program faculty.
 - * Send an official copy of all college or high school transcripts to the Program Director by February 1. If you are currently attending Washburn University, go to my.washburn.edu and print your transcript for admissions.
 - * Health Insurance, Hepatitis B vaccine (or signed declination), TB skin test, all identified vaccines must be up to date, a physical examination, a criminal background check, and a urine drug screen will be required of all accepted Respiratory Therapy students prior to entry into Spring Semester clinical education (AL 187).

NOTICE: Successful completion of the Respiratory Therapy program requires participation in clinical practicum courses. Students can only be placed in clinical practicum courses after a background check, at their expense, has been completed which discloses they do not present a criminal history of:

- Convictions of laws regulating controlled substances; *
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law requiring registry;
- Conviction, at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

* **Exception:** Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum if they have demonstrated, in the opinion of the program director, they have been sufficiently rehabilitated.

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- * Admitted students must complete CPR Certification prior to going on Respiratory Therapy Clinical I (AL 187) and maintain throughout clinical.
 - * The Respiratory Therapy Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation for Respiratory Care (CoARC).
 - * Professional liability insurance is provided by Washburn University.
 - * Individuals applying for scholarships and financial aid should note the priority deadline of February 15 for completed applications. Applications are available through the Financial Aid Office in Morgan Hall.

All application documents (program application form, letter of intent, transcripts, and recommendation letters) should be sent to:

Ida Johnson, MHS, RRT
Respiratory Therapy
Washburn University
1700 College
Topeka KS 66621
(785) 670-2171

**ESSENTIAL FUNCTIONS
RESPIRATORY THERAPY PROGRAM
WASHBURN UNIVERSITY**

The essential functions have been established through consideration by faculty and consultation with the following sources: The Vocational Rehabilitation Act; The Americans with Disabilities Act; Guide for Occupational Information; Dictionary of Occupational Titles; and the Occupational Skills Standards Project from the National Health Care Skills Standards Projects.

Physical Demands:

Candidates/current respiratory therapy students must be able to display the medium strength rating, as described by the Dictionary of Occupational Titles, which reflects the ability to exert 20 to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects.

For Example:

*Lifting Requirements: Up to 7 lbs. 50-75% of the time.
20-40 lbs. 0-25% of the time.
Pushing Requirements: 50-100 lbs. 0-25% of the time.*

Will need to assist with moving & lifting patients who may weigh up to 250 lbs. 0-30% of the time. Average percent of the time during regular shift devoted to:

Standing 50%, walking 25%, squatting 0%, sitting 25%, bending 25%, reaching 50%, driving 0%, kneeling 0%, climbing 0%, crawling 0%.

Will need to grasp objects with both hands, pinch with thumb and forefinger when working with dials and equipment and turn with hand and arm. Will need to be able to coordinate two or more physical operations simultaneously. Job duties also require the ability to use machinery, tools, and special pieces of equipment.

Motor Skills:

Must possess sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other evaluation procedures. Candidates/current respiratory therapy students must be able to execute motor movements including the physical/dexterity strength to stand and ambulate and possess the physical/dexterity strength to lift and transfer patients. Candidates/current respiratory therapy students must also have the physical strength to perform cardiopulmonary resuscitation.

Respiratory therapy procedures require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. For this reason, candidates for admission to, and continuation in the Program of Respiratory Therapy must have manual dexterity and the ability to engage in procedures involving grasping, pushing, pulling, holding, manipulating, extending and rotating.

For example:

Dexterity: Adequate to perform the essential functions of the job such as code blue procedure, feeling of pulse with finger tips required for routine taking of pulse, using pen, pencil, computer equipment and calculator, calibrating and adjusting equipment, etc.

Sensory/Observational Skills:

Candidates/current respiratory therapy students must be able to observe demonstrations and participate in laboratory experiments as required in the curriculum. Candidates/current respiratory therapy students must be able to observe patients and be able to obtain an appropriate medical history directly from the patient or guardian. Such observation require the functional use of vision, hearing, and other sensory modalities. Candidates/current respiratory therapy students must have visual perception which includes depth and acuity.

For example:

Visual, Hearing, Dexterity Demands and Mental Demands:

Vision: Adequate to perform the essential functions of the job, such as reading policy and procedure manuals, instructions, charts, texts, memos, forms, computer screens, dials, calibrating/adjusting equipment, etc.

Hearing: Adequate to perform the essential functions of the job such as auscultation, listen to overhead pages and beepers listening to instructions conducting conversations over the phone, etc.

Communication Skills:

Candidates/current respiratory therapy students must be able to communicate in English effectively and sensitively with patients. In addition, candidates/current respiratory therapy students must be able to communicate in English in oral and hand written form with faculty, allied personnel, and peers in the classroom, laboratory, and clinical settings. Candidates/current respiratory therapy students must also be sensitive to multicultural and multilingual needs. Such communication skills include not only speech, but reading and writing in English. Candidates/current respiratory therapy students must have the ability to complete reading assignments and search and evaluate the literature. Candidates/current respiratory therapy students must be able to complete written assignments and maintain written records. Candidates/current respiratory therapy students must have the ability to complete assessment exercises. Candidates/current respiratory therapy students must also have the ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills must be performed in clinical settings, as well as the didactic and laboratory environments.

For example:

Speaking: Adequate to perform the essential functions of the job such as reporting on patients, communicating with patients, physicians, & staff, conducting phone conversations, etc.

Intellectual/Conceptual, Integrative, and Qualitative Skills:

Candidates/current respiratory therapy students will be in critical care settings with a patient's life at stake. All candidates/current respiratory therapy students must have the ability to rapidly assess a variety of life-threatening situations. As a result, Candidates/current respiratory therapy students must also have the ability to quickly measure, calculate, reason, analyze, and synthesize data.

For example:

Mental Demands: Adequate to perform the essential functions of the job, such as demonstrating rapid problem-solving skills, cognitive reasoning, communication skills, attention to detail, logical thought processes, etc.

Behavioral/Social Skills and Professionalism:

Candidates/current respiratory therapy students must demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest, and motivation. Candidates/current respiratory therapy students must possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all responsibilities attendant to the evaluation and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates/current respiratory therapy students must be able to adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as the clinical problems of many patients.

Candidates/current respiratory therapy students must be able to maintain professional conduct and appearance, maintain client confidentiality and operate within the scope of practice. Candidates/current respiratory therapy students must also have the ability to be assertive, delegate responsibilities appropriately, and function as part of a medical team. Such abilities require organizational skills necessary to meet deadlines and manage time.

Working Conditions (in general):

Works inside throughout the hospital with varying lighting levels, and must be able to respond to life-threatening situations quickly and make rapid assessments. May be required to be outside for a short period 1% of the time. Required to be in the same room where x-rays or CAT scans are being performed 1% of the time. Works with patients who have contagious diseases. Works with electrical equipment 45% of the time and oxygen 50% of the time. Works dressed in a mask (surgical and hepa-filter), gown and/or gloves 80% of the time.

Hazardous Material Exposure: Major actual and/or potential exposure, such as working with chemicals such as Phenolic & Gluteraldehyde and working near or around radioactive Isotope and/or scattered radiation.

Blood/Body Fluid Exposure: Position duties require exposure to blood and body fluids.

The above is intended to describe the key results and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Respiratory Therapy students may be required to perform other related duties and activities.

Computer/Internet

The majority of clinical education settings require computer usage/knowledge as a routine task. Lecture courses in the respiratory therapy curriculum have computer/internet assignments. If one lacks computer skill, be advised that an additional workshop or course in computers may be necessary.

Because the respiratory therapy courses are a hybrid of distance education courses or are completely online students must have the appropriate PC configuration. **See next page regarding Technology requirements for the program.**

Grades

In order to maintain a position in this program, a cumulative grade average of at least C (2.0 grade point) is required. A grade of C or better must be obtained in each major course, required related courses (Anatomy & Physiology), Freshmen Composition, and MA 112 (Essential Mathematics) or MA 116 (College Algebra).

University Mission

Washburn creates educational pathways to success for everyone.

Program Non-Discrimination

The Respiratory Therapy Program adheres to policies of non-discrimination as defined by various federal and state laws and regulations.

Program Mission

The Respiratory Therapy program is focused on the development of qualified graduates who are prepared to provide the essentials for the safe and effective delivery of respiratory care and patient education.

Program Goal

The goal of the Respiratory Care program is to prepare graduates with demonstrated competence in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT's).

Professional competence combines cognitive, psychomotor, and affective skills essential for the safe and effective delivery of respiratory care. The Respiratory Care Program uses the outcome-based education model to ensure students develop and master the knowledge, skills, and professional behaviors expected of the registered respiratory therapist (RRT).

Accreditation

The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC): <http://coarc.com>

Mission: The mission of CoARC is to ensure that high quality educational programs prepare graduates to be competent respiratory therapists with proficiency in practice, education, research, and service.

Washburn University
Respiratory Therapy Program
Technology Recommendations

Recommended computer configuration:

- ❖ Desktop or Laptop with Dual-core processor or better
- ❖ Windows 10 (or current OS) Mac (current OS - Operating System)
- ❖ 1024x768 resolution or higher and 128 MB video RAM or more
- ❖ Ethernet (100 Mbps) or wireless (802.11 b/g/n) internet connection (high bandwidth connection **highly** recommended for successful participation and completion of online course requirements.)
- ❖ CD-R/W, DVD-R/W or USB mass-storage device
- ❖ 8 gigabyte RAM (memory) or more
- ❖ 250 gigabyte or larger hard drive
- ❖ Sound card and speakers (computer microphone for web conference or web meeting)

Recommended ancillary software packages (all of these are free downloads or may already exist on your computer):

- ❖ Modern web browser with knowledge of pop-up blocker settings
 - (Rather than turning off your pop-up blocker, the best solution is to set all Washburn sites (*.washburn.edu) as exceptions in your pop-up blocker settings.
 - If you have a toolbar downloaded on your browser from a third-party (Google, Yahoo!, etc.), it may also be blocking content. See their documentation for further instructions.
- ❖ Adobe Acrobat Reader

Assignment submissions must be in one of the following file formats:

Microsoft Office Suite is the preferred Office Suite. If you use another, please communicate with your instructor to insure compatibility with submission of your digital assignments.

Word processing:

- ❖ MS Word - .doc; .docx; .rtf
- ❖ Rich Text Format - .rtf
- ❖ Acrobat PDF - .pdf (Cute PDF is a freeware PDF file creator if unable to submit in previously mentioned formats.)

Presentations:

- ❖ PowerPoint - .ppt; .pptx; .pps

**RESPIRATORY THERAPY PROGRAM
WASHBURN UNIVERSITY
2025**

WIN # _____

This information is needed for our Federal
Clinical Affiliates:

SSN: _____

Date of Birth: _____

First Name Middle Maiden Last

Present Address _____

Legal Address _____

City State Zip

City State Zip

Day Telephone Number _____

Evening Telephone Number _____

E-mail Address _____

Communications should be sent to: Present Address _____ Legal Address _____

College(s) Attended:

College Name City/State Hours Earned or Degree

College Name City/State Hours Earned or Degree

College Name City/State Hours Earned or Degree

Non-College Program(s) Attended:

Name City/State Study Area Graduation

Are you a U.S. Citizen? Yes No Are you applying as an International Student? Yes No

Are you applying to any other allied health programs? Yes No *If yes, which one* _____

Indicate the year you are applying for entry: Fall _____

My signature below indicates that I have read and understand the essential standards outlined in the Respiratory Therapy application. I agree that I am able to perform to the level of these standards for all aspects of the Respiratory Therapy program including practical examinations and all clinical affiliations.

Signature of Applicant _____

Date _____

Mail to: Respiratory Therapy Program
 Washburn University
 1700 SW College Avenue
 Topeka, Ks 66621

06/24

**LETTER OF INTENT
RESPIRATORY THERAPY PROGRAM**

Part I: Please respond to questions 1-5, in terms of the respiratory therapy program, on a separate sheet (not more than two pages total for all 5 questions).

1. Why do you want to enter the profession of respiratory therapy?
2. What experience in school or through work have you had that will help you as a respiratory therapist?
3. Describe previous and/or current volunteer experiences.
4. Is there anything in your academic record which needs explaining, i.e., incomplete, withdrawals, poor grades, etc.?
5. Why should you be accepted to the respiratory therapy program?

Part II:

1. Please note, if applicable, college course enrollment for spring and summer semester.
2. Present any additional information which you feel the admissions committee should be aware of.

**RECOMMENDATION LETTER #1
RESPIRATORY THERAPY PROGRAM
WASHBURN UNIVERSITY**

APPLICANT: Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater use in the assessment of a student's qualifications, abilities, and promise.

I do / I do not waive my right to review the content of this form.

Applicant Signature: _____ Date _____

TO THE RECOMMENDER:

The person listed below is applying to the Washburn University Respiratory Therapy Program. Please read and complete the following Recommendation form as honestly as possible and **submit prior to February 1.**

Student _____

How well do you know the candidate: Very well / Fairly well / Slightly

How long have you known the applicant? _____

In what capacity? _____

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

FACTORS	LOW 1	2	MEDIUM 3	4	HIGH 5
Motivation: genuineness & depth of commitment.					
Maturity: personal development, ability to cope with life situations.					
Ability to Perform Under Adverse Conditions: performance under pressure, response to conflict.					
Interpersonal Relations: Ability to get along with others, rapport, cooperation, team building, attitudes toward supervision.					
Critical Thinking: ability to problem solve; correlate and process information.					
Reliability: dependability, sense of responsibility, promptness, conscientiousness.					
Communication Skills: clarity of expression, articulate in both spoken & written form.					
Self-Confidence: assuredness, capacity to achieve with awareness of own strengths and weaknesses					
Personal Appearance: neat, tidy, orderly, clean.					
Quality of Work: accuracy, consistency, timeliness					

Continued on back

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Respiratory Therapy Program.

Positive Attributes:

Areas of Improvement:

___ I recommend this applicant with confidence.

___ I recommend this applicant.

___ I recommend this applicant with some reservations.

___ I would not recommend this candidate for admission.

RECOMMENDER: Name _____ Date _____

Occupation _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Signature _____

RETURN TO: Candidate in sealed envelope with your signature across the flap, or to:

**Respiratory Therapy Program
Washburn University
1700 SW College
Topeka KS 66621**

**RECOMMENDATION LETTER #2
RESPIRATORY THERAPY PROGRAM
WASHBURN UNIVERSITY**

APPLICANT: Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater use in the assessment of a student's qualifications, abilities, and promise.

I do / I do not waive my right to review the content of this form.

Applicant Signature: _____ Date _____

TO THE RECOMMENDER:

The person listed below is applying to the Washburn University Respiratory Therapy Program. Please read and complete the following Recommendation form as honestly as possible and **submit prior to February 1.**

Student _____

How well do you know the candidate: Very well / Fairly well / Slightly

How long have you known the applicant? _____

In what capacity? _____

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

FACTORS	LOW 1	2	MEDIUM 3	4	HIGH 5
Motivation: genuineness & depth of commitment.					
Maturity: personal development, ability to cope with life situations.					
Ability to Perform Under Adverse Conditions: performance under pressure, response to conflict.					
Interpersonal Relations: Ability to get along with others, rapport, cooperation, team building, attitudes toward supervision.					
Critical Thinking: ability to problem solve; correlate and process information.					
Reliability: dependability, sense of responsibility, promptness, conscientiousness.					
Communication Skills: clarity of expression, articulate in both spoken & written form.					
Self-Confidence: assuredness, capacity to achieve with awareness of own strengths and weaknesses					
Personal Appearance: neat, tidy, orderly, clean.					
Quality of Work: accuracy, consistency, timeliness					

Continued on back

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Respiratory Therapy Program.

Positive Attributes:

Areas of Improvement:

___ I recommend this applicant with confidence.

___ I recommend this applicant.

___ I recommend this applicant with some reservations.

___ I would not recommend this candidate for admission.

RECOMMENDER: Name _____ Date _____

Occupation _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Signature _____

RETURN TO: Candidate in sealed envelope with your signature across the flap, or to:

**Respiratory Therapy Program
Washburn University
1700 SW College
Topeka KS 66621**



Sample Curriculum

Summer Session I (3)

**BI 100 Introduction to Biology (3)

First Semester (17)

AL 101 Foundations in Health Care (3)
AL 185 Principles of Respiratory Therapy I (2)
EN 101 English Composition (3)
BI 250 Introduction to Human Anatomy (3)
MA 112 Essential Mathematics or MA 116 College Algebra (3)
WU 101 ONLINE (3)

Second Semester (15)

AL 187 Respiratory Therapy Clinical I (3)
AL 315 Allied Health Pharmacology (3)
BI 230 Intro to Human Physiology (3)
Social Science Gen Ed (3)
Humanities Gen Ed (3) (CN 101 or 150)

Summer Session II (7)

AL 186 Cardiopulmonary Assessment in Allied Health (2)
AL 289 Respiratory Therapy Clinical II (5)

Third Semester (16)

AL 291 Respiratory Therapy Principles & Procedures I (3)
AL 292 Respiratory Therapy Principles & Procedures II (5)
AL 293 Respiratory Therapy Clinical III (5)
AL 382 Cardiovascular Monitoring & Scanning (3)

Fourth Semester (17)

AL 294 Respiratory Therapy Topics II (3)
AL 295 Respiratory Therapy Clinical IV (5)
AL 296 Respiratory Therapy Topics III (3)
Humanities Gen Ed (3)
Social Science Gen Ed ((3)

** Please note, if you are taking Human Anatomy OR Human Physiology from Washburn University, the required prerequisite is BI 100.