



School Catalog  
3450 Bonita Road, Suite 103  
Chula Vista, CA 91910  
Telephone Number: 1-619-746-5544  
[www.dialysisschoolofsd.com](http://www.dialysisschoolofsd.com)

January 1<sup>st</sup> 2018 until December 31<sup>st</sup> 2018

Revised 02/17/18

## TABLE OF CONTENT

Our Mission .....	4
Objectives .....	4
Non-Discrimination Policy .....	4
Authorization Disclosure Statements .....	4
FACILITIES .....	7
Equipment and materials for Instruction .....	7
Library .....	7
Office Hours .....	7
ADMISSIONS POLICIES .....	8
Admission Requirements .....	8
Procedures for Admissions .....	8
Credit Evaluation and Challenge Procedures .....	9
English Language Requirement: .....	9
Notice Concerning Transferability of Credits and Credentials Earned at our Institution .....	9
Health Standards Policy .....	10
ACADEMIC POLICIES .....	10
Attendance Policy .....	10
Regarding Didactic Class .....	10
Regarding Clinical Internship .....	11
STUDENTS' GENERAL RESPONSIBILITIES: .....	11
Grading and Evaluation Procedures .....	13
Course Retake Policy .....	13
Maximum Time in Which to Complete .....	13
Leave Of Absence .....	13
Make-Up Work .....	14
Probation/Dismissal Policy .....	14
STUDENT SERVICES .....	15
Academic Advisement .....	15
Career Development Service .....	15
GENERAL TERMS AND CONDITIONS .....	16
Dress Code .....	16
Code of Conduct .....	16
Drug, Alcohol and Smoking Policy .....	17
Harassment Policy .....	17
Liability .....	17
Retention of Records .....	17
Transcripts .....	18
Student Tuition Recovery Fund .....	19
Cancellation and Refund Policies .....	19
Payment Policy .....	21
Student Rights .....	21
Student Grievance Procedure .....	21
PROGRAM DESCRIPTION .....	23
Hemodialysis Training Program .....	23
Graduation Requirements .....	23

Certification Facts.....	27
Institution Ownership .....	30
Faculty .....	30
Academic Calendar.....	31

## Our Mission

To provide highly trained certified Patient Care Technicians and Nurses to help meet the needs of dialysis facilities in San Diego.

Dialysis School of San Diego is committed to helping each student grow professionally and personally, competently equipped and prepared to handle the physical and psychological demands of caring to patients with kidney failure, by providing an excellent hemodialysis training program that combines academic knowledge and skills that will enable students to achieve their career goals in the area of dialysis. It is the goal of Dialysis School of San Diego to fulfill the educational expectations of students and faculty to provide the community with interdisciplinary team capable of meeting the challenges in the healthcare field.

## *Objectives*

- ✓ To provide an exceptional Hemodialysis Training Program in an environment committed to a high level of learning through experienced educators who are committed to the success of every student;
- ✓ To nurture in students a confident and positive attitude, integrity, respect, and compassion necessary for success;
- ✓ To encourage and foster the value of continuous learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in the field of hemodialysis;
- ✓ To utilize tools and materials which require the students to effectively demonstrate the basic concepts and skills they have learned;
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a healthcare field.

## *Non-Discrimination Policy*

Dialysis School of San Diego does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations including admissions of students. Students with special needs such as physical or mental handicaps or learning disabilities could be admitted in the program provided they satisfy the entrance requirements. The Director of Education is responsible for accepting students and determining whether applicants, including those with special needs, meet the requirements to enroll in the program.

## *Authorization Disclosure Statements*

- ✓ City Healthcare Institute, Inc, DBA Dialysis School of San Diego is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education

[www.bppe.ca.gov](http://www.bppe.ca.gov). Approval to operate signifies that an institution is in compliance with the minimum standards as set forth in the California Education Code, Title 3, Division 10, Part 59, Chapter 8.

- ✓ The Bureau for Private Postsecondary Education approves a person or legal entity to operate an institution in California. An approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act. Only accrediting agencies can accredit an institution.
- ✓ Accreditation is a voluntary non-governmental review process. State approval is mandatory for an institution operating in California subject to the California Private Postsecondary Education Act of 2009 unless exempt from the Bureau oversight pursuant to CEC 94874 or 94874.1.
- ✓ Dialysis School of San Diego is not accredited.
- ✓ Dialysis School of San Diego is authorized to offer Hemodialysis Training by the California Department of Public Health under its corporate name City Healthcare Institute, Inc., Training Number CHP-540.
- ✓ 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 P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 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) 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)).
- ✓ Dialysis School of San Diego does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.) 365 programs.
- ✓ Dialysis School of San Diego does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
- ✓ Dialysis School of San Diego does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of 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 money not paid from federal student financial aid program funds.
- ✓ The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

- ✓ It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website [www.dialysisschoolofsd.com](http://www.dialysisschoolofsd.com) to all prospective students. The catalog is updated at least once a year or whenever changes to policies take place. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ Dialysis School of San Diego is not approved to participate in any Federal Student Aid.
- ✓ Dialysis School of San Diego is not approved to participate in the Title IV Federal Student Aid programs.
- ✓ Dialysis School of San Diego participates in the Spouse Education & Career Opportunities (SECO) program's My Career Advancement Account (MyCAA) Scholarship.
- ✓ Dialysis School of San Diego is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa assistance and will not vouch for a student status.
- ✓ Dialysis School of San Diego does not have any existing agreement with any employers to provide job to students and therefore does not guarantee employment.

Dialysis School of San Diego does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.

Dialysis School of San Diego does not provide housing assistance services to the students.

There are available housing options located reasonably near the institution's facilities.

The average cost for a room or apartment rental varying from between \$600 for a room per month to \$1,800.00 per month for a 2-bedroom apartment.

Students will find rental information on Craig's List San Diego at <http://sandiego.craigslist.org/apa/>

Dialysis School of San Diego has no responsibility to find or assist a student to find housing.

## FACILITIES

The Dialysis School of San Diego campus is located at 3450 Bonita Road, Suite 103, Chula Vista CA 91910 where all classroom instructions are held. Saturday morning class for clinical visits are held at the clinic sites of Dialysis Facilities (TBA) where students are divided into 2-3 groups and where Clinical Internships are provided. The students are responsible for their own transportation to the sites of clinical visits during Saturdays AM classes as well as during clinical internship. The campus is easily accessible from I- 805 and close to a shopping mall, restaurants, apartment buildings and library. The area of the institute is approximately 1300 sq. ft. on the ground floor of the building. There is an reception area, one large classroom, an administration office, a dining area and a restroom. The administrative office is for student services and the main office. There are also two restrooms available on the same floor as the institute. Instruction is provided in the primary classroom. Fresenius Dialysis Machine 2008K is used in the classroom and the following equipment is used in the clinic:

- ✓ Myron L Conductivity Meter
- ✓ Fresenius Dialysis Machine 2008K

### *Equipment and materials for Instruction*

The Dialysis School of San Diego's classroom is equipped with one Fresenius Dialysis Machine 2008K, Recliner Chair, Laptop computer, computer projector, wheelchair, digital/ manual blood pressure equipment, dummy arm, dialyzer, stethoscope, gauze, band aid, alcohol pads, cover gowns, gloves, face mask, normal saline, betadine pads, hand sanitizers, tourniquet, and hemodialysis site clamps.

Myron L Conductivity Meter, Fresenius Dialysis Machine Machine 2008K are the machines the students use at the clinics.

### *Library*

Dialysis School of San Diego provides the students with a small reference library on campus in the main classroom. Students have access to text books and written materials useful in completing the program of Hemodialysis Training. These materials are to be used in the school premises only and are available during normal class hours. These texts books provide additional information on important skills and procedures with bibliographical references and indexes and will complement our program by supporting and reinforcing the instruction given in class and in the clinics. Bonita-Sunnyside Branch Library is located at 4375 Bonita Road, CA 91902. Another nearby library is the Chula Vista Public Library located at 365 F Street, Chula Vista, CA 91910.

### *Office Hours*

Business office hours are by appointment only. Class sessions vary and are described in the course information section that accompanies each program. Dialysis School of San Diego observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

## ADMISSIONS POLICIES

### *Admission Requirements*

To be qualified for admission to the School, a prospective student must satisfy the following requirements:

- ✓ Must pass written entrance examination
- ✓ Must be able to answer interview questions appropriately.
- ✓ Be able to read, write, speak and understand English language;
- ✓ Provide proof of their High School Diploma or G.E.D;
- ✓ Must be at least 18 years of age
- ✓ RN license (only for Registered Nurses)
- ✓ Must be able to pass a background check and drug test
- ✓ Submit health standards documentation (see Health Standards Policy);
- ✓ Must be a US citizen or permanent resident of US
- ✓ Must have a government issued picture ID and a valid social security number

### *Procedures for Admissions*

A prospective student is encouraged to call the school and make an appointment with an admission representative to discuss the program and arrange for a tour of the school's facilities and possible internship site. During that time, the admission coordinator will discuss information of the training program offered, tuition, financing, and admission requirements.

The application and pre-enrollment process begins with the completion of a general questionnaire. Applicants must take the entrance exam and complete an initial interview with a school representative. Candidates who passed the pre-admission process must read all the pre-enrollment disclosures before acceptance into a training program which includes:

- ✓ *School Catalog with the Program Outline*
- ✓ *A School Performance Fact Sheet*
- ✓ *Enrollment Agreement*
- ✓ *Confidential Information Agreement*
- ✓ *Statement of Student's Responsibilities*
- ✓ *Unpaid internship Agreement*
- ✓ *Make financial arrangement to cover tuition and fees*

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.



The School Director is accountable to review and approve or deny an enrollment and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applications require the written approval of the School Director. Applicants who are denied admission are notified timely and any fees paid are refunded.

The school reserves the right to deny admission to any applicant when it is for the best interest of the school, other students or the healthcare community. Only those applicants whose qualifications closely match the requirements of the program will be considered for enrollment.

#### *Credit Evaluation and Challenge Procedures*

Dialysis School of San Diego does not accept credit from other schools or programs and does not award credit of any sort. The school has not entered into any transfer agreement with any other school.

The school does not have an articulation agreement or transfer agreement with any other school, college or university at the present time and does not accept credits earned at other institutions or through challenge examinations and/or achievement test.

Dialysis School of San Diego does not accept ability-to-benefit students who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.

#### *English Language Requirement:*

Dialysis School of San Diego does not provide English language services.

All instruction is conducted in English only.

It is mandated that all prospective students must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

Though it should be obvious whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require an applicant to take a TOEFL exam. In such instances, the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted.

#### *Notice Concerning Transferability of Credits and Credentials Earned at our Institution*

The transferability of credits you earn at Dialysis School of San Diego is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Hemodialysis Training Program 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 is 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 Dialysis School of San Diego to determine if your credits or certificate will transfer.

### *Health Standards Policy*

A medical documentation must be submitted by the class start date. This medical documentation must state that you are in good health, have no contagious diseases, and no physical restrictions. Please attach lab results to the physical exam form. Facilities will not allow students in for clinical experience who do not completed and meet the health standards. This program requires the following:

1	Hepatitis B surface antibody blood test (Anti-HBs)	A positive hepatitis B surface antibody ( >10mIU/ml ) test indicates exposure to the hepatitis B virus. This occurs if you are immune or have had the vaccine series which gives you immunity to Hepatitis B.
2	Hepatitis B surface antigen blood test (HBsAg)	A positive hepatitis B surface antigen test indicates hepatitis B virus infection. This test is to be done within ninety (90) days of the program start date. If this test is positive, see #3.
3	A Positive Hepatitis B surface antigen test	If this test is positive, a letter from a physician stating that you are not infectious and you are cleared to work in a dialysis facility with no limitations is needed.
4	Tuberculin (TB) skin test or chest film	Must be negative within ninety (90) days of the program start date. If skin test is positive, clear chest X-ray is need
5	Please provide immunization records and/or lab results for the following	Seasonal Flu Vaccine, Measles, Mumps, Rubella – MMR Titers results showing Immunity or Adult Booster, Varicella / Chicken Fox, Tetanus
6	Physical examination	Performed within ninety (90) days of the program start date. To be completed by your physician or qualified nurse practitioner stating that: You must be medically cleared for work.

If the student Anti-HBs in negative, student is encouraged to be vaccinated with the Hepatitis B vaccine series prior to entering the dialysis program.

Students must also provide a copy of immunization records

Students must have an influenza vaccination for current year with documentation.

You are encouraged to make copies of all documents prior to submitting them to the school.

### ACADEMIC POLICIES

#### *Attendance Policy*

##### Regarding Didactic Class

Students are required to have an overall didactic attendance rate of 80% or more to meet the minimum attendance requirement of the program. Absenteeism for more than 20% of the total didactic hours constitutes cause for dismissal. Students who have greater than 20% absences will have their case reviewed by the school director with the likelihood of being dropped from the program. A student is considered tardy when arriving 15 minutes or more after the start of class, or leaving 15 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

- ✓ One tardy equals one hour of absence;
- ✓ One early departure equals one hour of absence;

- ✓ One tardy and one early departure on the same day equal one-day absence.

### Regarding Clinical Internship

The purpose of this educational internship is to for the intern to gain valuable insight and experience in hemodialysis. The school requires students to complete 228 hours of unpaid clinical internship. The school has an agreement with a dialysis provider (known as “Facility”) in San Diego area. It is the sole responsibility of the students to apply and be accepted as an intern in a Facility. The school will assist students to connect with dialysis Facilities for possible internship. Facilities may ask students to submit to a background check and drug test at the student’s own expense. The Facility has no obligation to students and school to accept interns. The student will provide the Facility of the required documents stated in the agreement including but not limited to liability insurance, High School diploma, Healthcare Clearance and CPR card. The school, students and clinics does not pay each other in any way. The Facility has the right to deny or accept students. Dialysis School of San Diego and/or the Facility can also terminate a student intern when deemed necessary at any time. It is understood that internship is temporary and interns are not deemed employees of the clinic and are not covered by the Facility’s worker’s compensation insurance in case of injury and students are not allowed to perform vocational training duties unsupervised. Should the intern wish to terminate the internship prematurely, Dialysis School of San Diego must be notified in writing. If internship is not completed within the due date set which will be determined prior to start of internship, the student may be dropped from the program.

The intern will maintain a regular schedule determined by the intern and Facility’s supervisor. Dialysis School of San Diego shall remove any intern from participation in the internship program without notice upon the Facility’s request for any reason deemed reasonable and sufficient by Facility, in its sole discretion.

### STUDENTS’ GENERAL RESPONSIBILITIES:

The Students will have the following responsibilities: (Failure to comply with any of the following may result in termination from the program)

1. Students will abide by the administrative and clinical policies, procedures, standards and practices of the Dialysis Facility including but not limited to safety, dress code, conduct and health;
2. Students will comply with all the state laws and regulations regarding the scope of practice of the student interns; including refraining from any unsupervised work normally performed by employees of the Dialysis Facility
3. Students shall carry mandatory health insurance coverage or show proof of enrollment in a comparable accident and health insurance plan;
4. Students are responsible for respecting the confidentiality of Company’s or Facility’s patient records (and enabling Facility’s compliance with) the requirements of regulations at 45 Code of Federal Regulations subparts A and E (the Privacy Rule) and 45 C.F.R. Part 164, subparts A and C (the “Security Rule”) for the Administrative Simplification provisions of Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996, otherwise known as the Health Information Technology for Economic and Clinical Health

- Act (HITECH) (collectively “HIPAA”)
5. Responsible for paying all applicable expenses, including without limitation, meals, medical expenses, transportation and books;
  6. Students will provide the Dialysis School of San Diego and the Facility with records of each Student’s physical examination, immunization statuses, and other medical tests as requested by Facility and consistent with Facility’s policies and shall be furnished to the Institution prior to participation in the Clinical Placement; The student will provide the School and Facility proof of the required liability insurance and a copy of CPR.
  7. Obtaining written permission from Facility and Dialysis School of San Diego before publishing any material related to the Program experience;
  8. Dialysis of San Diego will obtain, upon request of the Facility, any authorization from Students necessary for the release of confidential records, including, without limitation, Students’ medical records and educational records.
  9. Students will demonstrate honesty, punctuality, courtesy and respect for others, will have cooperative attitude, proper health and grooming habits, and a willingness to learn, and will conduct himself/herself in an ethical manner at all times;
  10. Conform to the dress code of the facility, wear Dialysis School of San Diego uniform and proper Identification (Name Badge) at all times while at the clinic;
  11. Comply with all policies concerning universal precautions, including wearing personal protective equipment;
  12. Provide Facility with any information it needs, including, without limitation, signing all requisite forms to allow Facility to conduct a background check (the background check will not include a report on the Student’s credit capacity or credit history) and a drug test;
  13. Must log in their clinical internship hours on the Clinical Time sheet provided by Dialysis School of San Diego, and must be signed by preceptor of the clinic and submit a copy of this timesheet to Dialysis School of San Diego every Friday by e-mail or upon the request of Dialysis School of San Diego. **A student who fails to attend internship for three consecutive weeks without requesting a leave of absence or prior approval from the School will be considered by default to have withdrawn effective the 22nd calendar day after his or her last date of attendance;**
  14. Under no circumstances will Student leave the internship without first conferring with the Student’s supervisor;
  15. Notify Dialysis School of San Diego and the Facility Supervisor of planned absences before internship takes place;
  16. Notify Dialysis School of San Diego should any problems arise or any changes to the learning agreement during the course of the internship in a timely manner;
  17. Complete assignments, tasks and responsibilities assigned by the site supervisor and outlined in this learning agreement, including the Mandatory Health and Safety Training;
  18. Transportation to and from the internship site is the responsibility of the intern;
  19. Must take the skills proficiency test within two weeks after completing 228 hours of clinical internship; Fee to retake clinical skills test is \$250.00.
  20. The Student will maintain a regular schedule determined by the intern and their

supervisor;  
21. Students will **not** have access to a patient's electronic medical record.

#### *Grading and Evaluation Procedures*

Grades depend on the quality of work as shown by written quiz, exam, homework, laboratory work, and projects as indicated on the course syllabus. The grading scale is as follows:

<i>Letter Grade</i>	<i>Percentage</i>
A	100 – 90 % Excellent
B	89 – 80 % Good
C	79 – 75 % Conditional
F	74 % and Below Failing

We use a cumulative grade point average system to evaluate academic performance.

Grade point average required for completion of each course is a minimum cumulative passing grade of 80%.

#### *Course Retake Policy*

The course retake policy is available to students who have unsuccessfully completed a course and received less than 80%. The student will be required to pay the tuition fee at a 50% discount.

#### *Maximum Time in Which to Complete*

Students are not allowed to attempt more than 150% of the program length or 6 months. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

#### *Leave Of Absence*

Students will be granted a leave of absence upon request after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and maybe on leave of absence no more than 30 calendar days during that period. Requests for leave must be submitted to the School Director in writing and must include the date the student will begin the leave, the expected date of return and must be signed by the student. Leave of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student maybe subject to re-entry under a new contract or amended contract. If the student does not return as scheduled and does not arrange for a contracted amendment, then the student's contract will be terminated and will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. Note: Each individual situation will be handled privately. The school will make every effort to help students achieve their goals. Students before returning to class must meet with the School Director. Students must be prepared to make up lessons lost prior to reentry into the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### *Make-Up Work*

Lessons missed due to absence or leave of absence needs to be made up. If a student is absent for a test he/she will be given an opportunity to retest within 5 business days. Students are responsible for making up class work and assignments. Students should meet with their instructors to get missed assignments.

### *Probation/Dismissal Policy*

A student who has missed more than 10% of the scheduled classroom hours will be placed on probation. All students are also required to maintain an average of 80% in all modules or units. Failure to maintain satisfactory progress in any three given level or module will result in probationary status. A probation letter will be sent to that student.

Students may be dismissed from school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct.
2. Missing more than 20% of instruction time.
3. Failure to attend clinic internship for three consecutive weeks without an approved leave of absence
4. Not maintaining the minimum grade point average of 80%.
5. Not meeting financial responsibilities to the school.
6. Failure to return from approved leave of absence on the scheduled return date.
7. Failure to remove himself/herself from probation status.

### *Re-Entry Policy*

Students that have been dismissed from school and are requesting re-entry must put the request in writing to the school director. The student may have to meet with the school panel before re-entering the school. The decision of the review panel is final and the student will receive a letter within 5 business days from the school director stating the decision of the panel.

### *Appeals*

In the event that a student believes that he or she has been wrongfully charged and or penalized, the student may request an appeal in writing within 3 days of notification of the probation or dismissal action directed to Director of Education. The Director and the student's instructor will make a determination of reinstatement. The written request must include the following:

1. Student's full name and current address
2. Statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates within 10 business days of the complaint the student would be available for a meeting with the school director or appeal panel.

## STUDENT SERVICES

Dialysis School of San Diego does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### *Academic Advisement*

Since we offer only one certificate program, and since the course requirements are clearly presented in the institution's catalog, there are limited number of issues the students will encounter. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the program requirements as scheduled. Any alteration to any program offered by school has to be preauthorized by the Director of Education.

### *Career Development Service*

The admissions coordinator serves as a liaison between the graduates and the business/medical community. Job assistance is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance includes educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught throughout the program.

- ✓ Preparing appropriate resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Retain employment
- ✓ Seeking opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

## GENERAL TERMS AND CONDITIONS

### *Dress Code*

Students are required to wear clean and neat uniform (scrubs), closed toed waterproof and slip-resistant shoes and name badge to classroom and at the clinics at all times. Students must conform at all time to the dress code of the assigned facility during clinical internship. Students must comply with all policies concerning universal precautions, including wearing protective equipment. Students in attire that is unbecoming of the standards of dress for health care professionals may be dismissed from class and will also not be allowed remain for clinical practice.

### *Code of Conduct*

The students are expected to conduct themselves in a professional manner at all times. At the discretion of the school administration, a student maybe dismissed from school for a serious incident or repeated incidents of intoxicated or drugged state of behavior, possession of drugs and alcohol upon school premises. Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Dialysis School of San Diego reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the school's best interest, student and the student body.

Dialysis School of San Diego defines improper conduct as the following and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and Facility, forgery and alteration or use of institution documents of identification with the intent to defraud or collaboration with others to defraud.
3. Sexual harassment including creating hostile environment and coercing an individual to perform sexual favors in return for something.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, or other school activities or interfere with the rights of others.
5. Violation of the law on school premises that includes but not limited to, the use of alcoholic beverages, and or controlled dangerous substances on school premises.
6. Violation of the school's drug, alcohol and smoking policy.
7. Possession of weapons in school and clinic premises, behavior creating danger or safety hazard to other persons at school and at the clinic, disruptive, disobedient or disrespectful behavior to other students, and administrator, or faculty member, or any other stated or determined infractions of conduct.
8. Non compliance with the directives of school faculty and staff.
9. Violation of written policies and procedures
10. Theft of any kind, and related behaviors such as possessing stolen property or using property of others without permission
11. Damage to property or destruction of property



### *Drug, Alcohol and Smoking Policy*

Students are not allowed to drink alcoholic beverages, use illegal drug and smoke inside the classroom and clinic premises. Violation of this policy will lead to dismissal from the program.

The school adheres to all State and Federal laws regarding drugs, alcohol and narcotics. It is the school's desire to provide a drug-free, alcohol-free, non-smoking, healthy and safe environment intended for a relaxed learning condition.

In accordance with the Drug, Free Workplace Act the school does not permit the manufacture, distribution, dispensing, possession, or use of controlled substances. The school will not tolerate the illegal or improper use of alcohol or controlled substances on the premises including clinical internship sites. There will be termination of enrollment/employment on any found engaged in such act. There will be no verbal or written warning if found to be in possession of controlled substances on the premises. Those found engaged in such will not be allowed for readmission.

Cigarette smoking will not be allowed in the classrooms, clinical internship facilities, or lab areas, offices, reception and dining area and restrooms. Students or employees wishing to smoke cigarettes may do so at designated sites outside the buildings of classes and clinical internship facilities.

### *Harassment Policy*

It is the school policy to maintain an environment for students, faculty, and staff free of sexual and other unlawful harassments. All members of the organization should be aware that the school is concerned about sexual and unlawful harassment and is prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual and other unlawful harassment will be subject to discipline, up to and including termination. Retaliation against a person who properly reports, complains about, or participates in the investigation of sexual and other unlawful harassment is also prohibited.

The school reserves the right to postpone training in the event any emergency, Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and refunded if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

Students must notify the school office immediately of any student address, email address or telephone number change.

### *Liability*

Dialysis School of San Diego assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

### *Retention of Records*

Dialysis School of San Diego will keep student records for five years, as required by state law. Student transcripts will be maintained permanently. Students have a right to access their records anytime that the institution is open and by appointment. If an appointment is requested, the appointment shall be

made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student.

*Transcripts*

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

Dialysis School of San Diego shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

- (a) The educational programs offered by Dialysis School of San Diego and the curriculum for each.
- (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- (c) Any other records required to be maintained by California Private Postsecondary Education Act of 2009, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).

**SCHEDULE OF STUDENT CHARGES**

Program of Study	Cost Breakdown					
	Registration	Tuition	STRF	Clinical Internship Fees	Books Fees	Total Cost
	Non refundable	Refundable	Non Refundable	Refundable	Refundable	
<b><i>Hemodialysis Training Program</i></b>	\$100.00	\$4,850.00	\$0.00	\$0.00	\$50.00	\$5,000.00

The schedule of total charges for 333 clock hours is \$ 5,000.00.

Estimated schedule of total charges for the entire educational program is \$5,000.00.

Cost to retake Clinical Skills Test after failing the initial Clinical Skills Test is \$250.00

**Health Insurance:** Students will be responsible for providing for their own Health Insurance and will provide Dialysis School of San Diego with evidence of Health Insurance on enrollment.

**Professional Liability Insurance:** Students will be also responsible for providing for their own Professional liability insurance and shall provide Dialysis School of San Diego with evidence of of such Professional Liability Insurance on enrollment. Cost of Professional Liability Insurance is somewhere between \$23.00-\$35.00 for one of year coverage. This is must be purchased individually and is not part of the tuition fees.

**Background Check and Drug Test:** Depending on the Facility where the students wish to apply for internship, students may be asked by the Facility to submit to a background check and drug test at the student's own expense which cost approximately \$100.00.

#### *Student Tuition Recovery Fund*

*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 or 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.

*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 programs 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 the 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 this 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.

#### *Cancellation and Refund Policies*

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice

of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$200.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$100) from the total cost.
- (B) Divide this figure by the number of didactic hours in the program.
- (C) The quotient is the *hourly charge* for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you minus the registration fee.
- (F) The refund amount shall be adjusted for supplies, equipment and textbook book if applicable.

If students obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by the student. If the student fail to return books or equipment in good condition within the 30 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Other supplemental books, tools, uniforms, supplies, medical/health certifications, Professional Organization fees, liability insurance and certification exam fees required by the program must be furnished by the student at his/her own expenses. The cost of books and supplies specified above (included in the total cost of program) is an estimated cost, subject to change based on supplier prices and curricula. Any books, tools, and supplies purchased from the school are not returnable and the cost is nonrefundable, except as expressly specified in the refund policy section of this catalog and the enrollment agreement.

Dialysis School of San Diego reserves the right and will publish a schedule of changes that will itemize all charges, the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Registration fees are not refundable.

#### *Payment Policy*

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Dialysis School of San Diego accepts payment for tuition, books, equipment and other fees through cash payment, or personal or third party checks.

#### *Procedure to Cancel*

Cancellation occurs when you give written notice of cancellation to the School Director at 3450 Bonita Road Suite 103, Chula Vista, CA 91910. You can do this by mail, email, in person, or by fax. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

#### *Student Rights*

Students have the same rights and protections under the Constitutions of the United States and the State of California as other citizens. These rights include freedom of expression, press, religion, and assembly. Students have the right to be treated fairly and with dignity regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

#### *Student Grievance Procedure*

Dialysis School of San Diego is dedicated to resolving problems students may encounter. From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Any student can file a complaint or grievance by submitting their complaint in writing to the school administration, Dialysis School of San Diego, 3450 Bonita Road Suite 103, Chula Vista, CA 91910 or by email at [info@dialysisschoolofsd.com](mailto:info@dialysisschoolofsd.com). When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff (but it is not required and they may contact BPPE at any time) to communicate any problems that arise directly to the individual (s) involved. Normally, the informal procedure of "discussing" differences will resolve the problem.

A student or any member of the public may file complaint about this institution at any time with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details.

**Bureau for Private Postsecondary Education at  
2535 Capitol Oaks Drive, Suite 400,  
Sacramento California, 95833**

**Mailing: P. O. Box 980818,  
W. Sacramento,**

**CA 95798-0818.**  
**Toll Free Number: 1 (888) 370-7589**  
**Telephone Number: 1 (916) 431-6959**  
**Fax Number: 1 (916) 263-1897**

## PROGRAM DESCRIPTION

### *Hemodialysis Training Program*

The Hemodialysis Training Program's objective is to provide a unique educational experience by providing them with the appropriate didactic theory and hands-on skills to prepare them for an entry level position in the field of dialysis. In addition to studying concepts and hands-on applications required of today's Dialysis personnel, students will also gain an understanding of diagnostic and procedural terminology as it relates to the field of hemodialysis.

*Program objectives: The graduate will be able to:*

- ✓ Communicate and perform interpersonal skills related to Hemodialysis settings in a professional manner
- ✓ Perform required entry level skills and knowledge necessary to perform hemodialysis.
- ✓ Know how to use and do quality assurance check on equipment and supplies specific to dialysis.
- ✓ Observe infection control procedures.
- ✓ Practice safety and security procedures.

### *Graduation Requirements*

To be eligible for graduation a student must have passed all courses required in the program of study

- ✓ 105 hours of theory-80% Minimum on final grade
- ✓ 228 hours clinical training -Demonstrate Clinical Competency by passing the Dialysis School of San Diego Skills Test
- ✓ Must meet administrative and financial requirements
- ✓ Must be in attendance for 80% of didactic class hours and complete the 228 hours clinical internship

A certificate is awarded to students who fulfill all the above requirements. These requirements include clearance that all financial obligations have been met, and all academic projects have been completed. A certificate certifies that the student has maintained the required academic average and has demonstrated proficiency in all the courses taken.

*Job titles to which this program may lead to:*

- ✓ Certified Clinical Hemodialysis Technician CCHT
- ✓ Certified Hemodialysis Technician CHT
- ✓ Reuse Technician
- ✓ Biomedical Technician
- ✓ Dialysis Nurse if licensed

### *Course Description*

The combination of introduced skills taught in this program will prepare students for the ever changing and technological field of Hemodialysis. Students study aspects of Hemodialysis, including principles and practices associated with dialysis and renal failure, anatomy and physiology of the kidney and cardiovascular system, fluid and electrolyte balance, hematologic aspects and infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of chronic renal failure, psychosocial aspects seen in Hemodialysis patients and peritoneal dialysis and renal transplantation.

The Hemodialysis Training Program is a 333 Clock Hour course of study, consisting of nine learning units. Students are required to complete all lecture topics (105 hours) and practicum in a sequence. An entire lecture/practicum topic must be repeated if a 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 minimum 228 Clock Hours of hands-on experience working in the field of dialysis. Students will receive a certificate upon successful completion of the didactic portion of the program.

### *Course Outline*

Module	Module Title	Hours
Module 1	Today's Dialysis Environment: An Overview	8
Module 2	The Person with Chronic Kidney Disease	8
Module 3	Principles of Dialysis	4
Module 4	Safety/Hemodialysis Devices	12
Module 5	Vascular Access/Skills lab	4
Module 6	Hemodialysis Procedures and Complications	24
Module 7	Dialyzer Reprocessing	8
Module 8	Water Treatment/Dialysate Preparation	8
Module 9	Preceptor Basics/Skills	16
	Review for Final Exam/State Exam	13
Total		105

#### Module 1: Today's Dialysis Environment: An Overview

Most beginning technicians lack an overall sense of the context of dialysis. Why is dialysis needed? By whom? How does it work? When did it begin? This introductory module covers many of the basic concepts of dialysis. Most important, the student learns that allowing patients with chronic kidney disease to lead lives as normal as possible is the goal of all dialysis treatment. This module introduces the history of dialysis, history of the Medicare End-Stage Renal Disease program, and career options. Much of this information is covered in greater depth in additional modules.

#### Module 2: The Person with Chronic Kidney Disease

Although many of the aspects of dialysis treatment involve equipment and technical devices, every student must learn that his or her actions directly affect the recipient of care—the patient. With an understanding of the patient's experience, the student will be better able to communicate with patients, and recognize symptoms and potential problems early. This module of the Core Curriculum helps the



student learn what happens to the patient who requires dialysis treatment. The module explains normal kidney function and the causes, signs, and symptoms of chronic kidney disease. Because there are important nutritional, psychological, and financial concerns for people with chronic kidney disease, a dietitian has contributed a section on diet, and a social worker has outlined available services. An overview of hemodialysis, peritoneal dialysis, and renal transplant is presented, including medications, potential complications, and expected goals of treatment.

### Module 3: Principles of Dialysis

How does dialysis remove excess fluid and waste from the patient's body? The Principles of Dialysis module considers fluid and solute movement at the cellular level. A thorough grounding in the physiological principles that make dialysis possible will help the technician understand the reasons behind the orders given for the patient's dialysis treatment. This module helps the student understand the basic principles behind dialysis and how dialysis replaces some functions of damaged kidneys. To understand some of the concepts of dialysis, it is helpful to understand how the human body works. This module compares the functions of dialysis to the functions of the kidneys in the human body. This module also shows how the principles of dialysis relate to methods for achieving appropriate clearance.

### Module 4: Hemodialysis Devices

Impressive technical advances over the past half century have combined to make dialysis an increasingly safe, effective, and efficient treatment for patients with renal failure. A dialyzer, dialysate, and a delivery system are the three key components of hemodialysis treatment. Each component of the hemodialysis system raises complex safety and monitoring issues that are covered in this module. These issues include safe handling and mixing of dialysate, and the function of each alarm on the delivery system and extracorporeal circuit. The technician learns that the most important safety monitor is an alert, conscientious staff person. This module provides information about dialysis devices, including different types of dialyzers, dialysate fluid, and delivery systems. By carefully following center procedures and learning from this module, the new technician will master the use of each device, and be able to assist in the safe delivery of the hemodialysis treatment.

### Module 5: Vascular Access

Despite significant advances since the first reusable vascular access in 1959, this "patient life-line" remains the greatest challenge to the success of dialysis. Complications such as thrombosis, stenosis, and infection can lead to hospitalization, surgery, illness, and even death. Without a good working access, patients do not receive adequate dialysis treatments, which affects their health, their work, and their family lives. The importance of good technician training and care for a vascular access cannot be underestimated. This module provides information about each type of vascular access, and advantages and disadvantages for each type. Good management and care of the access are emphasized, as are patient teaching and complications. Knowledge and an appreciation for the value of a good vascular access are the best gifts a dialysis technician can bring to patient care.

### Module 6: Hemodialysis Procedures and Complications

Every center has developed preferred methods for performing dialysis-related tasks. The specific techniques used at a given center for individual steps in a procedure should be passed on to the new technician by a preceptor or teacher who can demonstrate step-by-step processes. The Hemodialysis Procedures and Complications module helps the student to understand the procedures he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces. The module is organized to cover the process of dialysis, from set-up through clean-up. Topics

covered in the module include pre-dialysis procedures, initiation of dialysis, monitoring during dialysis, heparinization, discontinuing the dialysis treatment, post-dialysis procedures, and determining adequate dialysis. The module also includes information about potential medical and technical complications during dialysis, general practice, infection control, laboratory tests, and documentation.

#### Module 7: Dialyzer Reprocessing

Economic savings and improved patient care converge in the reprocessing of dialyzers—at least for many patients. On the one hand, the biocompatibility of dialyzers is enhanced by reprocessing, making dialysis more comfortable and less symptomatic. On the other hand, residual bacteria, endotoxin, or germicide can be hazardous for patients. In this module, the technician learns about the history, basic theory, procedures, and benefits-versus-risks to patients of reprocessed dialyzers. Risk management, and AAMI/CMS safety regulations are also covered. Practical guidelines for handling, labeling, reprocessing, inspecting, and storing dialyzers are provided, as well as quality assurance and quality control policies.

#### Module 8: Water Treatment

The large volume of water used in dialysis means that dialysis water quality is vitally important to patient safety. The student must understand why water quality must be maintained, and be able to monitor the variety of filters and other devices used to remove microorganisms, sediment, heavy metals, chemicals, and ions before drinking water can be used for dialysis. This module presents the dialysis technician with information about why and how water is treated before being used for dialysis-related purposes. It covers the types of contaminants commonly found in water; how contaminants can affect patients; water treatment system components; and monitoring of the water treatment system.

#### Module 9: Preceptorship Basics

Preceptorship is an integral part in the success of a Patient Care Technician. Student must act professional at all times to provide safe and effective quality care to patients. This module will help the student adjust to the demands of providing care to patients with End Stage Renal Disease while being under the mentorship of an experienced Certified Hemodialysis Technician.

#### *Required before clinical internship*

- ✓ Copy of current cardiopulmonary resuscitation (CPR) for Healthcare Provider card;
- ✓ Didactic class- 80% Minimum final grade
- ✓ Didactic class attendance of at least 80%
- ✓ Must pass the Health Requirements
- ✓ Professional Liability Insurance
- ✓ Must pass the Background Check and Drug Test
- ✓ Copy of Health Insurance card

In California the training program shall include all of the following subjects, at a minimum:

	Module
(A) Principles of dialysis.	3

(B) Care of patients with kidney failure, including interpersonal skills.	2
(C) Dialysis procedures and documentation, including initiation, proper cannulation techniques, monitoring, and termination of dialysis.	4
(D) Possible complications of dialysis.	6
(E) Water treatment and dialysate preparation.	8
(F) Infection control.	6
(G) Safety.	4
(H) Dialyzer reprocessing.	7

*Certification Facts*

1247. This article shall be known and may be cited as the Hemodialysis Technician Training Act.

(a) "Immediate supervision" means supervision of dialysis treatment in the same room in which the dialysis treatment is being performed.

(b) "Department" means the State Department of Public Health.

(c) "Hemodialysis technician" means an unlicensed health care provider who is employed by a hemodialysis clinic or unit for the purpose of participating in the direct treatment of patients undergoing hemodialysis. A hemodialysis technician certified by the state as a person meeting the requirements of Section 1247.61 shall be referred to as a Certified Hemodialysis Technician (CHT).

(d) "Standardized test" means an examination certified by faculty of the University of California to validly and reliably measure the knowledge required to demonstrate competency in the areas being tested.

1247.3. The treatment of patients by a hemodialysis technician includes performing venipuncture and arterial puncture for the purpose of providing dialysis treatment for a patient. The treatment of patients includes the administration of local anesthetics, heparin, and sodium chloride solutions. The administration of these medications shall be pursuant to protocol established by the medical director of the hemodialysis clinic or unit and shall be under the immediate supervision of a licensed physician and surgeon or a licensed registered nurse. The administration of local anesthetics shall be limited to intradermal, subcutaneous, or topical administration. Hemodialysis technicians who treat patients in the home and are certified by the Board of Nephrology Examination for Nurses and Technicians are exempted from the requirements of immediate supervision until January 1, 1991.

1247.4. The department may adopt regulations it deems necessary to implement this article.

1247.5. A hemodialysis clinic or unit within a licensed clinic or hospital, as defined respectively in Sections 1204 and 1250 of the Health and Safety Code, may operate a hemodialysis training and testing program. A hemodialysis technician training program and competency test, provided under this section, or provided by an accredited college, an accredited university, or a private training program, shall be approved by the department, shall comply with the regulations adopted pursuant to Section 1247.4, and shall include training and testing in the administration of local anesthetics, heparin, and sodium chloride solutions.

1247.6.(a) Except during training under immediate supervision, and except as provided in Section 1247.62, no person shall provide services as a hemodialysis technician without being certified by the department as a Certified Hemodialysis Technician (CHT).

1247.6 (b) This article does not apply to home dialysis patients, or patient helpers not employed by the licensed facility, who have undergone a home dialysis training program operated by a licensed clinic or hospital as defined in Sections 1204 and 1250 of the Health and Safety Code and have been certified by the medical director of the facility as being competent to perform home dialysis treatment.

1247.61. To be certified by the department as a Certified Hemodialysis Technician (CHT), a person shall meet all of the following requirements:

1247.61. (a) Have a high school diploma or equivalency, or have greater than four years of work experience in dialysis as of October 14, 2008.

1247.61. (b) Have successfully completed a training program that is approved by the medical director and governing body of a hemodialysis clinic or unit, under the direction of a registered nurse. Following approval by the medical director and governing body, the training program shall be submitted to the department for approval. The training program shall be approved by the department prior to implementation. The training program shall focus on the operation of kidney dialysis equipment and machines, providing direct patient care, and communication and interpersonal skills, including patient sensitivity training and care of difficult patients. For purposes of this subdivision, a person "successfully completes a training program" if he or she completes all didactic portions of the program and demonstrates competency in the knowledge and skills provided by the program.

(1) The training program shall include all of the following subjects, at a minimum:

- (A) Principles of dialysis.
- (B) Care of patients with kidney failure, including interpersonal skills.
- (C) Dialysis procedures and documentation, including initiation, proper cannulation techniques, monitoring, and termination of dialysis.
- (D) Possible complications of dialysis.
- (E) Water treatment and dialysate preparation.
- (F) Infection control.
- (G) Safety.
- (H) Dialyzer reprocessing, if applicable.

(2) A community or corporate-based training program, or a training program offered by an educational institution, is acceptable if the program meets the requirements of this subdivision.

(3) A person employed as a hemodialysis technician by a hemodialysis clinic or unit for more than two years as of October 14, 2008, who does not have documentation of having successfully completed a training program meeting the requirements of this subdivision, shall be deemed to be in compliance with this subdivision by doing both of the following:

- (A) Passing a written exam, offered by a hemodialysis clinic or unit, or a community or corporate-based training program that meets the requirements of this chapter, covering the subjects listed in paragraph (1).

(B) Passing a skills checklist through observation by a registered nurse of the skills listed in paragraph (1)

(c) Successfully accomplish either of the following:

(1) Pass a standardized test that is approved by the department and that covers the subjects listed in paragraph (1) of subdivision (b) and in Section 1247.5. This test shall be administered in a proctored environment by an independent examiner. For purposes of this subdivision, independent examiners may include representatives appointed by End-Stage Renal Disease Network 17, End-Stage Renal Disease Network 18, the California Dialysis Council, or any private testing organization approved by the department for that purpose.

(2) Successfully pass an examination offered by a national, commercially available certification program for hemodialysis technicians which is approved for this purpose by the Centers for Medicare and Medicaid Services.

1247.62. (a) Except as provided in subdivision (b), Section 1247.6 shall not apply to a person certified by the department as a hemodialysis technician as of the operative date of this section.

(b) Notwithstanding Section 1247.63, the certification of a person described in subdivision (a) shall be valid until April 15, 2010. That person shall, on or before that date, obtain a new certification under Section 1247.61 in a manner prescribed by the department.

(c) This section shall become inoperative on July 1, 2010, and, as of January 1, 2011, is repealed, unless a later enacted statute, that becomes operative on or before January 1, 2011, deletes or extends the dates on which it becomes inoperative and is repealed. 1247.63.

(a) Certification of a hemodialysis technician issued by the department pursuant to subdivision (a) of Section 1247.6 shall be valid for four years.

(b) A certified hemodialysis technician applying for renewal of his or her certification shall submit proof that he or she has obtained 30 hours of in-service training or continuing education in dialysis care or general health care as a requirement for the renewal of his or her certification.

(c) An expired certification may be renewed at any time within two years after its expiration on the filing of an application for renewal and documentation of the required in-service education. 1247.64. A hemodialysis technician may obtain the in-service training or continuing education required by subdivision (b) of Section 1247.63 from one or more of the following sources:

(a) Health-related courses offered by accredited postsecondary institutions.

(b) Health-related courses offered by continuing education providers approved by the California Board of Registered Nursing.

(c) Health-related courses offered by recognized health associations if the department determines the courses to be acceptable.

(d) Health-related, employer-sponsored in-service training or continuing education programs.

1247.66. (a) The department may deny, suspend, or revoke the certification of a hemodialysis technician if it finds that the hemodialysis technician is not in compliance with this article, or any regulations adopted by the department to administer this article.

1247.66. (b) The department may deny, suspend, or revoke the certification of a hemodialysis technician for any of the following causes:

- (1) Unprofessional conduct, which includes incompetence or gross negligence in carrying out his or her usual functions.
- (2) Procuring a certificate by fraud, misrepresentation, or mistake.
- (3) Making or giving any false statement or information in conjunction with the application for issuance or renewal of a certificate.
- (4) Conviction of a crime substantially related to the qualifications, functions, and duties of a hemodialysis technician in which event the record of the conviction shall be conclusive evidence thereof.

1247.66 (c) In addition to other acts constituting unprofessional conduct within the meaning of this article, all of the following constitute unprofessional conduct:

- (1) Conviction for, or use of, any narcotic drug, as defined in Division 10 (commencing with Section 11000) of the Health and Safety Code, or any dangerous drug, as defined in Article 7 (commencing with Section 4211) of Chapter 9, or alcoholic beverages, to an extent or in a manner dangerous or injurious to the hemodialysis technician or any other person, or the public, to the extent that this use impairs the ability to conduct, with safety to the public, the practice of a hemodialysis technician.
- (2) Abuse, whether verbal, physical, or mental, of a patient in any setting where health care is being rendered.

1247.66 (d) Proceedings to deny, suspend, or revoke a certification under this article shall be conducted in accordance with Section 100171 of the Health and Safety Code. 1247.7. An employee in training shall be classified as a hemodialysis technician trainee and shall be under the immediate supervision of a licensed physician and surgeon or licensed registered nurse whenever involved in the treatment of a patient, as 1247.8. Each hemodialysis unit or clinic shall have information available for inspection by the department survey teams which verifies that the hemodialysis technicians employed at the unit or clinic meet the requirements of Section 1247.61.

1247.9. No person or entity shall provide chronic dialysis services to patients in this state unless the services are provided under the direction of a chronic dialysis clinic, licensed pursuant to Section 1204 of the Health and Safety Code, or a general acute care hospital, licensed pursuant to Section 1250 of the Health and Safety Code.

*Institution Ownership*

City Healthcare Institute, Inc. DBA Dialysis School of San Diego is a for-profit corporation incorporated in California. The corporation has never declared bankruptcy.

*Director of Education*

Rizalina Albano, RN, MSN, FNP-BC

*Bachelor of Science in Nursing, University of Texas Arlington,*

*Faculty*

Rizalina Albano, RN, MSN, FNP-BC

*Bachelor of Science in Nursing, University of Texas Arlington, 2012*  
*Master of Science in Nursing, Family Nurse Practitioner, 2016*  
Rizalina has been in the field of allied health since 1990.

Maria Concepcion Copon , RN, BSN  
*Associate Degree in Nursing, Grossmont College, 2009*  
*Doctor of Medicine, University of Santo Thomas, 1998*  
Maria has been in the field of allied health since 2002

Mary Ann Loyola, RN, BSN  
*Bachelor of Science in Nursing, University of Arlington, 2014*  
MaryAnn has been in the field of allied health since 2005.

### *Academic Calendar*

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

### Class Schedule

Tuesday 5:00 PM – 9:00 PM  
Thursday 5:00 PM – 9:00 PM  
Saturday 8:30 AM – 4:30 PM

### Academic Start Dates:

February 13, 2018  
May 22, 2018  
August 21, 2018  
November 6, 2018

### School Holiday 2018

New Year's Day	January 1
President's Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 12
Thanksgiving Day	November 22
Day after Thanksgiving	November 23

Winter Holidays will start from December 22, 2018 until January 2, 2019. Additional holidays or school closures may be declared at the discretion of the School Director.

I have received a copy of the Dialysis School of San Diego school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Date: \_\_\_\_\_