

American Dialysis College (ADC)

Hemodialysis Training Program Catalog 2016 – 2018



HEMODIALYSIS, INC. (Hi)

SPONSOR OF THE: AMERICAN DIALYSIS COLLEGE

710 West Wilson Avenue
Glendale, CA 91203-2409
Phone: 818-500-8736
Fax: 818-500-9452

www.hemodialysis-inc.com



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American Dialysis College

American Dialysis College (ADC)

Hemodialysis, Inc. (Hi) is the sponsor of the American Dialysis College (ADC) “Practicum Based Hemodialysis Training Program.” This is a non-credit training program. Hemodialysis, Inc. (Hi) is a health care management company, which is committed to continually providing quality and excellence in the areas of education, training, and patient care. Hi is governed by the principle of Primum non nocere (first, do no harm). The principal goal is to insure the best possible treatment and outcomes for our patients.

Hi has been directly involved in end stage renal disease (ESRD) since 1964. We have trained hemodialysis physicians, nurses and technicians since 1966. Because of a registered nurse (RN) shortage in 1970, we developed the standard for patient care technicians (PCTs) to supplement hemodialysis patient care. In 1973 Hi established, with community leaders at Glendale Community College (GCC), the first RN and PCT college level training program in America. We wrote the white paper describing this training as part of a California manpower study conducted through USC Department of Medicine. We founded the California Dialysis Council (CDC) and passed legislation for RNs and PCTs.

The American Dialysis College, as a subsidiary of Hi, is a California for-profit corporation. We are pleased and proud to use GCC’s hemodialysis training program as our template.

THE AMERICAN DIALYSIS COLLEGE

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Phone: 818-500-8736

Fax: 818-500-9452

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Approved by the Bureau (CEC §94909(a)(2)CEC §94897(l)(1)(2))

The American Dialysis College is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). The Bureau approval does not mean that the Bureau endorses this program or that the Bureau approval means that ADC exceeds minimum state standards.(CEC §94909(a)(2) and CEC §94897(l)(1)(2)).

Financial Solvency (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))

The ADC and its sponsor, Hemodialysis, Inc (Hi) are financially sound and solvent. Hi is a California corporation incorporated on February 22, 1978. The following statements are required to be inserted by the sited regulations: Hi nor ADC has never had: “a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code”. (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12)).

Mission Statement and Purpose (5,CCR §71810(b)(2))

Hemodialysis, Inc., incorporated in 1978, is one of the oldest California healthcare companies. Hi’s mission and purpose has been to provide care for patients with End Stage Renal Disease (ESRD) in the finest and best ways possible. Hi’s medical and nursing teaching and ESRD patient outcomes far exceed almost all American standards. ADC is the formal educational entity of Hi. Hi has skilled workers, the vast majority of them trained by Hi, to: operate the dialysis machinery, care for the patients, educate them as to how to best survive what was once a fatal illness, teach healthcare, teach diet, instruct patients on medications, and all other aspects in ESRD care. The ADC educational program is a proud extension of Hi’s commitment to excellence in healthcare. (5,CCR §71810(b)(2)).



In addition, goals of the American Dialysis College (ADC) in conjunction with Hemodialysis, Inc. (Hi) are to:

- 1 Provide quality and excellence in the education of health-care personnel delivering ESRD patient care.
- 2 Provide the highest quality of health care to the patient with End Stage Renal Disease.
- 3 Maintain and demonstrate evidence of quality improvement and performance improvement in the field of ESRD education.
- 4 And be the standard by which others in the healthcare training programs are judged.

Program Director

John R. De Palma, MD, FACP is the CEO of Hemodialysis, Inc. and director of the American Dialysis College. Dr. De Palma is responsible for spearheading the move to formally train Registered Nurses (RNs) and Patient Care Technicians (PCTs) as discussed under course background.

Assistant Director and Course Supervisor

Ms. Joanne D. Pittard MS, RN, Professor Emerita of Allied Health, is the Assistant Director of the American Dialysis College. Professor Pittard began her hemodialysis career in 1971. She chaired the Glendale Community College Hemodialysis training program for greater than 30 years. During her tenure, Ms. Pittard served as the hemodialysis program director, while teaching didactic and clinical nursing. This training program was the most outstanding college level training program in California and the USA. GCC closed the dialysis-training program in 2005 due to California Community College budget cuts. Ms. Pittard is the author of several Hemodialysis monographs offered to nurses and technicians for continuing education. Ms. Pittard brings these years of experience and expertise to the American Dialysis College.

Faculty

All faculty must have a minimum of one-year continuous experience in chronic hemodialysis and demonstrate competency in knowledge and skills. Experience must be within five years of date of appointment. Show evidence of a current California professional license or certification. Maintenance of a current level of knowledge in the field of dialysis by fulfilling education requirements to complete 30 hours of continuing education (CE) to renew license and/or certification and maintain an active status. Continuing education must be in dialysis care or general health care. The requirements are met through health-related courses offered by the following: 1) Accredited post-secondary institutions (colleges and adult education), 2) Continuing education providers approved by California Board of Registered Nurses and other recognized health associations, and/or 3) Employer-sponsored in-service training or continuing education programs.

Position Qualifications

- 1 One-year continuous experience in chronic Hemodialysis, within five years of date of appointment.
- 2 Demonstrates knowledge and skills in Hemodialysis.
- 3 Demonstrates ability to teach information effectively.
- 4 Current professional license/certification in the State of California.
- 5 Approval of Hemodialysis Training Program Director.
- 6 Current cardiopulmonary resuscitation card in Basic Cardiac Life Support.
- 7 Evidence of continuing education in the field of dialysis or general health care.
- 8 Exhibits a professional demeanor, is dependable and able to maintain steadiness under stress.



Duties and Responsibilities

- 1 Demonstrate and teach current written and approved procedures from the facility procedure manual.
- 2 Teach primary nursing in sequence to enable the student to view the patient and hemodialysis process as a whole, with emphasis on quality not quantity.
- 3 Provide direct student supervision in the clinical setting.
- 4 Maintain a safe environment and instruct students in the use of equipment.
- 5 Responsible for the welfare and safety of the patient being cared for by the student, ensuring patient comfort during training procedure.
- 6 Evaluate student progress. Write clinical performance evaluations and discuss with student. Evaluation may include "Report of Student Misconduct," when appropriate.
- 7 Sets a good example in patient care for students and other staff members.
- 8 Resource person for nursing personnel in dialysis facility.
- 9 Communicates the student's performance and progress with course supervisor.
- 10 Coordinates student activities with other instructors and Nursing Supervisor/Charge Nurse.
- 11 Notifies Nursing Supervisor and course supervisor promptly in the event regularly assigned duties cannot be performed or completed.
- 12 Adheres to assignment schedule. Is punctual.
- 13 Maintains records of the content of training sessions and the student attendance at such sessions.

Current Faculty

All listed faculty have a minimum of ten (10) years "hand-on" experience in hemodialysis and meet the position qualifications listed above as well as demonstrating competency in all duties and responsibilities. All faculty are employed by Hemodialysis, Inc.

- 1 Carmen Doñan RN - Clinical instruction; 20 years hemodialysis & peritoneal experience.
- 2 Donna Carlson RN – Active lecturer and clinical instructor; 35 years experience.
- 3 Joanne D Pittard MS, RN – Lecturer, clinical instruction and Assistant Director; 40 years experience.
- 4 Marco Perez RN, BSN - Active lecturer and clinical instructor; 10 years.
- 5 Susan Burkhart RN – Clinical instruction; 35 years hemodialysis & peritoneal experience.

Course Description of Instruction - §94909(a)(5)

Students learn to take care of patients on the artificial kidney machines. This course is an intensive education for any direct care-giver in the field of hemodialysis. It provides all usual skills required for employment in a dialysis facility. Upon completion of this program the student will be able to perform all aspects of direct patient care in a hemodialysis facility.

This course is a practicum based hemodialysis program that will provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry level positions as dialysis personnel in today's private and government-run dialysis centers, medical centers and hospital dialysis departments, health care offices, clinics and facilities. Hemodialysis is a growth industry, offering many employment opportunities.

Instruction includes formal PowerPoint Lectures in the classroom and "hands—on" learning in the dialysis clinics.

Lectures include: principles of dialysis, anatomy and physiology of the kidney, fluid and electrolyte balance, hematological aspects, infectious diseases, standard precautions, dialysis systems and equipment, vascular access to the circulation, routine aspects of hemodialysis, dietary regulation, blood chemistries,



complications of renal failure, psycho-social aspects, and an overview of peritoneal dialysis and renal transplantation. Refer to Program Outline. All lectures are presented at the Wilson Campus location.

Instruction in the dialysis clinics is “hands—on” and includes: preparation of the artificial kidneys, patient assessments, standard precautions, fluid management, initiating and concluding dialysis, access to the circulation, patient and equipment monitoring, and the treatment of routine hemodialysis problems in accordance with the standard dialysis procedures and policies of the facilities. Our faculty’s sole duty is to teach and supervise students in the clinical facilities. Refer to Program Outline. Clinical training assignments are presented the first week of class. Facilities include Holy Cross Renal Center and Huntington Dialysis.

Hours of Instruction / Clock Hours

This course is sixteen (16) weeks in length for all students, registered nurses (RNs), licensed vocational nurses (LVNs) and patient care technicians (PCTs). The Practicum Based Hemodialysis Program is a non-credit course of study consisting of clock hours. Clock hours for this course of study are:

- **Total clock hours for RNs are 320 hours**
- **Total clock hours for LVNs/PCTs are 448 hours.**

RNs – devote twenty (20) hours per week, to both lecture (didactic) and clinical experience (practicum) in contract dialysis facilities. This is an accelerated program for nurses. Refer to class schedule.

PCTs & LVNs – devote twenty-eight (28) hours per week to both lecture (didactic) and clinical experience (practicum) in contract dialysis facilities. Refer to class schedule.

Students are required to complete all lecture topics (82 hours) and practicum in a sequence. An entire lecture/practicum topic must be repeated if student does not complete a portion of one of these. A Student shall participate in a final clinical instruction called a practicum, which consists of 366 Clock Hours of hands-on experience working in the field of dialysis for LVNs/PCTs and 238 clock hours for RNs.



Lecture Topics/Classroom Activities

Course Number	Course Title/Lecture Topics	Clock Hours LVNs/PCTs	Clock Hours RNs
1	Principles of Dialysis - Dialysis Overview	3.0	3.0
2	Cardiovascular System Overview	3.0	3.0
3	Blood	3.0	3.0
4	Fluid & Electrolyte Balance	3.0	3.0
5	Fluid Delivery System	3.0	3.0
6	Dialyzers	3.0	3.0
7	Composition of Dialysate	3.0	3.0
8	Renal Anatomy & Physiology	3.0	3.0
9	Renal Failure & Treatment Options	3.0	3.0
10	Water Treatment	3.0	3.0
11	Dialyzer Reuse	3.0	3.0
12	Bacteriology & Infection Control	3.0	3.0
13	Hepatitis & Other Infectious Diseases	3.0	3.0
14	Anticoagulation Therapy	3.0	3.0
15	Renal Diet & Blood Chemistries	3.0	3.0
16	Anemia	3.0	3.0
17	Monitors	3.5	3.5
18	Access to the Circulation	3.5	3.5
19	Blood Pressure, Weight Change & Ultrafiltration	3.5	3.5
20	Cardiovascular Complications	3.5	3.5
21	Renal Osteodystrophy	2.0	2.0
22	Adequacy of Hemodialysis	2.0	2.0
23	Psychosocial & Financial Aspects	2.0	2.0
24	Renal Transplantation	2.0	2.0
25	Peritoneal Dialysis	2.0	2.0
26	Allied Health	2.0	2.0
27	Midterm Written Examination	4.0	4.0
28	Final Written Examination	4.0	4.0
Clock Hours for Lectures		82	82



Practicum - Clinical Instruction

Course Number	Course Title/Lecture Topics	Clock Hours LVNs/PCTs	Clock Hours RNs
29	Vital Signs	18	10
30	Charting & Documentation	18	10
31	Fluid Delivery System Operation	20	13
32	Infection Control	15	10
33	Conductivity Tests	15	15
34	Medications - Administration	20	10
35	Dialyzers	20	15
36	Safety Tests	15	15
37	Dialysate Circuit Monitors	20	10
38	Blood Circuit Monitors	16	10
39	Fluid Management	20	10
40	Anticoagulation Therapy	20	10
41	Pre-Dialysis Patient Assessment	18	15
42	Initiating Dialysis	20	10
43	Monitoring During Dialysis	20	10
44	Access to the Circulation	20	10
45	Concluding Dialysis	20	10
46	Post-Dialysis Patient Assessment	18	15
47	Dialysis Related Problems	20	20
48	Laboratory Studies - Performance & Interpretation	13	10
	Clock Hours for Practicum	366	238
	Clock Hours for Lectures	82	82
	TOTAL CLOCK HOURS	448	320

Requirements for Completion (CEC §94909(a)(6))

Students are required to complete all lecture topics (82 hours) and practicum in sequence. An entire lecture/practicum topic must be repeated if student does not complete a portion of one of these. A Student shall participate in clinical instruction called a practicum, without compensation, which consists of 366 Clock Hours of hands-on experience working in the field of dialysis for LVNs/PCTs and 238 clock hours for RNs.

Additionally, students must successfully pass the written midterm and final examination. Students must successfully pass the clinical midterm and final performance evaluation.

Upon successful completion of this program, the PCT student is eligible to apply for Certification in the State of California as a Certified Hemodialysis Technicians (CHTs). See section “How to get certified in the State of California.”

All students will receive a “certificate of completion” upon successful completion of the Hemodialysis Program. ***NO COLLEGE CREDIT is offered. As no college credit is offered there are no transferable credits.***



Hemodialysis Facilities (5,CCR §71810(b)(9))

The school's facilities have been designed for training students in the healthcare field. The modern buildings are air conditioned, with fluorescent lighting system that provides a bright well-lit learning environment. Hemodialysis, Inc. owns and operates two (2) hemodialysis facilities (see Class Sessions/Training Locations in this document).

Each hemodialysis facility contains approximately 30 – 40 individual patient machines. Areas are built in “pods” of about six (6) to eight (8) patient stations per “pod”. The students will train directly on the single dialysis machines located in the clinic. Also, classrooms are located outside of the patient care area for informal lectures and demonstrations.

All equipment is supplied and available to the student to assist them in the practicum portion of the training program. There are no fees to use these supplies or equipment. Major equipment is:

- Fluid Delivery Systems (Dialysis Machines)
- Artificial kidneys
- Blood lines
- Priming dialyzer supplies
- AV fistula needles
- Sphygmomanometer
- Safety test equipment

All formal lectures are given at the Wilson Campus using PowerPoint slide presentations projected on a screen. Located in the classroom are reading materials related to dialysis for student use. Student chairs contain a writing surface for note taking.

Learning Resources - (5,CCR §71810(b)(10))

Located at the Wilson Campus is a library of instructional material available to students during office hours. Instructional materials include a video series (30) of hemodialysis, peritoneal dialysis and transplantation and reading material. Location and hours:

- 710 West Wilson Avenue — Glendale, CA 91203-2409
- Hours of operation: Monday – Friday from 8 AM – 4 PM.

Policy and procedure manuals are located in the clinical areas where students are assigned for the practicum. Students have full access to these and all other learning resources at the clinics.

Learning resources include “Course Texts Required” and “Optional Recommended Texts.” See Required Course Texts for a complete description and other information,

Program Credentials

Hemodialysis, Inc., the sponsor of the American Dialysis College, is an approved provider of Hemodialysis Technician Certification Training, State of California, Department of Health Services, and Provider Identification Number 379. The American Dialysis College (ADC) is a private institution that is approved to operate by the Bureau for Post Secondary Education (BPPE); Institution Code: 1942761, School code: 1942761.

Bureau for Private Post Secondary Education (BPPE)

On October 11, 2009, Governor Schwarzenegger signed Assembly Bill (AB) 48. This bill is known as the Private Postsecondary Education Act of 2009 (“Act”) and establishes the Bureau for Private Postsecondary Education within the Department of Consumer Affairs. The Act became operative on January 1, 2010. If you have any complaints, questions or problems which you can not work out with the school, write or call the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798. P (916) 431-6959. F (916) 263-1897. www.bppe.ca.gov



Admission Requirements

The American Dialysis College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities which do not jeopardize student safety or the safety of others.

The American Dialysis College does not accept credits earned at other institutions or through challenge examinations and achievement tests. This institution has not entered into an articulation or transfer agreement with any other school, college or university. §94909(a)(8)(A).

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION” (CEC §94911(h) and §94909(a)(15)

“The transferability of credits you earn at (American Dialysis College) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (Hemodialysis Training Program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (American Dialysis College) to determine if your (credits or degree, diploma or certificate) will transfer.”

English Healthcare Requires Competent Communication - (5,CCR §71810(b)(4)) (5,CCR §71810(b)(4)) (5,CCR §71810(b)(5))

ADC admissions require the student to complete: a four-page application form in English, a Scantron® scored fifty-question general intelligence test in English, a review of said documents and then be personally interviewed by the Program Director, John R De Palma, MD. If there is any question of lack of written or verbal skills in English, the prospective student is referred to Glendale Community College whose main campus resides less than two miles away. ADC provides no language education. All instruction and testing is in English.

Criteria

To be eligible for admission to the American Dialysis College, a prospective student must meet the following requirements:

- 1 Be at least 18 years of age.
- 2 High school diploma, or the Certificate of General Education Development (GED), or the High School Equivalency Diploma (HSED) as certified through the state Department of Public Instruction (DPI), or the Ability-to-Benefit (ATB) Examination.
 - The HSED requires students to take additional courses in civics, health and employability.
 - California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).
- 3 Nurses - Current California Registered Nurse (RN) license —or— Licensed Vocational Nurse (LVN) license.
- 4 IV Therapy Certification for LVNs.
- 5 Successful completion of aptitude test (Hi-G2).
- 6 **Communication and Language Proficiency.** The American Dialysis College does not offer training in “English as a Second Language.” The student must be able to speak, read, write and understand the English language. Students born outside the USA should have language skills equal to a 4th level English as a Second Language (ESL) class.



American Dialysis College

- All instruction including lectures and practicum are in the English language only.
 - All textbooks, policies and procedures are written in the English language only.
 - The contract chronic hemodialysis facilities operate in the English language only.
- 7 Personal interview at Hi Wilson office.
 - 8 Department of Motor Vehicles H6 form.
 - 9 Current cardiopulmonary resuscitation (CPR) card.
 - 10 No prior criminal record or drug abuse problem.

Schedule of Total Charges for Entire Educational Program (CEC §94909(a)(10))

The American Dialysis College or Hemodialysis, Inc. *does not offer* or participate in any type of federal or state student loans or federal financial aid programs. (5, CCR §71810(b)(6))

- **Basic Tuition RNs — \$4,500** (based on 320 clock hours).
- **Basic Tuition PCTs & LVNs — \$5,500.00** (based on 448 clock hours).

Schedule of Tuition Charges

TYPE OF CHARGE	RNs	LVNs/PCTs	COMMENTS
Processing fee:	75.00	75.00	Non-refundable. Due upon enrollment.
Registration fee:	250.00	250.00	Non-refundable after program start date.
Student Tuition Recovery Fund	0.00	0.00	No fee.
Tuition Balance:	\$4,170.00	\$5169.00	Due before class start date.
TUITION CHARGE	\$4,500.00	\$5,500.00	Refer to cancellation and refund policy.

Estimated Schedule of Non-Tuition Charges (CEC § 94909(a)9))

Charges not included under program basic tuition and paid separately.

TYPE OF CHARGE	RNs	LVNs/PCTs	COMMENTS
Course texts	400.00	400.00	Books plus CA tax
Malpractice Insurance	52.00	52.00	
Uniform Policy – cover-ups	20.00	39.00	LVNs/PCTs spend more days in clinical
Health (H&P) and Blood work	200.00	200.00	Depends on students individual health care plan, physician, etc.
Additional supplies	200.00	200.00	Stethoscope, pocket calculator, tourniquet, black ink pen, second hand watch, nursing scrub uniforms.
NON-TUITION CHARGES	872.00	891.00	

Type of Charge	RNs	LVNs/PCTs
Tuition	\$4,500.00	\$5,500.00
Non-tuition	872.00	891.00
Estimated Total Charges for Entire Program	\$5372.00	\$6372.00



Student Tuition Recovery Fund (STRF) - §94909(a)(14)

The Student Tuition Recovery Fund (STRF) is a special fund established by the California Legislature to protect any California resident who attends a private postsecondary institution and experiences a financial loss as a result of the closure of the institution, the institution's breach or anticipatory breach of the agreement for the course of instruction, a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure, or the institution's refusal to pay a court judgment.

5, CCR §76215(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges. "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1 You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
- 2 Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

- 1 You are not a California resident, or are not enrolled in a residency program, or
- 2 Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- 1 The school closed before the course of instruction was completed.
- 2 The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3 The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4 There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
- 5 An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number



American Dialysis College

If you have any complaints, questions or problems which you can not work out with the school, write or call the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. P (916) 431-6959; F (916) 263-1897; www.bppe.ca.gov.

Student Independent Loan Procurement (CEC §94909(a)(11))

Ed. Code §94909(a) (11) – “Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following: A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.”

The American Dialysis College Catalog (CEC §94909(a))

The American Dialysis College School Catalogue is available to all prospective students and the general public upon request.

Enrollment Process

Prior to enrollment, the American Dialysis College will provide you with a written updated ***American Dialysis College Catalog (CEC §94909(a))*** containing all program information in detail and an Enrollment Agreement and School Performance Fact Sheet (SPFS). As a perspective student you are encouraged to read and review all information in the catalogue prior to applying for the Hemodialysis training program and signing the Enrollment Agreement (***CEC §94909(a)(3)(A)***). You are also encouraged to review the School Performance Fact Sheet (SPFS) (***CEC §94909(a)(3)(B)***), which must be provided to you prior to signing an enrollment agreement.

- 1 Complete written application at Hemodialysis Inc. Wilson office located at:
 - 710 West Wilson Avenue — Glendale, CA 91203-2409
 - Phone: 818-500-8736—Fax: 818-500-9452—www.hemodialysis-inc.com
 - Hours of operation: Monday – Friday from 8 AM – 4 PM.
- 2 Take the aptitude test.
- 3 Complete personal interview at Hi Wilson office.

After acceptance into program:

- 1 Pay processing and registration fees:
 - a. RNs — three hundred and twenty five dollars and no cents (\$325.00)
 - b. LVNs/PCTs — three hundred and twenty five dollars and no cents (\$325.00)
- 2 A non-refundable processing fee will be held from your deposit.
 - a. RNs — \$75.00
 - b. LVNs/PCTs — \$75.00
- 3 Complete and sign the “Enrollment Agreement” with the school representative. Please read this agreement in its entirety prior to signing.
- 4 Pay full tuition prior to class start date. Master Card, VISA, check, and money order accepted. No cash accepted.

Enrollment Agreement - §94909(a)(3)(A)

The American Dialysis College provides in writing a current school catalog containing all of the necessary, pertinent and required information for you as a prospective student. Please be advised of the following:



- 1 “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.”
- 2 “Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.”
- 3 “A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.”

After You Register

Submit the following prior to the first day of class:

- 1 All health standards documentation.
- 2 Copy of current cardiopulmonary resuscitation (CPR) card.
- 3 Copy of Malpractice Insurance purchased through the insurance carrier for Hemodialysis, Inc/American Dialysis College. See section “Malpractice Insurance.”
- 4 RNs and/or LVNs — copy of current nursing license.
- 5 LVNs— copy of IV therapy certification.
- 6 ALL students — copy of high school diploma or equivalency. The BPPE and the California Department of Public Health (CDPH) require verification.

A prospective student who fails to comply with submission of the above documentation will not be allowed to attend class.

Cancellation/Withdrawal/Refund Policy - §94909(a)(8)(B)

The student has the right to cancel the enrollment agreement anytime and obtain a refund of charges paid according to the refund policy.

Cancellation Procedure

Cancellation will occur when the student gives written notice of cancellation to the school at the address specified in the agreement. A signed and dated notice of cancellation, if sent by mail, is effective when delivered properly addressed with postage prepaid. Deliver a signed and dated copy of this cancellation notice to:

**American Dialysis College
710 West Wilson Avenue
Glendale, CA 91203-2409**

Notice of Refund

Any monies due the applicant or student will be refunded within thirty (30) days of the date of notice of cancellation or termination. The refund computation will be based on the last date of student attendance. A student shall be deemed to have withdrawn from the course when any of the following occurs:

- 1 You notify, in writing, the school of your withdrawal or the actual date of withdrawal.
- 2 The school terminates your enrollment.
- 3 You fail to attend scheduled classes for three (3) consecutive school days.



Refund Policy (CEC §94911(e)(1)(2)(3))

There is a non-refundable fee (RNs = \$75.00 and 2) LVNs/PCTs = \$75.00).

“The student has the right to cancel” the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The ADC unaccredited and does not receive federal funds for education: the following statement does not apply to the ADC, “If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.”

Students who cancel prior to program start date will be fully refunded the balance of the program tuition, minus the non-refundable fees.

Refunds are based on that portion of the program, remainder of the 16 weeks, not completed by the student.

FORMULA To Calculate Refund

Tuition Amount (Excluding non-refundable processing fees) multiply times Number of clock hours paid for but not received; divided by total number clock hours, equals amount of tuition to be refunded.

Hypothetical Refund Example

Assume that a student upon enrollment in a 400 hour course pays \$5,425.00 for tuition, \$75.00 for registration for a total of \$5,500.00, and withdraws after completing 100 hours. The pro rata refund to the student would be \$4,057.50 based on the stated calculation below. Refer to catalog for complete information.

SAMPLE Formula:

$$\text{\$5,410.00} \times (300/400) = \text{\$4057.50 REFUND}$$

Clock Hours

1. Total clock hours for RNs are **320** hours.
2. Total clock hours for LVNs/PCTs are **448** hours.

Course Objectives

- 1 To provide the student with the basic background knowledge and skills necessary to provide patient care and perform safely and adequately as staff in a hemodialysis facility.
- 2 Upon successful completion of this course, the student will be able to assemble and prepare the artificial kidneys (non-reuse and reprocessed), operate the fluid delivery system (dialysis machine), prepare the dialyzing fluid, initiate and conclude the dialysis treatment, access the blood circulation with proper cannulation techniques, assess and monitor patients and equipment during dialysis, maintain a safe environment for patient safety, identify and treat most routine medical problems and possible complications during dialysis, adhere to required infection control practices, performs all necessary safety tests, identify and report psychosocial problems, and documentation of all dialysis procedures all in accordance with the standard hemodialysis procedures and policies.
- 3 To promote continuing education and knowledge of nephrology to patient care personnel for the advancement of care to renal patients and to contribute to their personal and professional growth.
- 4 To prepare the student with all of the required and necessary knowledge and skills for employment in a dialysis facility.
- 5 To prepare the student for National and/or State certification examinations.
- 6 To prepare the Patient Care Technician to apply for State Certification as a Certified Hemodialysis Technician (CHT). See section on Patient Care Technician Certification.



- 7 To prepare the RNs for the following optional nephrology exams: 1) Certified Nephrology Nurse (CNN) examination. National certification for Baccalaureate nurses and/or 2) Certified Dialysis Nurse (CDN) examination. National certification for diploma and Associate Degree Nurses (ADN).

Program Outline

Lecture Topics

- 1 Principles of Dialysis and Dialysis Overview
- 2 Cardiovascular System Review
- 3 Blood
- 4 Anemia and Uremia
- 5 Renal Anatomy and Physiology Review
- 6 Renal Failure and Treatment Options
- 7 Fluid and Electrolyte Balance
- 8 Renal Diet and Blood Chemistries
- 9 Bacteriology and Infection Control
- 10 Dialyzers
- 11 Dialyzer Reprocessing (Re-Use)
- 12 Fluid Delivery System
- 13 Composition of Dialysate and Dialysate Preparation
- 14 Anticoagulation Therapy and Heparin Sodium USP
- 15 Viral Hepatitis
- 16 Infectious Diseases
- 17 Access to the Circulation
- 18 Vital Signs
- 19 Fluid Management
- 20 Patient Assessment
- 21 Medical Records/Charting/Documentation
- 22 Sodium Chloride Injection, USP and Lidocaine HCl (Xylocaine)
- 23 Water Treatment
- 24 Monitors in Hemodialysis
- 25 Blood Pressure, Weight Change and Ultrafiltration
- 26 Renal Osteodystrophy
- 27 Air/Foam Embolism
- 28 Congestive Heart Failure
- 29 Uremic Pericarditis
- 30 Psychosocial and Financial Implications
- 31 Adequacy of Dialysis
- 32 Peritoneal Dialysis Overview
- 33 Renal Transplantation Overview
- 34 Allied Health – Nursing Fundamentals/Ethics/HIPAA – Safety



Clinical Instruction – Practicum

- 1 Fluid Delivery System Operation
- 2 Water Treatment and Dialysate Preparation
- 3 Conductivity and Safety Tests
- 4 Dialyzers – New and Reprocessed – Preparation/Priming/Safety Tests
- 5 Anticoagulation Therapy and Heparin Administration
- 6 Fluid Management – Volume/BP/Wt/Ultrafiltration
- 7 Infection Control
- 8 Standard Precautions
- 9 Application and use of Personal Protective Equipment (PPE)
- 10 Proper hand hygiene technique
- 11 Vital Signs
- 12 Patient Assessment/Observation: 1) Pre–Dialysis, 2) During dialysis and 3) Post–Dialysis
- 13 Initiating and Concluding the Dialysis Treatment
- 14 Monitors – Dialysate and Blood Circuit
- 15 Monitoring Patient and Equipment During Dialysis for Patient Safety
- 16 Access To The Circulation
- 17 AV Fistulae/Grafts – Proper Cannulation Techniques
- 18 Central Venous Catheters (RNs and LVNs only)
- 19 Charting/Documentation/Medical Terminology
- 20 Medications – Administration
- 21 PCTs – Heparin Sodium, Lidocaine and Normal Saline ONLY.
- 22 Hematology – Complete Blood Count and Hemoglobin
- 23 Dialysis Related Problems and Possible Complications of Dialysis
- 24 Laboratory Studies – Obtaining Specimens and Interpretation
- 25 Care of Patients With Kidney Failure – Interpersonal Skills
- 26 Safety Issues in the Workplace For Patients and Staff
- 27 Complying With OSHA Regulations and Workplace Safety Standards
- 28 Compliance Information on Various Safety And Health Issues (e.g., Ergonomics)
- 29 The Health Insurance Portability and Accountability Act (HIPAA) 1996.
- 30 Charge Nurse Duties (RNs/LVNs)
- 31 Application of Fundamentals of Allied Health, Ethics and Professional Department in Health Care.

Class Schedule

Two (2) classes offered each year in the fall and spring. Start dates and days to be announced.

RNs

- Sixteen (16) week class.
- Two and one-half (2 ½) days per week
- Lecture —Four (4) hours per week
- Clinical — Two eight (8) hour days; beginning and end times vary between 7:00 AM and 5:30 PM
- Class days may vary between weekdays and Saturday.
- Total clock hours for RNs are 320 hours



PCTs/LVNs

- Sixteen (16) week class.
- Four (4) days per week
- Lecture — Four (4) hours per week
- Clinical — Three eight (8) hour days; beginning and end times vary between 7:00 AM - 5:30 PM
- Class days may vary between weekdays and Saturday.
- Total clock hours for LVNs/PCTs are 448 hours.

Malpractice Insurance

Submit proof of malpractice insurance/professional liability **prior** to the class start date. A student without said insurance cannot be trained in a patient care area. Apply for this insurance as an individual:

- 1 Call the toll free number or send an e-mail request.
- 2 Specify whether you are an RN, LVN or dialysis technician.
- 3 Specify that you will be a student in a dialysis training program.
- 4 The insurance carrier will mail your policy directly to your home the next day after receipt of payment. The insurance carrier is:

CNA/HPSO

159 East County Line Road
Halboro, PA 19040-1218

Voice: 1-800-982-9491 • FAX: 1-800-739-8818 • E-mail: www.hpso.com

Title	Form	Amount of Coverage
RN* or LVN*	RN/Student RN Dialysis	\$1,000,000/6,000,000
Dialysis Technician (PCT)	Dialysis Technician Student	\$1,000,000/3,000,000

If you are currently carrying malpractice insurance, you must submit a letter on official letterhead from your insurance carrier. This letter must state that you are covered “as a student” during your “hemodialysis training.” The coverage must be for \$1,000,000/6,000,000.

Required Course Texts

Book	Price	Description
Hemodialysis Nursing Syllabus ISBN 1-892265-04-4 ADC students will receive a 10% discount.	\$230.00 Plus CA state tax	This updated syllabus is over 564 pages and contains: course outline, lecture objectives, lecture material for all lectures and several appendices. The syllabus contains the core lecture information taught in the hemodialysis-training program. It will assist you in following the classroom lectures.
Principles of Dialysis ISBN 1-892265-06-0 ADC students will receive a 10% discount.	\$120.00 Plus CA state tax	This monograph covers acute and chronic renal failure, principles of hemodialysis, application of diffusion and ultrafiltration, dialysate solution, dialyzers, the hemodialysis system, the hemodialysis prescription, dialysis dose, access to the circulation, anticoagulation therapy, and alternative therapies. Includes glossary of terms and more than 100 illustrations, formulas, graphs, tables, and a posttest. Thirty (30) contact hours are awarded for continuing education upon completion of this monograph post test.



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Optional Course Texts

Blood and Uremia ISBN 1-892265-02-8. ADC students will receive a 10% discount.	\$120.00 Plus CA state tax	This monograph is the definitive reference for blood elements in end stage renal disease (ESRD). Also covered are anticoagulant therapy, heparin, erythropoietin therapy and many of the complications associated with accessing the arterial and venous blood compartments of the human body. Thirty (30) contact hours are awarded for continuing education upon completion of this monograph post test.
Monitors ISBN 1-892265-05-2. ADC students will receive a 10% discount.	\$120.00 Plus CA state tax	This monograph describes the machinery and personnel monitoring of the hemodialysis process. It is an in-depth review of hemodialysis safety monitors, covering both blood and dialysate circuits. Most if not all information is obtained from clinical research and actual hemodialysis experience. Expert and seasoned MDs and RNs in the ESRD field have reviewed all. We are proud to add this vital information to our list of publications. Thirty (30) contact hours are awarded for continuing education upon completion of this monograph post test.
Dialysate ISBN 1-892265-07-9 ADC students will receive a 10% discount.	\$120.00 Plus CA state tax	Hemodialysis therapy is performed using a water-based solution called dialysate. Dialysate is an aqueous solution containing several of the major electrolytes of blood and glucose. The dialysate electrolytes are of a similar concentration as in normal blood plasma. This monograph covers basic and advanced knowledge of the dialysate solution in three (3) sections: Water Treatment, Dialysate Solution and Safety Monitoring of Dialysate. The graphics in this monograph are in full color. Thirty (30) contact hours are awarded for continuing education upon completion of this monograph post test.

Purchase books by mail, phone, web site or walk-in. Submit a copy of your receipt for registration into the program to receive the discounted book rate for Hemodialysis Nursing syllabus. Payment may be made with credit card (VISA and MasterCard only), check or money order made payable to Hemodialysis, Inc. No cash accepted. Generally, books are non-returnable. Available for purchase at:

Hemodialysis, Inc.

710 West Wilson Avenue
Glendale, CA 91203-2409
Phone: 818-500-8736
Fax: 818-500-9452
www.hemodialysis-inc.com

Note: Taber's Cyclopedia Medical Dictionary—or—other medical dictionaries are not available for purchase at Hemodialysis, Inc.



Attendance Policy (CEC §94909(a)(8)(D))

Absences shall be reviewed and given special consideration under the following circumstances: illness, death or birth in the immediate family, and other possible reasons, which are substantiated in writing. In case of absences, students are advised to call the school to inform their lecturer as well as the clinical instructor.

Disciplinary action shall be strictly enforced to students who are frequently tardy and/or absent without legitimate reasons, showing unsatisfactory academic performance and unprofessional conduct or behavior. (Tardiness is arriving 15 minutes late or leaving 15 minutes early). A **“no show”** or failure to **“call-in”** for duty is grounds for dismissal from the program.

- 1 Students are required to attend all lectures and scheduled clinical practicum.
- 2 Students are required to be “on time” (punctual) for lectures and clinical practicum, and return from breaks and lunches at designated time.
- 3 The Hemodialysis Program requires one hundred percent (100%) attendance of patient care technicians for successful completion of training.
- 4 PCTS must complete a minimum of 400 hours of training required by the State of California Department of Health Services to qualify for State Certification as a Patient Care Technician (PCT).
- 5 It is obligatory to attend all scheduled classroom and clinical activities to meet the DHS standards.
- 6 A “no show” or failure to “call-in” for duty is grounds for dismissal from the program. A **“no call/no show” is comparable to patient abandonment in the health care field.**
- 7 Penalties for Attendance Policy Infractions
- 8 Students who fail to complete the mandatory hours of training will be given an “incomplete” for the program.
- 9 Students will return the following semester to complete the attendance requirement.
- 10 Clinical performance grade will reflect all infractions.
- 11 Make-up time is granted only for a verifiable absence. Consult with clinical instructor.
- 12 Failure to comply with attendance policy may result in dismissal from the program.

Emergency Absence or Tardy

Call the assigned instructor by phone as soon as possible. Call the facility and/or training center at the “on duty” time and speak directly to your instructor. Phone numbers are:

- Hemodialysis, Inc. (Hi); Wilson Campus (818) 500-8736
- Holy Cross Renal Center (HCRC) (818) 365 6961
- Huntington Dialysis Facility (HDC) (626) 792 0548

Probation and Dismissal Policy – (CEC §94909(a)(8)(C))

Students whose behavior and/or actions result in possible harm to patients under their care will be formally counseled, given a written clinical mishap report and advised to correct the deficiencies so noted. Upon repeat of such behavior, they may be placed on probation for the rest of the semester or dismissed from the program.

The ADC shall reserve the right to review a written complaint and make a determination of the action to be taken, whether the result shall be dismissal of the charge, probation, and suspension for a particular length of time, dismissal or other appropriate action. Any student whose behavior is determined to be a detriment to themselves, other students, patients, staff members in clinic or the College in general shall be dismissed after a thorough investigation.

Additionally, students who fail the 1st clinical performance evaluation and/or the midterm examination may be dropped from the program. Students unable to perform successfully in the first half of the class



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are usually unable to succeed in the second portion of the program. The learning curve is very steep after the midterm and becomes progressively more difficult.

A student dismissed from the program has the right to apply for a refund of clock hours not completed. Refer to **Cancellation/Withdrawal/Refund Policy – (CEC §94909(a)(8)(B))**.

Leave of Absence Policy – (CEC §94909(a)(8)(E))

Any student may request and receive a leave of absence for any reason. This course is very intensive with practicum and didactic. Therefore, said student will be advised to return the following semester to begin again. All enrollment fees will be transferred and applied to the following semester upon the students return.

Student Placement Policy – (CEC §94909(a)(13))

Historically, students applying for employment with Hemodialysis, Inc. are hired. Hemodialysis, Inc. has relationships with: Fresenius, Greater Los Angeles Veterans Administration, and DaVita; these entities operate the majority of hemodialysis facilities in southern California. Hi communicates with their representatives to streamline the process for all interested students. All job opportunities are shared with all students both in lecture and posted on bulletin boards at the Wilson Campus. The American Dialysis College does not guarantee student placement in employment following successful completion of the program.

Student Services (5, CCR §71810(b)(12))

- Job placement assistance
- Library services
- Career counseling
- Test reviews with professor
- Homework review and assistance
- Student grievance and complaint review
- Certificate on successful completion of program
- Assistance and counseling for PCTs to apply for state certification
- Copy of catalog
- Completion documents
- Location of website

Grading System Policy (5, CCR §71810(b)(8))

Your success in the program requires a good understanding, grasp and mastery of the lecture and clinical material. The Hemodialysis Program requires 40 hours per week of study and work. It is not an easy course. Past students have equated the program similar to the intensity of nursing school.

Classroom/Lecture

- 1 Homework assignments - Plan to spend at least 2 – 4 hours of study after each lecture.
- 2 Tests and/or quizzes in the classroom or take home assignments. Students who do not show up and/or fail to turn in homework will receive a zero grade. Make-ups for tests will be granted for verifiable emergencies only.
- 3 A comprehensive written midterm and final examination are administered.

Clinical/Practicum

There are two (2) Clinical Performance evaluations: 1) midterm and 2) final at the conclusion of the program. Each student receives a written evaluation from the clinical instructor at the completion of each rotation. The student and instructor together will discuss the evaluation. The grade is based on the student's ability to:

- 1 Exhibit satisfactory work habits in the patient care environment.
- 2 Perform tasks with mechanical adaptability and skills, according to procedure within a specific time period.
- 3 Apply basic knowledge, theory, and principles behind each procedure.

Grading System Points

Grading is done using the point system. The maximum total points possible are 1000. To successfully complete the program the student must accrue a total of 700 points and successfully pass the written final examination.

Classroom Activities	Points
Unit tests and assignments	100
Midterm Written Examination	50
Final Written Examination	250
Clinical Activities	
Midterm Clinical Performance Evaluation	200
Final Clinical Performance Evaluation	400
Maximum Accumulative Points	1000

Points and Letter Grade Legend

Total Points	Letter Grade
900 - 1000	A
800 - 899	B
700 - 799	C
< 700	Unsatisfactory/Fail

Note: Students who fail the 1st clinical performance evaluation and/or the midterm examination may be dropped from the program. Students unable to perform successfully in the first half of the class are usually unable to succeed in the second portion of the program. The learning curve is very steep after the midterm and becomes progressively more difficult.

Course Credit

No college credit is offered. All students successfully completing the program will receive: A Certificate of Completion. A Transcript of Record with the final letter and numerical grade and number of hours completed during program.

Upon successful completion of this program, the PCT student is eligible to apply for Certification in the State of California as a Certified Hemodialysis Technicians (CHTs). See section "See Patient Care Technician Certification."

ADC is not Accredited by The United States Department of Education. (CEC §94909(a)(16)).

The ADC provides no degree programs and not accredited by The United States Department of Education. (CEC §94909(a)(16)).



ADC offers no degree Programs. (CEC §94909(a)(16) and CEC §94897(p))

(A) ADC provides no degree programs.

(B) ADC graduates from ADCs unaccredited programs are recognized as hemodialysis staff and are eligible for employment positions in hemodialysis facilities, in the State of California.

(C) Since ADC is an unaccredited institution, it is not eligible for federal financial aid programs. (CEC §94909(a)(16) and CEC §94897(p))

ADC offers no unaccredited educational degree (5, CCR §71775)

ADC's catalog does not include information contained in (5, CCR§71775), "Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students. ADC does not offer an unaccredited educational degree."

"Prior Experiential Learning" Is Incompatible And Is Not Part Of ADC's Mission And Purposes (5,CCR §71810(b)(7) and 5,CCR §71770(c))

The ADC does not award credit for prior experiential learning or non-experiential learning to incoming students. Hi and ADC has no such education, which is not evidence based, thus, may cause patient injury or death. ADC's education, both didactic and practicum, are based on evidence based and accepted medical and nursing sciences in Hemodialysis. Hemodialysis training is unique and depends on current, actual non- experiential learning.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION" - §(CEC §94911(h) and §94909(a)(15)

"The transferability of credits you earn at (American Dialysis College) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (Hemodialysis Program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (American Dialysis College) to determine if your (credits or degree, diploma or certificate) will transfer."

NOTE: The American Dialysis College offers no college credit, therefore ADC has no transfer or articulation agreement and any other college or university. There are no college credits to transfer.

ADC does not accept students from other countries. (5,CCR §71810(b)(3))

ADC does not accept students from other countries and thus has no need for visa services.

Patient Care Technician Certification

On November 3, 2008, the California Department of Public Health sent a letter (AFL 08-30) informing the public that effective April 15, 2010, the Centers for Medicare and Medicaid Services (CMS), established new conditions for coverage for dialysis facilities to be certified under the Medicare program.

The conditions established specific standards which include the certification of Patient Care Technicians (PCTs), known in California as Certified Hemodialysis Technicians (CHTs). All patient care technicians must be certified within 18 months of being hired as a dialysis patient care technician.

NEW Certified Hemodialysis Technician (CHT) Certification Requirements include:

- 1 High school diploma or equivalent (GED)
- 2 Must have successfully completed a California State approved training program



- 3 Pass the California Dialysis Council (CDC) State Approved Exam or one of the CMS approved National Exams.

How to Get Certified

- 1 Complete and pass the American Dialysis College hemodialysis training program.
- 2 Pass a National Commercially available examination or Standardized Test or a state-approved standardized test.
- 3 Obtain a Certified Hemodialysis Technician Initial/Renewal Application form from the State of California Department of Public Health (CDPH). An application form can be obtained by the personnel department at Hemodialysis, Inc. or downloaded at www.cdph.ca.gov.
- 4 Read and fill out CDPH application. The application requires the signature of the RN who conducted your examination at Hemodialysis, Inc.
- 5 Submit completed application form to CDPH with copies of the following:
 - Verification of passing National Commercial examination or Standardized Test
 - Transcript of Record and Certificate of Completion issued by the American Dialysis College/Hemodialysis, Inc.
- 6 Make copies of your Transcript of Record and Certificate of Completion issued for your own records. You will need them.

Certification Exams Available

California Dialysis Council (CDC) ~ \$175.00

Late registration fee \$200.00 – two weeks prior to exam date

904 Naomi Place

Prescott, AZ 86303

www.californiadialysis.org

Board of Nephrology Examiners For Nursing and Technology (BONENT) ~ \$200.00

901 Pennsylvania Avenue, NW Suite 607

Washington D.C. 20006

www.bonent.org (202) 462-1252

Certified Clinical Hemodialysis Technician (CCHT) offered by the Nephrology Nursing Certification Commission (NNCC) ~ \$195.00

East Holly Avenue, Box 56

Pitman, NJ 08071-0056

www.ncc-exam.org (888) 884-6622

National Nephrology Certification Organization (NNCO) ~ \$245.00

1350 Broadway 17th Floor

New York, NY 10018

www.ptcny.com (212) 356-0660.

C-Net 601 Pavonia Avenue, Suite 201 Jersey City, NJ 07306

(201) 217-9083 Fax: (201) 217-9785

Health Standards Policy

- 1 All blood tests, urinalysis, and physical examination are to be done within 90 days of the program start date.
- 2 Submit all medical documentation prior to the class start date to Hi. Attach copies of all laboratory test results to the physical exam form.



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- 3 You are responsible for verification of all health prerequisites that they are in the acceptable range. You are to address any abnormalities before entering the program.
- 4 Facilities will not allow students in for clinical experience in the patient care areas that do not meet the Health Standards.
- 5 Make copies of all documents prior to submitting them to Hi. Future employers will be asking for this documentation.
- 6 Vaccination with the Hepatitis B vaccine series is encouraged prior to entering the dialysis program; if your Anti-HBs is negative.

Health Standards Requiring Documentation

TEST	COMMENTS
Complete Blood Count (CBC)	
Urinalysis	
Hepatitis B surface antibody (Anti-HB _s) blood test	A positive Anti-HB_s test implies exposure to the hepatitis B virus (HBV). This occurs if you are immune or have had the vaccine series which makes you immune to Hepatitis B.
Hepatitis B surface antigen (HB _s Ag) blood test	This test should be negative . If this test is positive , submit the following additional information: A negative blood test for the Hepatitis B “e” antigen (HB_eAg). This test determines if you are infectious. A letter from a physician that specializes in infectious diseases and/or liver disease stating that you are not infectious. You will not be allowed into the clinical areas without this documentation.
Alanine Amino transferase (ALT) enzyme blood test	The ALT test must be within normal limits. If this blood test is elevated, follow the Elevated ALT/SGPT Blood Test Protocol .
Tuberculin (TB) skin test <i>or</i> chest film	To be done within 12 months of the program start date. A negative chest film is required for all positive TB skin tests.
Physical examination	To be completed by your physician or qualified nurse practitioner stating that: You are in good health. You have no contagious diseases. You have no physical limitations.
Medical Review	To be completed by you.

Elevated ALT/SGPT Blood Test Protocol

You are responsible for determining if you have an elevated ALT test prior to entering the class. Look at your laboratory test results carefully. The laboratory will clearly state if the test is out of range. The following information regarding an elevated ALT was developed for any students or employees of Hemodialysis, Inc. This information is certified by:

John R. De Palma, MD, FACP — CEO, Hemodialysis, Inc.
710 West Wilson Avenue • Glendale, CA 91203-2409
Voice: 818-500-8736 • Fax: 818-500-7214

If you have an Elevated ALT/SGPT Blood Test

Simply stated, an elevated ALT blood test means cell injury. The highest concentration of ALT is in the liver. The ALT test is identical to the older test, Serum Glutamic Pyruvic Transaminase (SGPT). The particular enzyme ALT is more selective for liver inflammation than its cousin the Serum Glutamic-Oxaloacetic Transaminase (SGOT) blood test. The SGOT is the same as the Aspartate Aminotransferase (AST) test. An elevated ALT usually means liver inflammation or liver injury. Most physicians are not

familiar with liver screening tests for healthy and asymptomatic students. The most common causes of liver injury in Americans when tested as part of screening for a job in the healthcare field are:

- 1 Drinking alcohol
- 2 Hemochromatosis
- 3 Prescription drugs such as “statins” used to treat high cholesterol, or hormones for birth control
- 4 Viral, infectious or toxic hepatitis
- 5 Inflammation of the liver due to Hepatitis C. Most people, 85%, who are infected with Hepatitis C remain infected for life.

What do I do if I have an Elevated ALT/SGPT?

- 1 Discontinue all recreational (non-prescription) drugs and all alcohol for a week, then...
- 2 Repeat the ALT enzyme blood test. If repeat ALT test is elevated or above normal, consult with a physician that specializes in infectious diseases and/or liver disease. Your local IPA or HMO physician may not be conversant with the issues associated with an elevated ALT in a healthy, asymptomatic person.
- 3 Obtain the following laboratory tests:
 - a. Alkaline phosphatase
 - b. Serum ferritin (to exclude hemochromatosis, the most common, non-viral cause of elevated ALT in America).
 - c. Blood tests to screen for viral hepatitis A, B and C (see chart below):
- 4 Submit the following information in writing to program director:
 - a. Height (ft/in)
 - b. Weight (lbs)
 - c. Date of birth (mo/da/yr)
 - d. Age (yrs)
 - e. Medications – list all prescription and non-prescription drugs
- 5 If these tests are all negative, and the physical, history and other laboratory findings are normal, obtain a letter from your physician. Please share this document with your physician so that he/she may read and then carefully consider and answer the following questions and concerns.

Type of Hepatitis Virus	Serological Marker	Test
Hepatitis A Virus (HAV)	IgM class of antibody to HAV	Anti-HAV IgM
Hepatitis B Virus (HBV)	Hepatitis B surface antigen	HB _s Ag
Hepatitis C Virus (HCV)	Antibody to C virus	Anti-HCV (EIA)

Queries For the Physician

What is the cause of the elevated ALT? An elevated ALT due to a “fatty liver” is a diagnosis by exclusion. Liver biopsies show about 24% with evidence of viral or other causes of hepatitis of asymptomatic Americans initially diagnosed as: “obese with a fatty liver.” Please submit pertinent data, hepatic sonogram, liver biopsy, and other diagnostic tests. If the diagnosis of fatty liver is determined to be causal for the persistently elevated ALT, one must exclude all other causes of persistently elevated ALT. A body mass index (BMI) above normal is not the sine qua non nor makes the diagnosis of “obese with a fatty liver,” or steatohepatitis, or non-alcoholic steatohepatitis (NASH).

How was the lack of active liver disease excluded with a persistently elevated ALT? Please explain. What evidence is there that the student, with a persistently elevated ALT, is not infectious and contagious to family members and others?



Uniform Policy

The hemodialysis facilities are patient care areas. All personnel (both women and men) working in this environment must dress appropriately and professionally. The Department of Health Services mandates that Personal Protective Equipment (PPE) be worn in patient care areas to reduce exposure to blood borne pathogens. Students are expected to arrive on duty with all required supplies and in full compliance with the dress code. You will be dismissed from the clinical area for non-compliance with the uniform policy.

Required Uniform and Supples

Item	Personal Protective Clothing (PPE)
Cover garments	Personal Protective Equipment (PPE) is to be worn in patient care areas only. Cover garment must provide an impervious barrier to fluids during patient care activities. Garments are distributed by Hemodialysis, Inc (Hi). Fees payable to Hi: RNs - \$20.00 for semester/ PCTs - \$39.00 for semester
Face Shield/Visor	May be purchased at Hi or uniform supply store.
Item	Additional Supplies / Comments
Nursing uniform or scrubs	Color and prints optional. No black. Scrub uniforms and/or name tags are not to be labeled with the ownership of any hospital or institution. You will not be allowed to wear them. It is unacceptable to the administrators of the dialysis facilities and/or hospital administrators.
Shoes	Closed toe, thick sole and puncture proof. Color optional.
Photo identification (ID)	To be worn daily - photo identification (ID) is mandatory in the health-care setting. Photo ID will be provided by Hemodialysis, Inc (Hi).
Stethoscope	May be purchased at uniform supply store or through the Jasco Uniform Co. 1-800-222-4445 or online @ www.jascouniform.com .
Watch	Must have second hand to take pulses.
Tourniquet	Velcro type-closure. May be purchased at Hemodialysis, Inc (Hi).
Pocket Calculator	Any type for basic mathematic calculations. NO cell phone calculators.
Black ink pen	Must be brought to clinical each day for your writing instrument.

Grooming and Personal Appearance

You will be in close contact with patients. Good personal hygiene and grooming are essential and will make you more pleasant to be near. The following guidelines are appropriate for the health-care setting.

- Daily showers or baths. Use antiperspirant or deodorant to avoid unpleasant body odors.
- Fingernails are to be clean and neatly trimmed.
- Oral hygiene – clean teeth and fresh breath are essential. Use mouthwash or breath freshener. Avoid eating foods with unpleasant or strong odors.
- Hair neatly combed. Hair longer than collar length must be neatly contained.
- Jewelry – limited.
- Make up or cosmetics. Apply lightly to achieve a natural appearance.
- Cologne and after-shave lotion – lightly scented.
- Facial hair (men) – neatly trimmed.
- If you are a smoker, please use a breath freshener after smoking.
- Uniforms must be neat and clean with a proper fit.



Expected Professional Department

The health care field is not for everyone. The job of a Certified Hemodialysis Technician (CHT) is a career choice for those who have a deep desire to care for the chronically ill. The clinical environment, like all clinical settings, is stressful. You must be able to function effectively during stressful situations, demonstrating adaptability and flexibility to changing situations. The learning curve is steep.

The following behaviors are expected as part of the nursing process:

- 1 Maintain a pleasant, interested and professional attitude with patients, fellow students and faculty.
- 2 Demonstrate the ability to apply basic knowledge, theory and principles in the clinical environment.
- 3 Assume responsibility for your own actions and behavior.
- 4 Demonstrate honesty and integrity.
- 5 Be receptive to constructive criticism and suggestions, striving to evaluate your own performance objectively.
- 6 Adhere to all rules and regulations.

Language Proficiency Information – (5,CCR §71810(b)(4))

The American Dialysis College does not offer training in English as a Second Language. Good communication skills and language proficiency in English are essential. Speech must be distinct and meaningful. You must be able to express yourself easily, in clear and effective English language. All lectures, practicum training, written examinations, quizzes, reading material and audio-visual aides are presented in **English only**. (5, CCR §71810(b)(5).

- 1 Students born outside the USA should have language skills equal to a 4th level English as a Second Language (ESL) class. This is very important for RNs who will be “in Charge” upon employment. The charge nurse must communicate effectively with the doctors on the telephone and with patients and staff. Employers are very sensitive to this issue when considering a new hire.
- 2 The policy in clinical facilities is that all communications in the patient care area be in the “English” language only.
- 3 We recommend an “Accent Reduction” class if your language skills are in question. Most community colleges offer this class as part of their ESL programs.
- 4 Reading and comprehension of the English language is essential for success with the reading assignments and written examinations. Additionally, students are expected to possess good writing and spelling skills for the purpose of documentation on the patient charts in the clinical area.

Additional Basic Information

- 1 Cellular phones are not allowed in the clinical area.
- 2 Full time employment is discouraged for patient care technicians during this program. You will be in school four (4) days per week, plus homework assignments.
- 3 Working on school nights is strongly discouraged. Students that are tired are unable to perform duties competently and are potentially dangerous in the patient care area. A high level of alertness is mandatory to insure patient safety. Students will be dismissed from the clinical area for any infractions.

Learning Resources - §71810(b)(10)

Located at the Wilson Campus is a library of instructional material available to students during office hours. Instructional materials include a video series (30) of hemodialysis, peritoneal dialysis and transplantation and reading material. The classroom is air conditioned, with fluorescent lighting system that provides a bright well-lit learning environment. Student chairs contain a writing surface for note taking are located in classroom. A television with CD and/or VHS capability is available in the classroom. A conference room is also available. Location and hours:



American Dialysis College

- 710 West Wilson Avenue — Glendale, CA 91203-2409
- Hours of operation: Monday – Friday from 8 AM – 4 PM.

Policy and procedure manuals are located in the clinical areas where students are assigned for the practicum. Students have full access to these and all other learning resources at the clinics.

Student Housing (5,CCR §71810 (b)(13)(A)(B)(C))

(A) ADC has no dormitory facilities;

(B) The availability of housing located reasonably near the institution's facilities exists. ADC has always provided any student query with an estimation of the approximate cost or range of cost of the apartment housing in the Glendale area; which is: small (less than 1,000 square feet) apartment about \$1,000/month.

(C) ADC always assists any inquiring student in finding housing (5,CCR §71810 (b)(13)(A)(B)(C))

All prospective students make their own housing and travel arrangements.

Hemodialysis, Inc. and its subsidiary, The American Dialysis College, provide no housing accommodation nor assists in obtaining housing and/or travel for prospective students.

In the uptake process, all prospective students provide both written and verbal information as to their home or housing address and the ease of traveling to the primary address of training; 710 West Wilson Avenue; Glendale, CA 91203.

If a student professes that travel and/or housing is or would be any hardship, they are advised to seek another training program which would present no travel and/or housing hardship.

Unanswered Catalogue Questions (CEC §94909(a)(3)(A))

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution (American Dialysis College) may be directed to the Bureau for Private Postsecondary and Education at:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O.Box 980818, West Sacramento, CA 95797-0818

Website Address: www.bppe.ca.gov

Telephone and FAX #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

Filing a Complaint About ADC (CEC §94909(a)(3)(c))

A student or any member of the public may file a complaint about this institution with the Bureau for Post Secondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

Student Grievance/Complaint Procedure (5,CCR §71810(b)(14))

The American Dialysis College is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. In the event a concern or conflict should arise between the College and a student, the College's complaint resolution policy is as follows: (a) start with the instructor, if your complaint is not resolved; (b) go to the student services director; (c) consult the program director; (d) make an appointment with the director of education. Any student, who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies:



- Bureau for Private Postsecondary and Vocational Education (BPPVE) 400 R Street, Suite 5000, Sacramento, CA 95814-6200, (916) 445-3427
- Board of Vocational Nurses and Psychiatric Technician Examiners (BVNPTE) 2535 Capitol Oaks Drive Suite 205 Sacramento, CA 95833-2919, (916) 263-7800
- Board of Registered Nursing (BRN) 400 R Street, Suite 4030, Sacramento, CA 95814-6200, (916) 322-3350

Policy and Program Changes

As of the time of printing, the school catalog is current. American Dialysis College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When necessary, the college reserves the right to make changes in equipment and materials and modify curriculum. Classes may be combined, when size and curriculum permits, to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

71810. Catalog. (a)

The American Dialysis College shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Student Record Retention Policy – (5, CCR §71810(b)(15))

All official school records are maintained for all students from their original start date. Students are advised and cautioned that Federal and State laws require the College to maintain institutional and student records for a five-year period only. All students and parents of tax-dependent students have the right to inspect information contained in their records. Official transcripts can be sent at the student's written request to any other institution. ADC maintains all student records in locked, fireproof filing cabinets for up to ten years.

Record Keeping; Custodian of Records (CCR §71475(dd))

The personnel secretary is responsible for all record keeping in a secure, password-encoded office at the 710 West Wilson Campus in Glendale, CA.

The ADC shall maintain the following in the individual student records in locked, fireproof filing cabinets for up to ten years.

- School Performance Fact Sheet
- Enrollment Agreement
- All health standards documentation.
- RNs and/or LVNs — copy of current nursing license.
- LVNs— copy of IV therapy certification.
- ALL students — copy of high school diploma or equivalency. The BPPE and the California Department of Public Health (CDPH) require verification.
- Copy of current cardiopulmonary resuscitation (CPR) card.
- Copy of Malpractice Insurance purchased through the insurance carrier for Hemodialysis, Inc/American Dialysis College. See section “Malpractice Insurance.”
- All written examinations (quizzes, midterm examination, final examination, etc.)
- Clinical Performance Evaluations
- Copy of Transcript of Records



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- Copy of continuing education credits for BRN issued upon successful completion of program.
- Copy of Certificate of Course Completion and final course grade issued upon successful completion of program.
- Copy of counseling memos.

The personnel secretary shall file all documents upon receipt immediately.

The ADC shall maintain all financial records in a separate student file by the Chief Financial Officer in a secure, password-encoded office.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford students rights with respect to their education records. They are:

- 1 The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official, to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2 The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3 The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An Institution official is a person employed by the Institution in an administrative, supervisory, and academic or research, or support staff.

Job Specific Physical Requirements

The standard physical requirements necessary to perform the essential functions of the job as a staff nurse or patient care technician in Hemodialysis:

1. In an 8-hour workday, employee is required to: (circle the number of hours; must total 8 hours)	1	2	3	4	5	6	7	8
a. Sit - # of hours	X							
b. Stand - # of hours			X					
c. Walk - # of hours				X				
2. At work employee must: (one "x" per line)	Not Done (0%)	Occasional (1-30%)	Frequent (31-70%)	Continuous (71-100%)				
a. Bend/Stoop			X					
b. Squat		X						
c. Crawl	X							



d. Climb	X			
e. Reach above shoulder level		X		
f. Crouch		X		
g. Kneel	X			
h. Balance		X		
i. Push/Pull		X		
j. Drive equipment	X			
k. Twist/turn			X	

3. At work employee lifts:	Not Done (0%)	Occasional (1-30%)	Frequent (31-70%)	Continuous (71-100%)
a. Up to 10 lbs.			X	
b. 11 to 24 lbs.		X		
c. 25 to 34 lbs.		X		
d. 35 to 50 lbs.		X		
e. 51 to 74 lbs.	X			
f. 75 + lbs.	X			
4. At work employee carries.	Not Done (0%)	Occasional (1-30%)	Frequent (31-70%)	Continuous (71-100%)
a. Up to 10 pounds			X	
b. 11 to 24 pounds		X		
c. 25 to 34 pounds		X		
d. 35 + pounds		X		
5. At work employee uses hands for repetitive action such as:	Firm Grasping (i.e. small Tool handling; strength)		Fine Manipulation (i.e. Pick up pen)	
a. Right Hand	X		X	
b. Left Hand	X		X	
c. Requires both hands for at least a portion of the job	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
d. Hands are exposed to water or other liquids on a repetitive basis	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
e. Must wear disposable gloves	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
6. Exposure to any carcinogens or potential reproductive harm: irritants (fumes), dust, etc. (please list each one and check appropriate column):	Occasional (1-30%)	Frequent (31-70%)	Continuous (71-100%)	
7. Repetitive Movement of feet is required.	Occasional (1-30%)	Frequent (31-70%)	Continuous (71-100%)	
a. Walking		X		
b. Walking at brisk pace	X			
c. Foot Control for equipment operation				
8. Visual Requirements				
a. Does the job require a minimal visual acuity? Explain: Correctable to Normal Vision	<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No
b. Does the job require the ability to differentiate color? Explain: To be able to observe changes in Patients coloring	<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No
c. Can employee wear contact lenses?	<input checked="" type="checkbox"/> Yes with safety glasses as required			<input type="checkbox"/> No



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9. Does the job require a minimal hearing acuity? Specify: To be able to communicate to the Staff and Public. Requires phone usage.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does the job require driving any motorized vehicle or equipment? Specify:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

ADC provides no “distance education”(5,CCR §71810 (b)(11))

All ADC practicum and didactic education is done in real places and real times; there is no “distance education”.

Internet Web site (5, CCR §71775)(CEC §94913)

ADCs web site is integrated with Hi’s web site and after review of documents shall contain:

- (1) The school catalog
- (2) A School Performance Fact Sheet for each educational program offered by the institution.
- (3) Student brochures offered by the institution.
- (4) A link to the bureau's Internet Web Site.
- (5) The institution's most recent annual report submitted to the bureau. (5, CCR §71775)

ADC includes information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau. (CEC §94913) ADC offers no unaccredited degree program, thus, there is no “Notice to Prospective Degree Program Students.” 5 CCR §71775.

Class Sessions / Training Locations (CEC §94909(a)(4))

Class Sections/Lectures

The American Dialysis College lectures and other didactic education are performed at the Wilson Campus address listed below.

Hemodialysis, Inc. (Hi); Wilson Campus

Sponsor of the American Dialysis College

710 West Wilson Avenue

Glendale, CA 91203-2409

Voice: 818-500-8736

Fax: 818-500-9452 - ADC School

Fax: 818-500-7214 – Accounting office

Clinical/Practicum/Training Locations

Holy Cross Renal Center (HCRC)

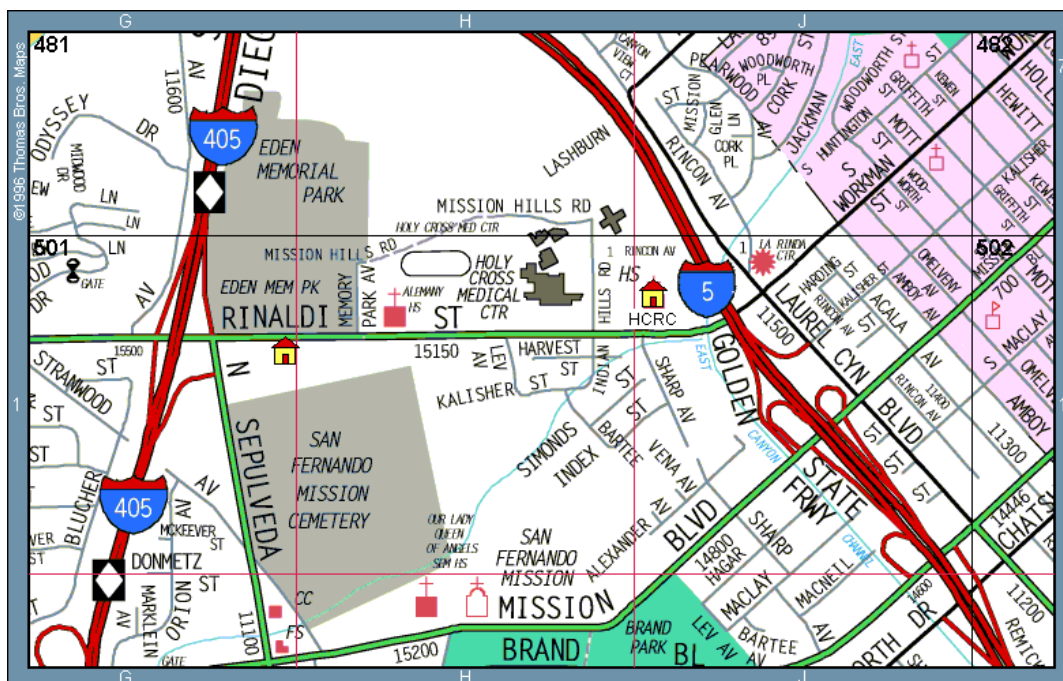
14901 Rinaldi Avenue; Suite 100

Mission Hills, CA 91345

Voice: 818-365-6961 ♦ Fax: 818-365-3061

Parking/Where to Meet

- Park on the street; no fee.
- Underground parking is \$7.00 per day if you wish to park there.
- Meet in the lobby of Suite 100.



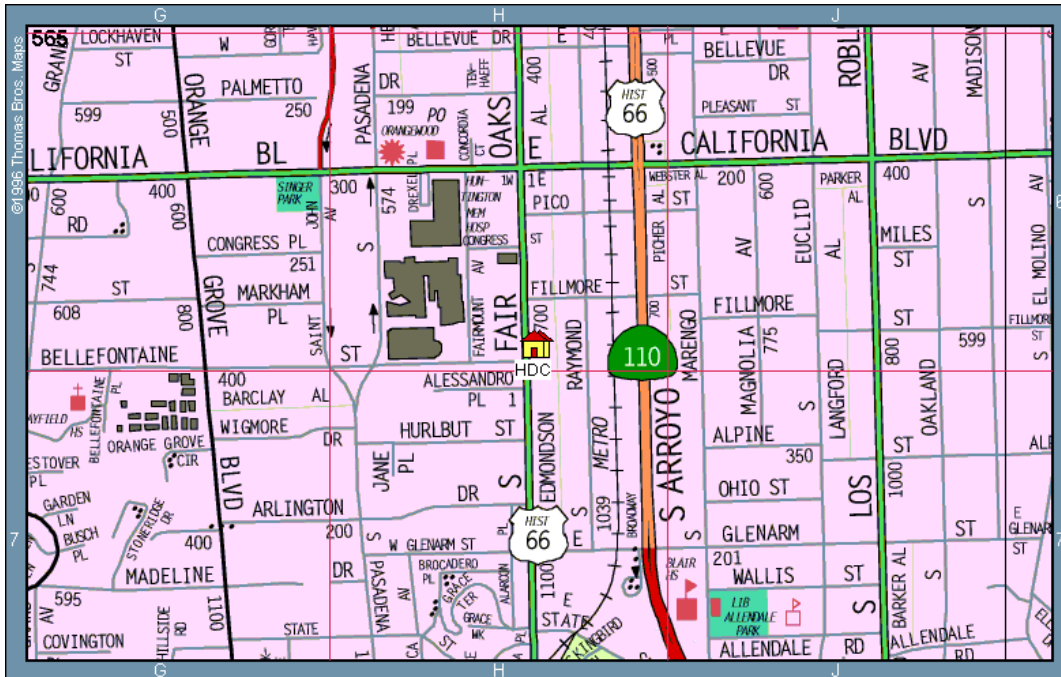


American Dialysis College

Huntington Dialysis Center (HDC)
806 S. Fair Oaks Avenue
Pasadena, CA 91105
Voice: 626-792-0548 ♦ Fax: 626-792-0523

Parking/Where to Meet

- Street parking only.
- Students are not permitted to park in lot adjacent to the facility. Meet in the lobby.





Self Monitoring Procedures (CCR §71475(ee)) (CCR §71760)

The American Dialysis College shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885, 94887 and 94888, Education Code.

1. Lectures are attended by students, instructor, and a PCT secretary (sic).
2. Each lecture is followed by a 10 to 20 question exam which is Scantron scored, quickly, then reviewed by the instructor with the students.
3. The PCT secretary is there to validate these transactions.
4. The Personnel Secretary takes all the written information and files those documents into the individual student's files.
5. Test Scores are entered into the student's files.
6. Files are stored in a locked filing cabinet in the Personnel Departments office.
7. The instructor/s receives all information, written and verbal on each student.
8. Maintain communication with the BPPE to maintain compliance.
9. Maintain continuing education in the field of dialysis and general health care.
10. Faculty shall show evidence of a current California professional license or certification.
11. Monthly meetings attended by nurses and technicians for quality assessment and improvement of program policies and procedures.
12. Review student progress on a weekly basis with faculty.
13. Review student clinical performance with faculty at midterm and end of training program.
14. Maintain communication with faculty regarding student's quizzes and examinations in the classroom.
15. Faculty shall maintain of a current level of knowledge in the field of dialysis by fulfilling education requirements to complete 30 hours of continuing education (CE).
16. Maintain communication with the Centers for Medicare and Medicaid (CMS) to validate that teaching of dialysis related topics complies with the Conditions of Coverage.
17. Maintain communication for feedback with facilities hiring student's to evaluate performance following training program.
18. Subscribe for "Alerts" to receive Bureau Proposed Regulation Notices by e-mail;
<https://www.dca.ca.gov/.../bppe/subscribe>.
19. Participate in Webinar and Web cast information sessions with the BPPE and CMS.
20. Feedback from hemodialysis facilities regarding quality of knowledge and skills of ADC graduates
21. Meeting with Facility Nurse Managers, to validate achievement of program goals and objectives and ensure maintenance of a safe environment when instructing students in the use of equipment and patient care in facilities.