

**American Dialysis College  
Hemodialysis Training  
Program Catalog  
2013**



**HEMODIALYSIS, INC. (HI)**

**SPONSOR OF THE: AMERICAN DIALYSIS COLLEGE**

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## American Dialysis College

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.

## Mission Statement

The mission of The American Dialysis College (**ADC**) in conjunction with Hemodialysis, Inc. (**Hi**) is 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 To 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 chaired the Glendale Community College Hemodialysis training program for greater than 30 years. 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 brings these years of experience and expertise to the American Dialysis College.



## Instructors

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 requirement may be 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
3. Employer-sponsored in-service training or continuing education programs.

## 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.

**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.

## 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

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
<b>Clock Hours for Lectures</b>		<b>82</b>	<b>82</b>

### ***Practicum - Clinical Instruction***

<b>Course Number</b>	<b>Course Title/Lecture Topics</b>	<b>Clock Hours LVNs/PCTs</b>	<b>Clock Hours RNs</b>
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
<b>Clock Hours for Practicum</b>		<b>366</b>	<b>238</b>
<b>Clock Hours for Lectures</b>		<b>82</b>	<b>82</b>
<b>TOTAL CLOCK HOURS</b>		<b>448</b>	<b>320</b>

### ***Requirements for Completion***

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.***

See section on Course Credit.

## **Facilities**

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 Facilities**

Hemodialysis, Inc. owns and operates two (2) hemodialysis facilities (see 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. There are approximately twenty-six (26) videos related to the field of hemodialysis for student viewing. Located in the classroom are reading materials related to dialysis for student use. Student chairs contain a writing surface for note taking,

## **Program Credentials**

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.

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.

## **Bureau for 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](http://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"**

"The transferability of credits you earn at The 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 (name of educational 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 (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer."

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

- 1 Be at least 18 years of age. High school diploma or equivalency.
- 2 **Nurses** - Current California Registered Nurse (RN) license —or— Licensed Vocational Nurse (LVN) license.
- 3 IV Therapy Certification for LVNs.
- 4 Successful completion of aptitude test (Hi-G2).
- 5 **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.
  - a. All instruction including lectures and practicum are in the English language only.
  - b. All textbooks, policies and procedures are written in the English language only.



- c. The contract chronic hemodialysis facilities operate in the English language only.
- 6 Personal interview at **Hi Wilson** office.
  - 7 Department of Motor Vehicles H6 form.
  - 8 Current cardiopulmonary resuscitation (CPR) card.
  - 9 No prior criminal record or drug abuse problem.

## Program Fees

The American Dialysis College or Hemodialysis, Inc. *does not offer* or participate in any type of student loan or federal financial aid programs.

- **RNs — \$4,500.00** (Accelerated program)
- **PCTs & LVNs — \$5,500.00**

## Schedule of Charges - Tuition

TYPE OF CHARGE	RNS	LVNs/PCTs	COMMENTS
Processing fee:	75.00	75.00	Non-refundable. Due upon acceptance.
Registration fee:	425.00	425.00	Non-refundable after program start date.
STRF*	2.50	3.00	Non-refundable.
Tuition Balance:	3997.50	4997.00	Due before class start date.
<b>TOTAL PAYMENT</b>	<b>\$4,500.00</b>	<b>\$5,500.00</b>	Notice of cancellation and refund policy. Refer to cancellation and refund policy.

\* Student Tuition Recovery Fund.

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

California law requires that the student pay a STRF fee upon enrollment. A student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This fee supports the Student Tuition Recovery Fund (STRF), 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.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF.

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](http://www.bppe.ca.gov).

### ***Additional Program Expenses***

The following expenses are not included under program tuition. They are to be paid under separate cover by the student. Additional cost for textbooks, malpractice insurance, physical examination, laboratory tests, protective uniforms and supplies is approximately \$600.00. Refer to Course Texts, Malpractice Insurance and Uniform Policy for complete details.



### **§94909(a)(11)**

If a student independently 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. §94909(a)(11).

## **Enrollment Process**

Prior to enrollment, the American Dialysis will provide you with an updated program information catalogue, in writing, that covers all required program information in detail and an enrollment agreement. You are encouraged to read all information prior to applying for the Hemodialysis training program and signing the enrollment agreement (§94909(a)(3)(A)).

- 1 **Complete 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 deposit**
  - a. RNs — five hundred twelve dollars and fifty cents (\$512.50)
  - b. LVNs/PCTs — five hundred fifteen dollars and no cents (\$515.00)
- 2 A **non-refundable** processing fee of will be held from your deposit. This amount of the non-refundable fee includes the STRF.
  - a. RNs — \$87.50
  - b. LVNs/PCTs — \$90.00
- 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 catalogue containing all of the necessary, pertinent and required information for you as a prospective student. Please be advised of the following:

- “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.”
- “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.”



- “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](http://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 PCTs — copy of high school diploma or equivalency. The California Department of Public Health (CDPH) requires verification to apply for state certification.

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

- 1 A **non-refundable** processing fee of will be held. This amount of the non-refundable fee includes the STRF.
  - a. RNs — \$87.50
  - b. LVNs/PCTs — \$90.00
- 2 A **non-refundable** registration fee of \$425.00 for students who cancel **after** the program start date.
- 3 Students who cancel prior to program start date will be fully refunded the balance of the program tuition.
- 4 Refunds are based on that portion of the program, remainder of the 16 weeks, not completed by the student.

## Hypothetical Refund Example

Assume that a student upon enrollment in a 400 hour course pays \$5,425.00 for tuition, \$75.00 for registration and \$15.00 STRF 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.

Tuition Amount (Excluding non- refundable processing fees)	X	Number of clock hours paid for but not received	/	Total number of clock hours	=	Amount of tuition to be refunded
\$5,410.00		300		400		\$4,057.50

## Clock Hours

- Total clock hours for RNs are 320 hours.
- 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 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 Patient Assessment/Observation: 1) Pre–Dialysis, 2) During dialysis and 3) Post–Dialysis
- 17 Initiating and Concluding the Dialysis Treatment
- 18 Access To The Circulation
- 19 AV Fistulae/Grafts – Proper Cannulation Techniques
- 20 Central Venous Catheters (RNs and LVNs only)
- 21 Charting/Documentation/Medical Terminology
- 22 Medications – Administration
- 23 PCTs – Heparin Sodium, Lidocaine and normal saline ONLY.
- 24 Hematology – Complete Blood Count and Hemoglobin
- 25 Dialysis Related Problems and Possible Complications of Dialysis
- 26 Laboratory Studies – Obtaining specimens and Interpretation
- 27 Care of Patients with Kidney Failure – Interpersonal Skills
- 28 Safety Issues in the Workplace for Patients and Staff
- 29 Complying with OSHA regulations and workplace safety standards
- 30 Compliance information on various safety and health issues (e.g., ergonomics)
- 31 The Health Insurance Portability and Accountability Act (HIPAA) 1996.
- 32 Charge Nurse Duties (RNs/LVNs)
- 33 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 and 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 on 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](http://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.

## Course Texts Required

Book	Price	Description
<b>Hemodialysis Nursing Syllabus, 7th Edition, Version 7.0</b> ISBN 1-892265-04-4. This syllabus sells for \$210.00	\$160.00 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



to the public. ADC students receive a \$50.00 discount.		program. It will assist you in following the classroom lectures.
<b>Principles of Dialysis</b> ISBN 1-892265-06-0	\$50.00 Plus CA state tax	This monograph, recently updated to the 3rd edition, 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.

### **Optional Recommended Texts**

<b>Blood and Uremia</b> ISBN 1-892265-02-8.	\$50.00 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. This monograph contains medical and nursing material unavailable in other single medical, nursing, or technical book. There are over 70 graphics, formulas, tables and a posttest. A vital and necessary glossary of ESRD terms is included. A classic.
<b>Monitors</b> ISBN 1-892265-05-2.	\$50.00 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.

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](http://www.hemodialysis-inc.com)

**Note:** Taber's Cyclopedic Medical Dictionary—or—other medical dictionary. Not available for purchase at Hemodialysis, Inc.

## Attendance Policy

**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. ( <b>Hi</b> ); Wilson Campus	(818) 500-8736
Holy Cross Renal Center (HCRC)	(818) 365 6961
Huntington Dialysis Facility (HDC)	(626) 792 0548



## **Probation and Dismissal Policy - §94909(a)(8)(C)**

Students whose behavior and/or actions result in some 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 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.

## **Leave of Absence Policy - §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 - §94909(a)(13)**

Hemodialysis, Inc. has a formal relationship with DaVita, a health-care corporation, which operates the largest number of hemodialysis facilities in southern California. Their representatives meet with all students in the classroom and furnish applications if the student so desires. All job opportunities are shared with all students. The American Dialysis College does not guarantee student placement in employment following successful completion of the program. Historically, all past students have successfully achieved job placement.

## **Grading System Policy**

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.

### **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.

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

### **Points and Letter Grade Legend**

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

**Note:** Students who fail the 1<sup>st</sup> 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:



- 1 A Certificate of Completion.
- 2 A Transcript of Record with the final letter and numerical grade and number of hours completed during program.

**Note:** 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.”

### **Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution - §94909(a)(15)**

No college credit is offered. Therefore, there are no college credits to transfer.

“The transferability of the certificate you earn at American Dialysis College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the American Dialysis College is also at the complete discretion of the institution to which you may seek to transfer. If the 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 (certificate) will transfer.”

### **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 Hemodialysis, Inc. technician training program.
- 2 Pass a National Commercially available examination or Standardized Test or a state-approved standardized test. The following is a list of examinations/tests available:
- 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](http://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:
  - a. Verification of passing National Commercial examination or Standardized Test
  - b. 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](http://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](http://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](http://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](http://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.
- 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 area that does 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-HBs) blood test	A positive <b>Anti-HBs</b> 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 (HBsAg) blood test	This test should be <b>negative</b> . If this test is positive, submit the following additional information: A negative blood test for the Hepatitis B “e” antigen ( <b>HB<sub>e</sub>Ag</b> ). This test determines if you are infectious. and... A <b>letter</b> from a physician that specializes in <b>infectious diseases and/or liver disease</b> 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	This test must be within <b>normal</b> limits. If this blood test is elevated, follow the <b>Elevated ALT Protocol</b> below.
Tuberculin (TB) skin test or chest film	To be done <b>within 12 months</b> 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: <ol style="list-style-type: none"> <li>1. You are in <b>good health</b>.</li> <li>2. You have no contagious diseases.</li> <li>3. You have no physical limitations.</li> </ol>
Medical Review	To be completed by you.

### Elevated ALT/SGPT Blood Tests

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



### ***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 to 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 <sub>s</sub> Ag



Hepatitis C Virus (HCV)	Antibody to C virus	Anti-HCV (EIA)
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### **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 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. Policies of contract facilities pertain to both women and men.

### **Required Uniform and Supplies**

<b>Item</b>	<b>Personal Protective Clothing (PPE)</b>
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 <b>Hemodialysis, Inc (Hi)</b> . Fees payable to <b>Hi</b> : RNs - \$20.00 for semester PCTs - \$39.00 for semester
Face Shield/Visor	May be purchased at <b>Hi</b> 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 <b>not</b> 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 - <b>photo identification (ID)</b> is mandatory in the health-care setting. Photo ID will be provided by <b>Hemodialysis, Inc (Hi)</b> .
Stethoscope	May be purchased at uniform supply store or through the Jasco Uniform Co. 1-800-222-4445 or online @ <a href="http://www.jascouniform.com">www.jascouniform.com</a> .
Watch	Must have second hand.
Tourniquet	Velcro type-closure. May be purchased at Hemodialysis, Inc (Hi).
Pocket Calculator	Any type for basic mathematic calculations. It cannot be a cell phone calculator.
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 Deportment**

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 - §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*.

- 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. 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.

## **Housing - §71810(b)(13)(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 assist in any way 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.

## **Student Grievance/Complaint Procedure - §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:

- 1 Bureau for Private Postsecondary and Vocational Education (BPPVE) 400 R Street, Suite 5000, Sacramento, CA 95814-6200, (916) 445-3427
- 2 Board of Vocational Nurses and Psychiatric Technician Examiners (BVNPTE) 2535 Capitol Oaks Drive Suite 205 Sacramento, CA 95833-2919, (916) 263-7800
- 3 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 - §71810(b)(15)**

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.

## **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%)
a.			
b.			
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 <input type="checkbox"/> Yes with safety glasses as required		<input type="checkbox"/> No
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



## Training Locations

### Hemodialysis, Inc. (Hi); Wilson Campus

Sponsor of the American Dialysis College

710 West Wilson Avenue

Glendale, CA 91203-2409

Voice: 818-500-8736

Fax: 818-500-7214

### Holy Cross Renal Center (HCRC)

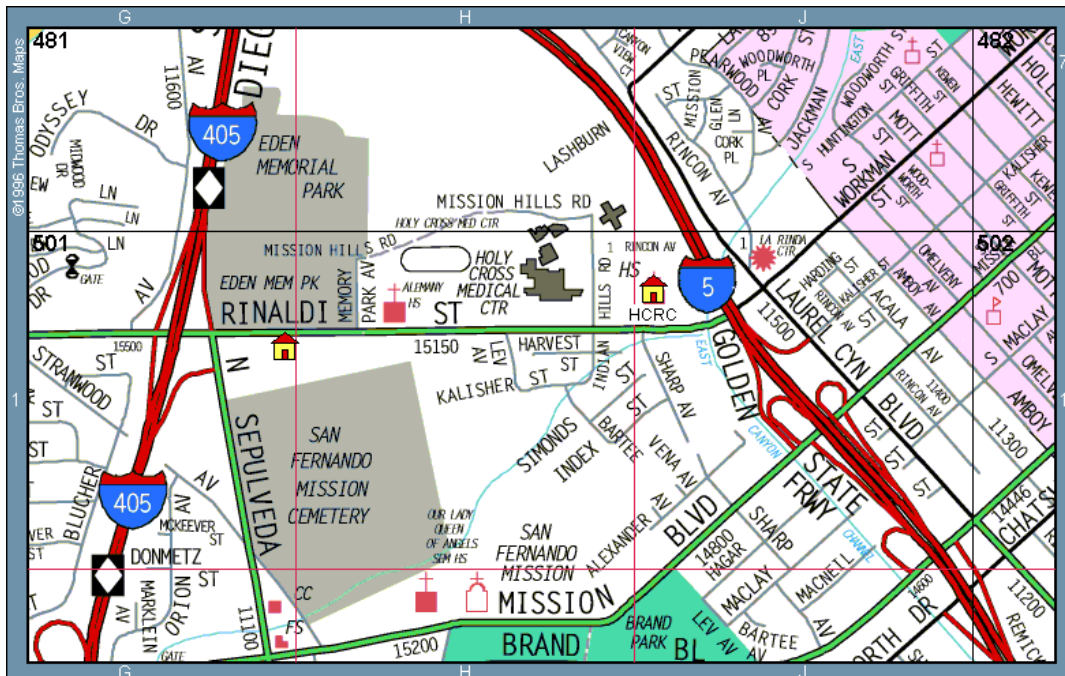
14901 Rinaldi Avenue; Suite 100

Mission Hills, CA 91345

Voice: 818-365-6961

Fax: 818-365-3061

**Parking/Where to Meet** – Park on the street. Underground parking is \$7.00 per day if you wish to park there. Meet in the lobby of Suite 100.





## Huntington Dialysis Center (HDC)

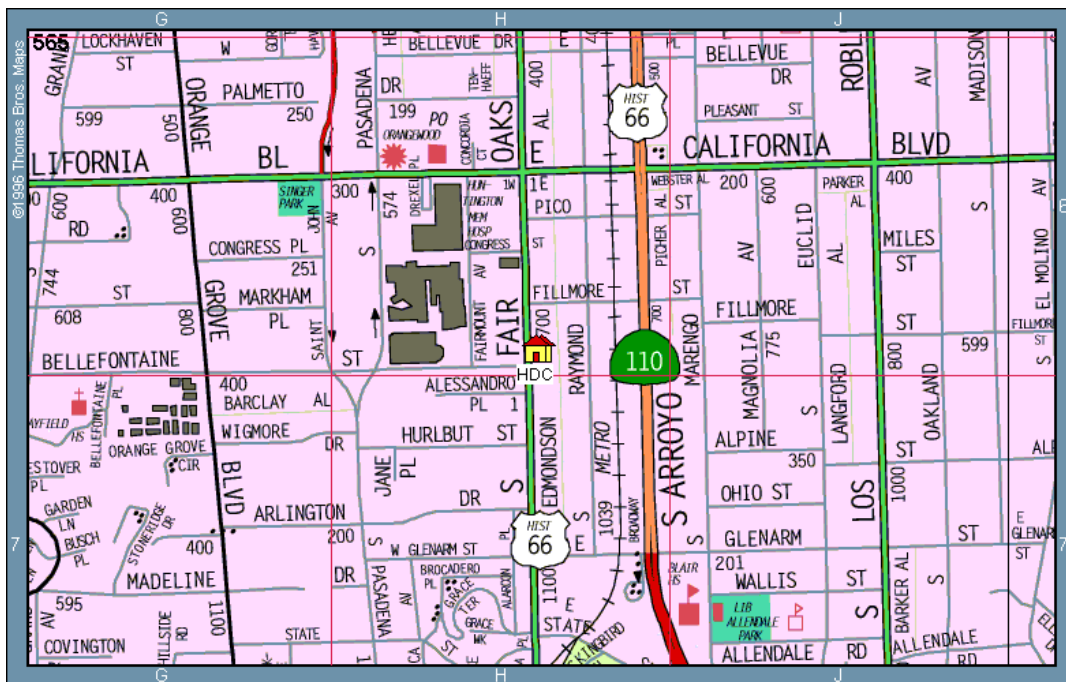
806 S. Fair Oaks Avenue

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.



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Prepared by Joanne D Pittard MS, RN

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