

American Dialysis College

Hemodialysis, Inc. is the sponsor of American Dialysis College. Hemodialysis, Inc. 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. 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.

In 1973 we established, with community leaders at Glendale Community College (GCC), the first RN and PCT training program in America. Today, that GCC course is the finest dialysis education in the country. The American federal government funded ESRD care in 1973. Though that legislation made dialysis available to all Americans through Medi-Care, the regulations from that legislation do not provide standards for education. For the GCC program, we provided the clinical setting for bedside training (practicum) in our dialysis facilities. We provided trained dialysis RNs for the practicum training. These RN educators sole duty was to train students. Today, we continue this type of practicum training.

American Dialysis College is a California for-profit corporation. Its missions and goals are to provide the finest patient care that is financially possible. These goals grow more insurmountable each year given the progressive reduction of reimbursement by all fiscal intermediaries. The nursing shortage we identified over thirty (30) years ago has increased substantially and inexorably.

We are pleased and proud to use GCC's hemodialysis training program as our template. Our program emphasizes bedside –practicum– teaching. We also provide an excellent truncated didactic portion of the GCC program.

Locations:

Hemodialysis Inc.

710 W Wilson Avenue
Glendale, California 91203
(818) 500-8736

Huntington Dialysis Center

806 South Fair Oaks Avenue
Pasadena, California 91105
(626) 792-0548

Holy Cross Renal Center

14901 Rinaldi Street, Suite 100
Mission Hills, California 91345
(818) 365-6961

Glendale Hemodialysis Facility

1560 East Chevy Chase Drive Suite 160
Glendale, California 91206
(818) 240-9970

Instructor

Mysliviec, Karen

Education: Vocational Teacher Education Lifetime Credential (Nursing) – University of California, Los Angeles, CA
RN – Glendale Community College

Experience: Didactic/Clinical Instructor of Hemodialysis – Glendale Community College
Peritoneal Dialysis, RN
Mobile Acute, RN

Facilities

The school facilities have been designed for training students in the health care field. The modern buildings are air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment.

Employment Opportunities in ESRD

ESRD is over a 20 billion dollar health-care enterprise in America and grows by over one billion dollars each year. Dialysis as a health-care provider offers an almost unlimited set of employment opportunities for many health-care workers.

Practicum Based Hemodialysis Training

The Practicum Based Hemodialysis Program's objective is to 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. 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.

The combination of introduced skills taught in this program will prepare students for the ever-changing and highly technological field of Hemodialysis. Students study all 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 Practicum Based Hemodialysis Program is a 404 Clock Hour/15 Credit Unit course of study, consisting of learning units. Students are required to complete all lecture topics (122 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 282 Clock Hours of hands-on experience working in the field of dialysis. Students will receive a diploma upon successful completion of the Practicum Based Hemodialysis Program.

Program Outline

Course Number	Course Title	Clock Hours
	<u>Lecture Topics</u>	
01	Principles of Dialysis – Dialysis Overview	4.5
02	Cardiovascular System Overview	4.5
03	Blood	4.5

04	Fluid & Electrolyte Balance	4.5
05	Fluid Delivery System	4.5
06	Dialyzers	4.5
07	Composition of Dialysate	4.5
08	Renal Anatomy & Physiology	4.5
09	Renal Failure & Treatment Options	4.5
10	Water Treatment	4.5
11	Dialyzer Reuse	4.5
12	Bacteriology & Infection Control	4.5
13	Hepatitis & Other Infectious Diseases	4.5
14	Anticoagulation Therapy	4.5
15	Renal Diet & Blood Chemistries	4.5
16	Anemia	4.5
17	Monitors	4.5
18	Access to the Circulation	4.5
19	Blood Pressure, Weight Change & Ultrafiltration	4.5
20	Cardiovascular Complications	4.5
21	Renal Osteodystrophy	4
22	Adequacy of Hemodialysis	4
23	Psychosocial & Financial Aspects	4
24	Renal Transplantation	4
25	Peritoneal Dialysis	4
26	Allied Health	4
27	Midterm Written Examination	4
28	Final Written Examination	4
 <u><i>Practicum – Clinical Instruction</i></u>		
29	Vital Signs	14
30	Charting & Documentation	14
31	Fluid Delivery System Operation	15
32	Infection Control	14
33	Conductivity Tests	14
34	Medications – Administration	14
35	Dialyzers	15
36	Safety Tests	14
37	Dialysate Circuit Monitors	14
38	Blood Circuit Monitors	14
39	Fluid Management	14
40	Anticoagulation Therapy	14
41	Pre-Dialysis Patient Assessment	14
42	Initiating Dialysis	14
43	Monitoring During Dialysis	14
44	Access to the Circulation – AV Fistulae/Grafts, Venous Catheters	14
45	Concluding Dialysis	14
46	Post-Dialysis Patient Assessment	14
47	Dialysis Related Problems	14
48	Laboratory Studies – Performance & Interpretation	14

*****Total Clock Hours = 404**

****No program changes shall be made without Bureau approval.***

Major Equipment

Classroom Model of Kidney
Portable CPR Manikins
Sphygmomanometers with B/P Cuffs
Venipuncture Training Arm
Dialysis Machine

Admission Requirements

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.

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

Educational Requirements include:

- (a) Be at least 18 years of age;
- (b) Be able to read, write, speak and understand English language;
- (c) Pass the college placement test/entrance exams;
- (d) High School graduate or equivalent for non-nurses or current California RN license or current California LVN license. IV Therapy Certification required for LVNs

Admission Requirements include:

- (d) No prior criminal record or drug abuse problem;
- (e) Submit health standards documentation (see Health Standards Policy);
- (f) Copy of current cardiopulmonary resuscitation (CPR) card;
- (g) Copy of Malpractice Insurance purchased through the insurance carrier for the school
- (h) Pass the wonderlic test (passing grade is 30)

American Dialysis College does not offer training in English as a Second Language.

Textbook Policy

The didactic for this course consists of both formal lectures and the curriculum course consisting of three (3) books especially written for End Stage Renal Disease (ESRD) health-care personnel. These three (3) books are:

- Hemodialysis Nursing Syllabus \$145.00
- Principles of Dialysis \$ 75.00
- Blood & Uremia \$ 85.00

The general course material is contained in the above three (3) books which you are required to purchase prior to beginning the training. All are authored by Joanne D Pittard MS, RN and edited by John R De Palma, MD. Since this course is an in-depth practicum, it is important that the student read, study, and know the contents of all of the above books.

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 meet the health standards. This program requires the following:

Test	Comments						
1. Hepatitis B surface antibody blood test (Anti-HBs)	A positive hepatitis B surface antibody test implies exposure to the hepatitis B virus. This occurs if you are immune or have had the vaccine series which makes you immune to Hepatitis B.						
2. Hepatitis B surface antigen blood test (HBsAg)	A positive hepatitis B surface antigen test implies 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	<p>If this test is positive, you must submit the following additional information:</p> <p style="padding-left: 40px;">a negative blood test for the Hepatitis B “e” antigen (HBeAg). This test determines if you are infectious.</p> <p>And</p> <p style="padding-left: 40px;">a letter from a physician that specializes in infectious diseases and/or liver disease stating that you are not infectious. You will not be allowed into the clinical areas without this documentation. Be advised, the corporate medical director will review all data. Submitting a note scribbled on a prescription form will require you to make another trip to the physician to obtain a formal letter legibly signed by the physician</p>						
4. ALT/SGPT blood test	Must be within normal limits. To be done within ninety (90) days of the program start date. If this blood test is elevated, follow the protocol below.						
5. Tuberculin (TB) skin test or chest film	Must be negative within twelve (12) months of the program start date.						
6. Physical examination	<p>Performed within ninety (90) days of the program start date. To be completed by your physician or qualified nurse practitioner stating that:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 5%; text-align: center;">1</td><td>You are in good health.</td></tr> <tr> <td style="text-align: center;">2</td><td>You have no contagious diseases.</td></tr> <tr> <td style="text-align: center;">3</td><td>You have no physical limitations.</td></tr> </table>	1	You are in good health.	2	You have no contagious diseases.	3	You have no physical limitations.
1	You are in good health.						
2	You have no contagious diseases.						
3	You have no physical limitations.						

Students are encouraged to be vaccinated with the Hepatitis B vaccine series prior to entering the dialysis program, if your Anti-HBs is negative. You are advised to make copies of all documents prior to submitting them to the college. Future employers will be asking for this documentation.

If you have an Elevated Serum Enzyme Test

Elevation of one or more of the following liver enzyme blood tests above normal:

- ALT (Alanine Transaminase)
- SGPT (Serum Glutamic-Pyruvic Transaminase)
- SGOT

- AST

usually means some type of inflammation due to a viral infection or other contagious disease. Elevation of any of these enzymes may mean liver inflammation with infection. The particular enzymes ALT or SGPT are more selective for liver inflammation.

The most common causes of an elevated blood ALT/SGPT are:

- Alcohol use
- Viral, infectious, or toxic hepatitis

Grading or Evaluation Criteria

American Dialysis College uses a letter grade and cumulative grade point average system to evaluate academic performance. Students are given grade-completed course. Grading is based on classroom performance, outside assignment, and periodic examinations. The school's grading system for each subject in all programs is:

90 - 100	(A)
80 - 89	(B)
70 - 79	(C)
<70	Fail

Grade point average required for certifying completion of each program is a minimum cumulative passing grade of 70%.

Evaluation criteria: (1) a comprehensive written midterm and final examination; (2) clinical performance evaluation. Each student will receive a written evaluation from the clinical instructor at the completion of the training program. The basis for the clinical grade is on the student's ability to:

- (a) Exhibit satisfactory work habits in the patient care environment.
 - (b) Perform tasks with mechanical adaptability and skills, according to procedure within a specific time period.
 - (c) Apply basic knowledge, theory and principles behind each procedure.
- (3) Progress report – midway, if progress is unsatisfactory

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. The College shall reserve the right to review written complaint and make a determination of the action to be taken, whether the result shall be dismissal of the charge, probation, 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, or the College in general shall

be dismissed after a thorough investigation. A minimum of 400 hours of training is required by the State of California Department of Health Services to qualify for State Certification as a Hemodialysis Patient Care Technician (PCT).

Tuition and Fees

Practicum Based Hemodialysis Program fees are Five thousand and four hundred twenty five dollars (\$ 5,425.00); payable prior to the first day of training. The cost of the books is an additional three hundred and five dollars (\$ 305.00). A refundable seventy-five dollar (\$ 75.00) registration fee is required if a student desires to reserve places that cannot be made available to other students. Uniform (see Uniform Policy) and Health standards documentation shall be provided by students prior to start of class. Equipment shall be provided by the College.

Notice of Cancellation

The student has the right to cancel the enrollment agreement until midnight of the fifth business day following the first scheduled class session. 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 deposited in the mail, properly addressed with postage prepaid. The College will receive a total refund of all charges paid by the student, including the textbook costs (if returned in good condition), within thirty (30) days after it receives the notice of cancellation.

Notice of Refund

Any monies due the applicant or student will be refunded within thirty (30) days of the date of withdrawal or termination. A withdrawal is considered to have occurred if the student fails to attend scheduled classes for ten (10) consecutive school days. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding; any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

Bureau for Private Postsecondary and Vocational Education Refund Policy

The school will earn tuition on a pro-rata basis for those students enrolled in diploma programs. Refunds are based on the portion of the program not completed measured in terms of the total number of weeks in the student's program of study. The amount paid for instruction includes tuition but does not include equipment charges or other costs incurred by the student. Refunds will be calculated as follows:

Hypothetical Refund Example:

Assume that a student upon enrollment in a 400 hour course pays \$5,425.00 for tuition and \$75.00 for registration, (American Dialysis College does not loan equipment to students therefore not charging students for any equipment) and withdraws after completing 100 hours. The pro rata refund to the student would be \$4,068.75 based on the calculation stated below.

Tuition Amount (Excluding Registration Fee)		Number of Clock Hours Paid For but not Received		Number of Clock Hours Paid For		Amount of Tuition to be Refunded
\$5,425.00	X	300	/	400	=	4,068.75

Student Tuition Recovery Fund

California law requires that this institution pay a fee each time a student enrolls. 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.

To qualify for an STRF reimbursement, applicants must be California residents and must have resided in California at the time the enrollment agreement was signed, or when they received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of receiving an education, specifically those who hold student visas, are not considered California residents. A student is not eligible for protection under and recovery from the Student Tuition Recovery Fund if he/she is not a resident of California or if the student's costs are paid by a third party.

Students seeking an STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school has closed. If students do not receive a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, students must file an STRF application within two years of the final judgment.

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.

Student Complaint Procedure

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.

Student Record Retention Policy

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.

Uniform Policy

The hemodialysis facilities are patient care areas. All personnel working in this environment must dress appropriately and professionally. You will be dismissed from the clinical area for non-compliance with the uniform policy. Policies pertain to both women and men:

- Nursing uniform or scrubs (color & prints optional). Scrub uniforms and/or name tags are not to be labeled with the ownership of any hospital or institution. You will not be allowed to wear them.

- Shoes – white duty type; closed toe, thick sole & puncture proof.
- Lab coat – white and knee length to cover up when leaving dialysis clinic.
- Name-tag to be worn daily – photo ID is mandatory and can be obtained at the Student Services Office
- Stethoscope
- Face Shield/Visor – may be purchased at Student Services Office
- Watch with second hand.
- Tourniquet (Velcro type-closure) – may be purchased at Student Services Office
- Pocket Calculator
- Hair neatly combed. Hair longer than collar length must be neatly contained.
- Jewelry – limited and appropriate for health-care setting.
- Make-up, cologne and after-shave lotion – appropriate for health-care setting.
- Facial hair (men) – neatly trimmed.

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 are 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, academic or research, or support staff

position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be release. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

"NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL

Units you earn in our Practicum Based Hemodialysis Training program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Practicum Based Hemodialysis Training program, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university."

This institution has received a temporary approval to operate from the Bureau for Private Postsecondary and Vocational Education ("Bureau"). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Sections 94900(a) or 94915 (a) and (b), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis.