



**KAISER PERMANENTE®**

# SCHOOL *of* ALLIED HEALTH SCIENCES

## **KPSAHS CATALOG** **Effective Years: 2011 -2013**

**KPSAHS**

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***“The School of Choice!”***  
***“Learn, Achieve, Thrive!”***



**KAISER PERMANENTE®**

# SCHOOL *of* ALLIED HEALTH SCIENCES

## **About this Catalog**

Students are expected to be familiar with the information in the Catalog and other publications relating to student attendance and conduct.

Since this Catalog is prepared in advance of the period of time it covers, changes in programs and regulations may occur. All policies are subject to revision as necessary. Any changes or additions to this catalog will be made in writing and will be provided to all students. These policies are specific to the KPSAHS programs and are intended to supplement the policies of the clinical educational affiliates.

## **Catalog Rights**

Graduation requirements are determined according to the catalog in effect at the time of first enrollment.

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# 2012 ACADEMIC CALENDAR<sup>1</sup>

Quarter	First Day of Quarter	Last Day of Class	Final Exams	Inter-Quarter Break Period	Observed Holidays
<i>Winter</i>	January 3 , 2012	March 16, 2012	March 19-23, 2012	March 26-30, 2012	MLK Birthday January 16, 2012 (closed to public) President's Day February 20, 2012
<i>Spring</i>	April 2, 2012	June 15, 2012	June 18-22, 2012	June 25-29, 2012	Memorial Day May 28, 2012
<i>Summer</i>	July 2, 2012	September 14, 2012	September 17-21, 2012 KPSAHS Graduation September 20, 2012	September 24-28, 2012	Independence Day July 4, 2012 Labor Day September 3, 2012 KPSAHS Graduation September 20, 2012 (closed to public)
<i>Fall</i>	October 1, 2012	December 14, 2012	December 17-21, 2012	December 24, 2012 through January 1, 2013	Thanksgiving Nov 22-23, 2012 (closed to public) December 24, 2012 through January 1, 2013 (closed to public)

<sup>1</sup> Dates are subject to change due to KPSAHS events. KPSAHS may observe additional holidays.

## 2013 ACADEMIC CALENDAR<sup>2</sup>

Quarter	First Day of Quarter	Last Day of Class	Final Exams	Inter-Quarter Break Period	Observed Holidays
<i>Winter</i>	January 2, 2013	March 15, 2013	March 18-22, 2013	March 25-29, 2013	MLK Birthday January 21, 2013 (closed to public) President's Day February 18, 2013
<i>Spring</i>	April 1, 2013	June 14, 2013	June 17-21, 2013	June 24-28, 2013	Memorial Day May 27, 2013
<i>Summer</i>	July 1, 2013	September 13, 2013	September 16-20, 2013 KPSAHS Graduation September 19, 2013	September 23-27, 2013	Independence Day July 4, 2013 July 5, 2013 (closed to public) Labor Day September 2 KPSAHS Graduation September 19 (closed to public)
<i>Fall</i>	September 30, 2013	December 13, 2013	December 16-20, 2013	December 23, 2013 through January 3, 2014	Thanksgiving November 28-29, 2013 (closed to public) December 23, 2013 through January 3, 2014 (closed to public)

<sup>2</sup> Dates are subject to change due to KPSAHS events. KPSAHS may observe additional holidays.

# KPSAHS GENERAL INFORMATION

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## Mission Statement

The mission of Kaiser Permanente School of Allied Health Sciences (“KPSAHS”) is to prepare qualified professionals for delivery of health care services, through traditional education methods and distance learning, with a concentration on demonstrated competencies developed through clinical practice. Graduates are prepared to sit for the examinations administered by the licensing, certifying, or registering body within the applicable field of study.

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## Purpose

KPSAHS will provide its community access to the educational programs and services in order to strengthen the economic and social environment, and add cultural diversity. The institution will support lifelong educational development to meet the needs, interests, and abilities of its students. KPSAHS will offer quality programs and services that are responsive to identified needs, flexible, and will maintain an organization review that verifies and improves education effectiveness and ensures successful outcomes of its graduates.

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## KPSAHS Goals for Quality of Educational Services

KPSAHS holds all programs and courses accountable to the responsibility of guiding students toward the achievement of educational goals, and strives for excellence in documentation of the assessment of student learning.

Therefore, KPSAHS administration, faculty, and staff will ensure that students:

- Receive the quality educational experience, through program curricula and teaching skills, to provide them with the knowledge and ability to perform successfully in their field of choice.
  - Are provided opportunities to develop skills in; team building, critical thinking, cultural sensitivity, and effective communication.
  - Engage in clinical experiences to instill appropriate attitudes, to foster affective growth in providing care and to respond to the needs of a diverse service population.
  - Experience promotion of professional growth and life-long learning, with emphasis on ethical behavior, in all aspects of the educational experience.
- 

## Institutional Learning Outcomes

The successful graduate of KPSAHS embodies the following attributes:

- Acquire knowledge in the field of study validated through professional recognition in the industry – competency-based instruction.
- Acquire education that is integrative, applied, and job-focused, in disciplines that are sustainable and include ever-evolving skills sets.
- Demonstrate the ability to differentiate between alternative courses of action, based on data-informed decision-making and critical thinking skills.
- Demonstrate effective communication to understand, appreciate, and relate effectively with a culturally-diverse population of health-care recipients.
- Apply professionalism, integrity, and high ethical standards in the work-place.

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## **HISTORY**

The Kaiser Permanente School of Allied Health Sciences (KPSAHS) was established in 1989 as a hospital-based School of Radiology, fully accredited by the Joint Committee on Education in Radiologic Technology (JRCERT). The first campus was located at 1025 MacDonald Avenue in Richmond, CA, and was developed to meet the demands of technologist shortages and provide community outreach and vocational training.

In response to Kaiser's needs and regulatory changes, advance certificate programs in mammography, fluoroscopy, and venipuncture were developed in 1995. In 2000, a Diagnostic Medical Sonography program (general concentration) was developed and implemented, along with a Nuclear Medicine Technology program following in 2002. Due to the growth of enrollment, the School relocated to 325 Harbour Way in Richmond. The name of the School changed to Kaiser Permanente School of Allied Health Sciences to reflect a changing program mix and long-term strategic plans.

In 2003, the School relocated to its present location at 938 Marina Way South in Richmond, CA to accommodate further student enrollment growth. In the same year, KPSAHS was granted approval to operate as a vocational school by the California Bureau of Private Post-Secondary and Vocational Education. A phlebotomy certificate program was also developed and implemented that year. In 2004, a Radiation Therapy Program was implemented, with the Diagnostic Medical Sonography program (cardiac concentration) following in 2010.

In 2011, KPSAHS opened a branch campus in Stockton, California to better serve students from the Central Valley and San Joaquin communities. The Stockton branch campus offers educational programs in Radiography, Sonography (general concentration), and Phlebotomy.

KPSAHS provides educational programs and promotes learning to develop a skilled allied health work force, and to improve the quality and access of health care services in the communities it serves. To assist students achieve these outcomes, KPSAHS, as the "School of Choice", provides quality teaching, curriculum and support services. Further, KPSAHS utilizes current technology in the classrooms and laboratory settings including; computer-based training, clinical simulators, and videoconference equipment for distance learning.

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## **ORGANIZATION STRUCTURE**

### **Kaiser Permanente Medical Group and Kaiser Foundation Hospitals**

Kaiser Permanente was founded in 1945 and offers the nation's largest nonprofit health plan, extending across nine states and the District of Columbia. Kaiser Permanente serves over three million members in Northern California and provides full-service clinical partners for our educational programs throughout the greater Bay Area and Sacramento regions. Kaiser Permanente aspires to be the world leader in improving health through affordable, integrated care. Its strong social mission and an enduring partnership between our health plan and our medical groups distinguish Kaiser Permanente.

### **Ownership**

KPSAHS is an operating department within a type "C" Corporation of The Permanente Medical Group, Inc. ("TPMG").

## PROGRAM ACCREDITATIONS AND APPROVALS

### Programmatic Accreditation

Organization	Address	Accreditation Status and Accredited Programs
<i>California Department of Public Health (CDPH)</i>	California Department of Public Health, MS 7610 P.O. Box 997414 Sacramento, CA 95899-7414 Phone (916) 327-5106	The Program is a recognized provider of education in Radiologic Technology by the California Department of Health Services, California Department of Public Health. Radiology School Code: 0028 Fluoroscopy School Code: 0099 Mammography School Code: 0013 Radiation Therapy School Code: 0060
<i>Joint Review Committee on Education in Radiologic Technology (JRCERT)</i>	20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182 Phone: (312) 704-5300 E-mail: <a href="mailto:mail@jrcert.org">mail@jrcert.org</a>	Radiography Program JRCERT Program Number: 47850000 Radiation Therapy Program JRCERT Program Number: 09090000
<i>Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)</i>	6021 University Blvd. Suite 500 Ellicott City, MD 21043 (443) 973-3251 <a href="mailto:jrc-dms@jcahpo.org">jrc-dms@jcahpo.org</a> <a href="http://www.jrcdms.org">www.jrcdms.org</a>	Diagnostic Medical Sonography Program (General Concentration/Cardiac Concentration) JRC-DMS Program Number: 110109
<i>The Commission on Accreditation of Allied Health Education Programs (CAAHEP)</i>	1361 Park Street Clearwater, FL 33756 Phone: (727) 210-2350	The Commission on Accreditation of Allied Health Education Programs (CAAHEP) certifies that the Diagnostic Medical Sonography Program (General Concentration/Cardiac Concentration) has completed an accreditation review and is judged to be in compliance with the nationally established standards.
<i>Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)</i>	2000 W. Danforth Rd., Ste. 130 #203 Edmond, OK 73003 Telephone: (405) 285-0546 Email: <a href="mailto:jrcnmt@coxinet.net">jrcnmt@coxinet.net</a>	Nuclear Medicine Program JRCNMT Program Code: 905860
<i>State of California Department of Public Health. Laboratory Field Services</i>	East Bay District Office 850 Marina Bay Parkway Building P, 1st Floor Richmond, CA 94804	Phlebotomy Program

### Institutional Recognition

Kaiser Permanente School of Allied Health Sciences (KPSAHS) has received institutional approval to operate as a degree granting institution from the Bureau for Private Postsecondary Education (BPPE). The Bureau has determined that this institution's operational plan complies with the minimum standards contained in the California Education Code and the California Code of Regulations.

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## Locations

### ***RICHMOND MAIN CAMPUS***

938 Marina Way South  
Richmond CA 94804



### ***STOCKTON BRANCH CAMPUS***

612 East Magnolia Street  
Stockton, CA 95202



NOTE: Please visit our Website for driving directions.

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## **ADMINISTRATION AND FACULTY**

### **Board of Directors**

**Darryl Jones, M.D.**

*Transitional and Interim Chair  
KPSAHS Medical Director and Staff Radiologist  
Kaiser Permanente*

**Claire Bender, M.D.**

*Dean  
Mayo School of Health Sciences*

**Raymond Dougherty, M.D.**

*Professor and Department Chair, Radiology  
University of California, Davis*

**Ruth Goldstein, M.D.**

*Chief of Diagnostic Ultrasound, Radiology  
University of California, San Francisco*

**Rosemary Viramontes-Pineda**

*Employment Program Manager  
City of Richmond*

**John Rego, M.D.**

*Chief of Radiology  
Kaiser Permanente, San Francisco  
Chair for Regional Radiology Chiefs  
Northern California*

**Victoria O’Gorman**

*Medical Group Administrator  
The Permanente Medical Group (TPMG),  
Greater Southern Alameda Area (GSAA)*

**Correspondence with the Board of Directors should be directed to:**

Co Board Chairperson  
938 Marina Way South  
Richmond, CA 94804

### **Administration**

**Darryl Jones, M.D.**

*Medical Director*

**James Fitzgibbon**

*Regional School Administrator*

**Tan Knight**

*Associate Regional School Administrator*

**Gregory Wheeler**

*Director of Academic Affairs*

**Mary McDonald**

*Associate Director of Finance*

### **Pro Contact Information**

Kaiser Permanente School of Allied Health Sciences  
938 Marina Way South  
(510) 231-5000 Main 1-888-299-0077  
(510) 231-5001 Fax  
[www.kpsahs.org](http://www.kpsahs.org)

### **The Program Staff**

- Program Director provides leadership and is directly in charge of program operations.
- Program Medical Advisor provides medical/clinical expertise to the program.
- Educators/Clinical Coordinators and Learning Consultants develop and deliver instructional services, coordinate program clinical education, conduct clinical site visits, and serve as liaisons between the program and the clinical education sites.

### **Academic Personnel**

#### **Kelly Angel, M.Ed., CRT (M) (F), RT (R) (M) (CT) (MR)**

*Radiography Program Director*

M.Ed., Norwich University, Northfield, VT

B.S., Florida Hospital College of Health Sciences, Orlando, FL

A.S., Fresno City College, CA

#### **Bert C. Christensen, B.S., CRT (R) (T), RT (R) (T)**

*Educator/Clinical Coordinator*

*Radiation Therapy/Short Term Programs*

B.S., Weber State University, Ogden, UT

#### **Debra Crandell, B.S., RDMS**

*Co-Program Director*

*Sonography Program*

B.S. California State University, San Bernardino

A.S., Chaffey College, Alta Loma, CA

#### **Jamil Cuffie, BS, CNMT, RT (N), RT (R)**

*Educator/Clinical Coordinator*

*Radiography Program*

B.S., Park University, Parkville, MO

A.A., USAF Community College, Travis AFB, CA

#### **Steve Diaz, BVE, CRT (F), RT (R)**

*Assistant Radiography Program Director*

BVE, California State University, Sacramento, CA

Radiography Certificate, Kaiser Permanente School of Allied Health Sciences, Richmond, CA

#### **Michelle Henderson, B.S., CRT, RT(R)**

*Educator/Clinical Coordinator*

*Radiography Program*

Florida Hospital College of Health Sciences, Orlando, FL

Radiologic Technology Certificate,

St. Francis Medical Center, School of Radiologic Technologists, Lynnwood, CA

#### **Helen Hsu, B.A., RDMS, RVT**

*Educator/Clinical Coordinator*

*Sonography Program*

B.A., University of California Davis, CA

RDMS, Kaiser Permanente School of Allied Health Sciences, Richmond, CA

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A.A., Contra Costa College, San Pablo, CA

Laboratory Assistant/Phlebotomy Certificate, Laney College, Oakland, CA

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## **Facilities and Equipment**

KPSAHS is located at 938 Marina Way South, Richmond, California. The school occupies an area that is approximately 30,000 square feet and is divided into an administrative side and an academic side.

The administrative suite is comprised of twenty-eight (28) private offices for administrators, program directors and instructors, five (5) cubicles for support staff, locked student file storeroom, two (2) general storerooms, mailroom, multi-media room, bathrooms, and one (1) conference room.

The academic side is comprised of six (6) classrooms, six (6) labs, one (1) computer lab, one (1) lecture hall that can be divided into three (3) smaller rooms, library, a student break room, admissions & records office, student services office, and bathrooms. The student break room is equipped with two (2) refrigerators, four (4) microwave ovens, two (2) vending machines, and a water cooler with an ice maker.

Classrooms can accommodate from 20 to 50 students. Some classrooms are equipped with state of the art interactive video conference equipment, VCR, DVD, dry-erase writing boards, LCD projectors, document camera, and computers that link to Kaiser's internal network and the World Wide Web. The video conference equipment allows for instruction to our branch campus. The computer lab contains twenty-two (22) computers connected to the Kaiser Permanente intranet and the World Wide Web.

Skeletal, torso and organ models are featured in each classroom and lab to facilitate visual learning. Each lab also contains active equipment which is utilized to simulate the clinical setting. Positioning labs and phantoms are provided to aid in the educational process.

## **Classroom Space at Branch Campus Location**

KPSAHS utilizes additional classroom space at its branch campus location. Students at the branch campus receive identical didactic instruction as students at the main Richmond Campus. Due to the limited amount of classroom space at the branch campus, it may be necessary to assign students to these sites on a lottery basis. Assignment of students to this site is performed as follows:

- Students will be surveyed regarding the use of the branch classroom.
- If the number of students who request the branch classroom exceeds capacity, assignment will be made by lottery.
- The lottery will be held during the orientation period prior to start of the program.
- All interested students will be assigned an identification number.
- The numbers will be placed in a container and withdrawn one at a time
- Numbers will be drawn until all available space has been filled.
- Students who are assigned to the branch classroom may not exchange their assignment with any other student in the program.
- Students who are assigned to a branch classroom are required to perform all of their didactic studies at that campus.
- If an opening occurs at a branch classroom, or a student assigned to a branch classroom wants to give up their assignment, the reassignment of the opening is the responsibility of the Program Director. The student may not offer or give their assignment to another student in the program.
- If an opening occurs during the course of the program, the reassignment of the opening will be made according to the procedures stated in this policy.
- Students are allowed only one transfer among classrooms for the duration of the program.
- All selections are final.
- Assignments are for the entire length of the program.

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# PROGRAMS OF STUDY



## Radiography

### Program Staff

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Assistant Program Director:	Steve Diaz, BVE, CRT (F), RT (R)
Faculty:	Jamil Cuffie, BS, CNMT, RT (N), RT (R) Michelle Henderson, BS, CRT, RT(R) Audrey Lee, BA, CRT (F) (M), RT (R) (CT) Lindsey Swift, BA, CRT (F), RT (R)

### Mission Statement

The Diagnostic Radiography Program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The mission of the Diagnostic Radiography program is to produce competent, compassionate, and responsible Allied Health professionals to a diverse student population. This mission will be accomplished with a faculty dedicated to providing an education at the highest standards. Our program will provide a wide variety of learning opportunities in the didactic, laboratory and clinical settings at state-of-the-art facilities.

### Program Description (Day Track)

The 24-month (8-quarter) continuous Radiography program provides didactic and clinical education in Radiography. Clinical education occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance

The 24-month (8-quarter) continuous Radiography program provides didactic and clinical education in Radiography. Clinical education occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance

The 24-month (8-quarter) continuous Radiography program provides didactic and clinical education in Radiography. Clinical education occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Upon completion of this program, graduates are eligible to sit for state and national certification examinations

### Program Description (Evening Track)

The 27-month (9-quarter) continuous Radiography program provides didactic and clinical education for potential Radiographers. Clinical education occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

The 27-month (9-quarter) continuous Radiography program provides didactic and clinical education for potential Radiographers. Clinical education occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

### **Educational Learning Outcomes of the Radiography Program**

- Prepare students to pass the state and national examinations.
- Students will be able to demonstrate the skills and behaviors needed to be an entry level Radiographer.
- Students will demonstrate a commitment to personal and professional growth.
- Function in a professional and ethical manner.

### **Radiographer Duties**

The radiographer is responsible for producing diagnostic images using various types of x-ray producing equipment and image-processing and recording devices.

### **Prerequisite Requirements**

All prerequisite requirements **must be completed prior to applying** to the program.

Must possess a high school diploma or the equivalent.

All applicants must have completed the following college level courses with a minimum of 3 semesters or 4 quarter credits and a grade of “C” or better.

- Intermediate Algebra
- Human Anatomy & Physiology with a lab (college level)
- Written Communication
- Oral Communication
- Computer Science

The following courses are suggested additional courses (college level):

- Medical Terminology
- Human Biology
- Social Sciences
- Arts/Humanities

NOTE: All foreign diplomas and transcripts must include a notarized translation in English and must be evaluated by a foreign transcript agency prior to submission.

### **Physical Requirements**

- Stand and/or walk up to 8 hours throughout an 8-hour shift.
- Lift and move a maximum of a 290-pound patient in a 2-person/3-person transfer.
- Must be able to operate and manipulate all radiography equipment.
- Reach above shoulders up to 6 hours throughout an 8-hour shift.
- Reach forward 18 inches holding an object up to 15 pounds.
- Bend, crouch, or stoop 20 times per hour.
- Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building.
- Move loads of up to 45 pounds 25 times per hour.

## **Graduation Requirements**

To graduate with a certificate of completion from any of the KPSAHS programs, students are required to successfully complete all didactic, lab, and clinical education courses and hours, including co-requisites if applicable. In addition, all financial obligations to the program must be fulfilled.

Completion of the Program is a prerequisite for eligibility to sit for the State of California and American Registry of Radiologic Technologists (ARRT) licensure examinations.

State of California Certification from the California Department of Public Health is required for radiographers and therapists to work in California. Examination options can vary and details regarding this will be discussed with second-year students prior to application for this examination. Therapy students must complete the entire program for testing eligibility.

### **Radiography Program Courses**

#### **RAD 100: Radiographic Procedures I**

3 Credits

This course is designed to provide the first-year student with a working knowledge of routine radiographic positioning for visualization of the chest, abdomen, and bones of the upper and lower extremities (excluding the shoulder and pelvic girdle). Terminology, accessory devices, equipment used in radiographic procedures, and the application of protective devices will be discussed. To develop the student's critical thinking skills, radiographic phantoms will be used to demonstrate the principles of exposure. The group process will be used to demonstrate and practice radiographic positioning and critique.

#### **RAD 101: Radiographic Physics**

3 credits

This course presents the first-year student with the principles of physics relevant to the production of x-rays. The course includes the following subject areas: fundamental physics concepts, mass-energy relationship, atomic structure, electromagnetic radiation, magnetism and devices, electricity and devices, design of x-ray producing devices, primary control factors, and the fundamental principles of radiation protection.

#### **RAD 102: Introduction to Medical Imaging**

3 credits

This course is designed to provide first-year students with an overview of the diagnostic imaging profession and those factors which impact the technologist in his/her ability to produce imaging media of the highest quality. Discussion will include: allied health education, the roles and expectations of all members of the health care team, ethical behavior, medical-legal obligations, liabilities, interpersonal communication, inter and intra personal behavior, basic radiation safety principles, hospital departmental organizational, licensure, labor unions, Diversity, Age Specific Competency, political and social change within the health care environment, standard precautions, disease control and transmission and general preparation for entry into the clinical environment

#### **RAD 103: Medical Terminology**

3 credits

Medical Terminology is the study of the language of medicine. All those who practice in the medical field need a common language and knowledge base in order to effectively communicate.

#### **RAD 104: Clinical Education I**

2 Credits

This course presents the first-year student with an introduction to the clinical environment (to be carried out in an assigned clinical site). Emphasis is placed on patient care and positioning in addition to conducting an orientation to the hospital and radiology department, patient registration, appointment scheduling, medical records, darkroom/film processing area, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

**RAD 200: Radiographic Procedures II**

3 credits

This course is designed to provide the first-year student with a working knowledge of routine radiographic positioning for visualization of the shoulder girdle, pelvic girdle, and axial skeleton excluding the skull. Terminology, accessory devices, equipment used in radiographic procedures, and the application of protective devices will be discussed. To develop the student's critical thinking skills, radiographic phantoms may be used to demonstrate the principles of exposure. The group process will be used to demonstrate and practice radiographic positioning, critique radiographs, and learn good departmental principles and practice.

**RAD 201: Image Production I**

3 credits

This course is designed to introduce the first-year student to the clinical applications of imaging systems to include grid characteristics, radiographic film, intensifying screens, and the principles of image processing. Students will be introduced to the characteristics of x-rays, x-ray production, x-ray emission and interaction with matter. Scatter radiation, its effects on the finished radiograph, and methods of controlling scatter radiation are discussed. Primary controlling factors will be presented in the context of their influence on x-ray beam characteristics and minimizing patient dose.

**RAD 202: Patient Care Procedures**

3 credits

This course builds on materials introduced in the introductory course, especially information dealing with patient care, aseptic technique and disease transmission. With respect to disease transmission and epidemiological field approach for evaluation is used. Information about risk factors is introduced, and finally contrast media, medications, vital signs and emergency care of patients is discussed.

**RAD 203: Clinical Education II**

5 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 300: Radiographic Procedures III**

3 credits

This course is designed to provide the first-year student with a working knowledge of routine radiographic positioning for visualization of the cranium, and facial bones. Terminology, accessory devices, equipment used in radiographic procedures, and the application of protective devices will be discussed. To develop the student's critical thinking skills, radiographic phantoms will be used to demonstrate the principles of exposure. The group process will be used to demonstrate and practice radiographic positioning, critique radiographs, and learn good departmental principles and practice.

**RAD 301: Image Production II**

3 credits

This course is designed to provide first-year students with a working knowledge of factors that govern and influence the production of radiographic images. Laboratory materials are utilized to demonstrate the clinical applications of theoretical principles and concepts.

**RAD 302: Computer Applications in Medical Imaging**

3 credits

This course is designed to introduce the student to the fundamental principles of computer technology and how they interface with diagnostic imaging. This course provides a broad framework for understanding the technical aspects of computers, which would lay the foundation needed for use in the radiology department. Because Computed Radiography (CR) and Digital Radiography (DR) are rapidly replacing traditional film based systems, imaging technologists will need to understand these new technologies. This course addresses those new technologies. The course provides students with an in-depth knowledge of the technologies behind CR and DR, digital image formation, processing, and quality. Discussion will include technique selection for exposure and Quality Control. The course answers many of the questions a new imaging technologist may have concerning higher or lower dose with digital systems as compared to traditional imaging systems. Also discussed will be retakes versus image post processing, grids, and artifacts. This course will assume that the student has a good understanding of traditional film-screen radiography

**RAD 303: Clinical Education III**

5 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 400: Radiographic Procedures IV**

3 credits

This course is designed to provide first-year students with a working knowledge of routine radiographic positioning for visualization of the digestive and urinary system. Positioning of the critical patient and the pediatric for various procedures is addressed. The group process will be used to demonstrate and practice radiographic positioning, critique radiographs and to learn good departmental principles and practice.

**RAD 401: Image Evaluation and Quality Control**

3 credits

This course is designed to discuss the process of image analysis and quality control. Students will develop and apply the critical thinking process to the art of image critique. The following imaging standards will be discussed: interpretation of clinical data, identification of the examination to be performed, rationale for the radiographic examination, accurate patient identification, positioning of the part according to established protocols, radiation protection, and factors affecting radiographic quality. Medical-legal considerations for the radiographer are also discussed. Practical case studies and critical reviews are conducted in the classroom setting with clinical correlation.

**RAD 402: Radiation Biology and Protection**

3 credits

This is an introductory course which introduces the first-year student to the fundamentals of radiobiology and the effects of radiation on living tissue. This course evaluates the effects of radiation from the cellular level to its epidemiological effects, along with basic principles of radiation protection. Specific topics include, cellular biology, early and late effects of radiation, case studies, risk assessment, safety handling and containment of naturally occurring sources and state and federal regulations.

**RAD 403: Clinical Education IV**

8 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 501: Sectional Anatomy**

3 credits

This course is designed to familiarize the student with the various anatomic structures and their locations, as demonstrated by sectional imaging techniques. This course will utilize sonography, CT and MRI images to cover the following areas: thorax, abdomen, pelvis and brain. Images obtained from clinical practices at Kaiser Medical Centers will be used to enhance the student's learning process.

**RAD 502: Advanced Imaging Procedures**

3 credits

This course introduces the student to procedures and special modalities used in Radiology to achieve diagnostic and sometimes therapeutic results. The specific procedures include both invasive and non-invasive methods. The primary goal of the course is to present the student an overview of the most common procedures performed in Radiology. Focus is on the direct role of the technologist as an integral part of a health care team.

**RAD 503: Clinical Education V**

11 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 600: Applied Pathology for Radiographers**

3 credits

This course is designed to provide second-year students with an understanding of the systematic classification of disease. Signs and symptoms of common diseases, radiographic examination and treatment of diseases will be discussed. Special imaging modalities will be presented in their application of the diagnosis of disease. Image evaluation and technique will be applied with critical thinking skills.

**RAD 603: Clinical Education VI**

11 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 602: Fluoroscopy and Quality Assurance**

3 credits

This course is designed to familiarize the student with the concepts of quality management practices as they related to diagnostic radiology. The benefits and the elements of a quality management program are reviewed and explored. Regulatory requirements are examined. In recognition of the fact that monitoring and maintenance of medical imaging equipment requires specialized training, this course does not attempt to teach these disciplines, but rather uses the Fluoroscopy unit as a tool to demonstrate those routine services and evaluations which should be performed by a trained service person or physicist.

**RAD 700: Applied Radiographic Topics**

3 credits

This course provides the student with the opportunity to conduct and deliver research on recent technological advances in diagnostic radiology. Students are expected to conduct conventional literature reviews and utilize the World Wide Web as an adjunct source of information. The research topics to be investigated are selected by the instructor and are assigned to groups of students. For the benefit of peers, the student groups deliver classroom oral/media presentations on their respective topics. The course also provides the student with an opportunity to investigate how s/he contributes to the output of a task group and how individual partners uniquely participate.

**RAD 701: Professional Development**

3 credits

This course presents the second-year student with a discussion and analysis of relevant topics in imaging sciences. Advanced imaging modalities, applied critical thinking to case studies in medical ethics, and new developments in the field are topics of discussion. The importance of continuing education and professional development to the future of medical imaging is discussed.

**RAD 702: Clinical Education VII**

10 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 800: Program Review**

3 credits

This course is designed to promote competence in critical thinking and problem-solving skills in the second-year radiography student. The student will be given various scenarios and situations typically encountered in the clinical environment; s/he will apply skills learned in the first seven program-sections to solve these problems. Discuss and analyze relevant topics to the Radiologic Sciences that include: trauma radiography, pediatric radiography, projection and technique manipulation due to disease process, equipment safety, and equipment failure.

**RAD 801: Clinical Education VIII**

10 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**Evening Track Clinical Courses****RAD 104: Clinical Education I**

2 credits

This course presents the first-year student with an introduction to the clinical environment (to be carried out in an assigned clinical site). Emphasis is placed on patient care and positioning in addition to conducting an orientation to the hospital and radiology department, patient registration, appointment scheduling, medical records, darkroom/film processing area, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

**RAD 203: Clinical Education II**

7 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 303: Clinical Education III**

7 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 403: Clinical Education IV**

7 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 503: Clinical Education V**

8 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 603: Clinical Education VI**

8 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 702: Clinical Education VII**

8 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 801: Clinical Education VIII**

8 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

**RAD 901: Clinical Education IX (evening track only)**

9 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical training center.

## **Diagnostic Medical Sonography (General Concentration)**

### **Program Staff**

Co-Program Directors: Narayana Prasad  
MB, BS, RDMS, RDCS, RVT, RCS, RVS, RCCS,  
FASE  
Debra Crandell, B.S., RDMS

Faculty: Helen Hsu, B.A., RDMS, RVT



### **Mission Statement**

The Diagnostic Medical Sonography Program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The Diagnostic Medical Sonography program is committed to providing students with academic excellence. The administration and faculty are dedicated to providing the highest quality education through didactic, laboratory, and clinical instruction with emphasis on the psychomotor, affective, and cognitive learning domains. The program is committed to preparing students to take the responsibilities as sonographers, who will provide quality patient care, contribute to their profession and dedicate themselves, as professionals, to life-long learning. These are the foundation of the sonography profession and the program is committed to the education of our students and sonographers in the community.

### **Program Description**

The sonography program is an 18-month (6 quarters) program providing didactic and clinical education in abdominal, obstetrical, and gynecologic specialty areas. The program is a general concentration curriculum with a limited introduction to basic vascular sonography. Clinical education occurs at partnering medical centers and medical offices throughout Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Upon completion of the program, graduates are eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) national registry examinations in Physics, Abdomen and OB/GYN.

### **Educational Learning Outcomes of the Diagnostic Medical Sonography Program**

- Provide education designed to prepare our graduates for entry level career as diagnostic medical sonographers.
- Encourage the accomplishment in the graduate students to successfully pass the ARDMS examination.
- Provide the medical community with individuals qualified to perform sonographic procedures.
- Instill in students to achieve professional and academic excellence throughout their careers.
- Exhibit professional and ethical behaviors, which are recognized and contained in the Professional Code of Ethics and Scope of Practice as set by the Society of Diagnostic Medical Sonographers.

### **Sonographer Duties**

Diagnostic Medical Sonographers, also known as Sonographers, or Vascular Sonographers or Echocardiographers use high-frequency sound waves to image organs, masses, motion of blood and heart, and fluid accumulations within the body. An ultrasound image results from the reflection of the sound waves by the body. The images/video clips are viewed on a computer screen and are recorded on various digital formats and are used in interpretation and diagnosis by radiologists, vascular surgeons and/or

cardiologists. The technology is advancing rapidly which requires sonographers to be flexible, adaptable team players who are committed lifelong learners. Sonographers assist physicians in the diagnosis.

### **Prerequisite Requirements**

All prerequisite requirements **must be completed prior to submitting** an application to the program.

Applicants must be graduates of an accredited 18-24 month Allied Health program with current certification/registration in their health specialties. Allied health occupations include, but are not limited to: Radiologic Technology, Medical Technology, Nursing, and Respiratory Therapy.

- OR -

Applicants must have a minimum of 60 semester or 90 quarter college credits with a cumulative minimum grade point average of 2.75 or higher.

All applicants must complete the following courses with a grade of "C" or better. Courses must be college level and a minimum of 3 semester or 4 quarter units.

- Human Anatomy & Physiology with a lab (college level)
- College Algebra
- Written Communication
- Oral Communication
- General Physics
- Medical Terminology
- Introduction to Computers
- Ethics

NOTE: All foreign diplomas and transcripts must include a notarized translation in English and must be evaluated by a foreign transcript agency prior to submission.

### **Physical Requirements**

You must be physically able to:

- Stand/walk up to 8 hours during an 8-hour shift
- Lift/move a maximum of a 290-pound patient in a 2-person/3-person transfer
- Must be able to operate and manipulate all sonography equipment
- Reach forward 18 inches holding an object up to 15 pounds
- Bend, crouch, or stoop 20 times per hour
- Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building
- Move loads of up to 45 pounds 25 times per hour
- Adequately differentiate sonographic images with subtle gray-scale and color distinctions
- Adequately distinguish audible sounds in a Doppler signal

### **Graduation Requirements**

To graduate with a certificate of completion from any of the KPSAHS programs, students are required to successfully complete all didactic, lab, and clinical education courses and hours. In addition, all financial obligations to the program must be fulfilled.

### **Programmatic Accreditation**

The Sonography program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDEMS) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

## **Sonography Program Courses (General Concentration)**

### **DMS 100 Patient Care and Ergonomics**

2.5 credits

This course provides understanding of patient care, patient safety, patient communication, and sonographer patient interaction. HIPAA and the patient's bills of rights are presented, discussed and understood by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The importance of sonographer safety and ergonomics are discussed. The student will practice patient care techniques and sound ergonomics in the laboratory session. This is a foundation course for all future classes and the skills and principles will be utilized throughout the program.

### **DMS 101 Ultrasound Physics and Instrumentation 1**

5.0 credits

This course provides the foundation for the understanding of acoustic physics and instrumentation. The physics of sound and how sound is produced, propagated through media, and its manipulation for diagnostic purposes will be studied. This course also explains instrumentation and image manipulation of 2D and M mode display. Laboratory sessions will reinforce learning and will provide hands-on instruction in the correct and safe utilization of ultrasound equipment. Mastery of sonographic instrumentation and machine functions are required.

### **DMS 102 Introduction to Abdominal and Pelvic Sonography**

6.5 credits

This course is an in-depth study of abdominal and pelvic sonographic cross sectional anatomy. The sonographic appearance of normal structures will be emphasized. A review of embryology and physiology will be included. The student will learn normal laboratory values that are significant to the sonographic examinations ordered. The laboratory section offers beginning sonography students, hands-on experience and experiential learning in the basics of selected sonographic examinations. Sonographic examination will follow the protocols recommended in the practice guidelines of the American Institute of Ultrasound in Medicine and the Regional Protocols adopted by Kaiser Permanente. Under direct supervision of faculty, the students will apply the didactic information presented in the classroom to the laboratory setting.

### **DMS 103 Introduction to Cardiovascular Sonography**

6.5 credits

This course provides a foundation in the principles of echocardiography and gray scale duplex imaging of arterial and venous sonography. This course involves understanding and recognition of normal cardiovascular anatomy, coronary anatomy, and relationship of chambers with great vessels, anatomy of the peripheral arterial and venous systems. This course provides the application and techniques in 2D cardiac imaging, M mode of LV at different levels of cardiac studies, cardiac anatomy and function. The lab section of this course provides hands on experience in the application of echocardiography and common duplex examinations and alternative vascular testing methods. The course provides the application and technique studied in the didactic section of the course.

### **DMS 104 Medical and Legal Ethics**

2.0 Credits

The student will gain basic understanding of the important legal definitions, legal doctrines, malpractice and risk management information, ethics and patient rights relevant to the field of diagnostic imaging and the role of the imaging professional. It includes case histories in the form of vignettes that assist readers in applying the principles of law to real work situations. This is a foundation course for all future classes and the skills and principles will be utilized throughout the program.

### **DMS 200 GYN Sonography**

7.0 Credits

This course is a study of the principles and practices of diagnostic medical sonography in gynecology and first trimester obstetrics. Normal female pelvic anatomy and physiology is presented and correlated with sectional and real-time sonographic imaging. Ovarian, uterine, adnexal, and associated pathologic conditions are discussed along with the common clinical and sonographic findings and imaging approaches associated with each condition. A strong emphasis is placed on the normal physiology of the menstrual cycle as well as physical, endocrine and clinical changes that occur in early pregnancy and in the postmenopausal patient.

### **DMS 201 Ultrasound physics and Instrumentation 2**

7.0 Credits

This course will describe Doppler and hemodynamic principles and actions, Identify instrument options and transducer selection, interpret methods of Doppler flow analysis, differentiate common image artifacts and describe potential bio effects. The students will understand and practice Doppler principles and instrumentation in Ultrasound Lab, describe arterial and venous hemodynamics, anatomy, physiology and sonographic interpretation, describe Bernoulli law, Poiseuille's law, pressure gradient and Reynold's number.

### **DMS 202 ABD Sonography 1**

7.0 Credits

This course is an in depth study of abdominal ultrasound including cross-sectional anatomy, physiology, pathology, and pathophysiology. The sonographic appearance of normal anatomical structures of the peritoneum and retroperitoneum will be studied. The sonographically significant abnormalities affecting the abdomen along with their clinical and sonographic presentation are also discussed. Emphasis is placed on the interpretation of clinical tests and basic scanning techniques relative to the development of a differential diagnosis. The laboratory course offers beginning sonography student's hands-on and experiential learning in the basics of selected sonographic examination techniques. Under direct supervision of faculty and affiliate clinical preceptors, students will apply the didactic information presented in the classroom to the laboratory setting.

### **DMS 203 Clinical Education 1**

2.0 Credits

This course transitions from the laboratory to clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta and spleen as well as pelvic examinations. The students will learn basic normal structural anatomy, identification and demonstration as well as recognition of gross abnormalities. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DMS 300 Critical Thinking 1**

2.0 Credits

This course provides the opportunity to integrate the physical and technological concepts of diagnostic medical sonography and apply them in clinically pertinent situations. The didactic, clinical and practical principles associated with both categories in the general learning concentration will be emphasized. Students will use evaluation methodologies and apply them toward single image analysis and critique. Image and case study evaluation will take place independently and in small groups. The critique and analysis will include: image identification and orientation, image production and quality, critical reasoning skills utilized in interpretation and sonographic examination performance, and the overall significance and role that acquired sonographic information plays in the management of patient care.

### **DMS 301 ABD Sonography 2**

7.0 Credits

This course is an in-depth study of the urinary system and retroperitoneal structures including cross-sectional anatomy, physiology, pathology, and pathophysiology. The sonographic appearance of abnormalities that affect the anatomical structures of the peritoneum and retroperitoneum will be studied. The sonographically significant abnormalities affecting the abdomen along with their clinical and sonographic presentation are also discussed. Emphasis is placed on the interpretation of clinical tests and basic scanning techniques relative to the development of a differential diagnosis. The laboratory course offers sonography students' hands-on and experiential learning in the basics of selected sonographic examinations with emphasis on pathology and its sonographic appearances.

### **DMS 302 Clinical Education 2**

9.0 Credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta, spleen and pelvic examinations. The students will learn basic normal structural anatomy, identification and demonstration as well as recognition of gross abnormalities. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DMS 400 Selected Topics**

4.5 Credits

This course addresses common anatomical variants and pathological conditions of the neck, superficial structures, male pelvis, adult musculoskeletal system, neonatal brain and spinal cord, breast, and non-cardiac chest. Students will recognize the sonographic appearance of the abnormal and normal conditions of these organ systems. The overview includes laboratory findings, patient clinical assessment and presenting symptomology. Students will be presented with critical thinking pathways to enable them to alter and enhance standardized examination protocols appropriate for each anomalous or pathological condition (state) encountered.

### **DMS 401 OB Sonography 1**

5.5 Credits

This course is an in-depth study of the role of the use of sonography in pregnancy. Students are provided extensive didactic instruction in the development of comprehensive sonographic examination protocol for second and third trimester obstetrics following AIUM guidelines. Sonographic evaluation of infertility and patients with multifetal gestations will be discussed. Extensive didactic instruction will be provided in fetal biometric measurements and the evaluation of fetal growth. The normal anatomy and physiology of the placenta, umbilical cord, amniotic fluid, and fetal face and neck are presented along with the sonographic evaluation of pathological conditions affecting these structures.

### **DMS 402 Clinical Education 3**

9.0 Credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta, spleen and pelvic examinations.

The students will learn basic normal structural anatomy, identification and demonstration as well as recognition of gross abnormalities. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DMS 500 Vascular Sonography 1**

5.5 Credits

This Course will discuss the common pathologies and basic scanning protocols of vascular ultrasound imaging. This course will discuss Doppler analysis into interpretation of vascular studies, diagnostic criteria for carotid artery diseases, peripheral arterial and peripheral venous diseases. The student will also practice common vascular duplex imaging protocols.

### **DMS 501 OB Sonography 2**

4.0 Credits

This course includes an advanced study of the sonographic evaluation of fetal pathological processes, including anomalies/abnormalities affecting the fetal neural axis, musculoskeletal system, thorax and heart, abdomen and abdominal wall, and genitourinary system. Advanced gestational dating methods and the evaluation of fetal well-being will also be discussed.

### **DMS 502 Clinical Education 4**

9.0 Credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta, spleen, pelvis, superficial and OB examinations. The students will learn basic normal structural anatomy, identification and demonstration as well as recognition of gross abnormalities. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DMS 600 Critical Thinking 2**

2.0 Credits

This course provides further opportunity to integrate clinically physical and technological concepts of diagnostic medical sonography and apply them in clinical pertinent situations. The didactic, clinical and practical principles associated with both categories in the general learning concentration will be emphasized. Students will use evaluation methodologies and apply them toward single image analysis and critique. Image and case study evaluation will take place independently and in small groups. The critique and analysis will include: image identification and orientation, image production and quality, critical reasoning skills utilized in interpretation and sonographic examination performance, and the overall significance and role that acquired sonographic information plays in the management of patient care. Students will present cases with sonographic images, pathologies, correlation with other imaging modalities and clinical indications.

### **DMS 601 Advanced ABD**

4.0 Credits

This comprehensive course is designed as a review of the principles and practices of diagnostic medical sonography in abdominal and breast sonography. The course will aid the students' understanding of the ARDMS examination content for abdomen and breast, identify of the students' weak areas, provide guidelines for independent study and will provide a general review of all examination content areas.

### **DMS 602 Advanced OBGYN**

4.0 Credits

This comprehensive course is designed as a review of the principles and practices of diagnostic medical sonography in fetal echocardiography, obstetrics and gynecology. The course will aid the students' understanding of the ARDMS examination content for OB/GYN and Fetal Echocardiography, identify of the students' weak areas, provide guidelines for independent study and will provide a general review of all examination content areas.

### **DMS 603 Clinical Education 5**

9.0 Credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta, spleen, pelvic, superficial and OB examinations. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on sonographer this course addresses the sonographers role as a health care team member. The student will practice sound ergonomics in the clinical setting. The student will be prepared to perform as an entry level sonographer at the end of this clinical rotation.

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## **Diagnostic Sonography (Cardiac Concentration)**



### **Program Staff**

Co-Program Directors: Narayana Prasad  
MB, BS, RDMS, RDCS, RVT, RCS, RVS, RCCS, FASE  
Debra Crandell, B.S., RDMS

Faculty: Helen Hsu, B.A., RDMS, RVT

### **Mission Statement**

The Diagnostic Medical Sonography Program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The Diagnostic Medical Sonography program is committed to providing students with academic excellence. The administration and faculty are dedicated to providing the highest quality education through didactic, laboratory, and clinical instruction with emphasis on the psychomotor, affective, and cognitive learning domains. The program is committed to preparing students to take the responsibilities as sonographers, who will provide quality patient care, contribute to their profession and dedicate themselves, as professionals, to life-long learning. These are the foundation of the sonography profession and the program is committed to the education of our students and sonographers in the community.

### **Program Description**

The Sonography Program – Cardiac Concentration is an 18-month (6-quarter) program providing didactic and clinical education in Echocardiography including, but not limited to adult transthoracic, transesophageal, and stress echocardiography specialty areas. The program is a Cardiac concentration curriculum with an introduction to basic vascular sonography. Clinical education occurs at partnering medical centers and medical offices throughout Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Upon completion of the program, graduates are eligible to sit for the American Registry of Diagnostic Medical Sonographer's (ARDMS) national registry examinations in adult Echocardiography (RDCS) and for the Cardiovascular Credential (CCI) national Registry exam in Non-Invasive Registry (RCS).

### **Educational Learning Outcomes of the Diagnostic Medical Sonography Program**

- To provide education designed to prepare our graduates to an entry level career as diagnostic medical sonographers.
- To encourage the accomplishment in the graduate students to successfully pass the ARDMS examination.
- To provide the medical community with individuals qualified to perform sonographic procedure <http://financialaid.kp.org>.
- To instill in students to achieve professional and academic excellence throughout their career.
- Exhibit professional and ethical behaviors, which are recognized and contained in the Professional Code of Ethics and Scope of Practice as set by the Society of Diagnostic Medical Sonographers.

### **Sonographer Duties**

Diagnostic medical sonographers, also known as sonographers or vascular sonographers or Echocardiographers use high-frequency sound waves to image organs, masses, motion of blood and heart, and fluid accumulations within the body. An ultrasound image results from the reflection of the sound

waves by the body. The images/video clips are viewed on a computer screen and are recorded on various digital formats and are used in interpretation and diagnosis by radiologists, vascular surgeons and/or cardiologists. The technology is advancing rapidly which requires sonographers to be flexible, adaptable team players who are committed lifelong learners. Sonographers assist physicians in the diagnosis.

### **Prerequisite Requirements**

All prerequisite requirements **must be completed prior to submitting** an application to the program.

Applicants must be graduates of an accredited 18-24 month Allied Health program with current certification/registration in their health specialties. Allied health occupations include, but are not limited to: Radiologic Technology, Medical Technology, Nursing, and Respiratory Therapy.

- OR -

Applicants must have a minimum of 60 semester, or 90 quarter college credits, with a cumulative minimum grade point average of 2.75 or higher.

All applicants must complete the following courses with a grade of "C" or better. Courses must be college level and a minimum of 3 semester or 4 quarter units.

- Human Anatomy & Physiology with a lab (college level)
- College Algebra
- Written Communication
- Oral Communication
- General Physics
- Medical Terminology
- Introduction to Computers
- Ethics

NOTE: All foreign diplomas and transcripts must include a notarized translation in English and must be evaluated by a foreign transcript agency prior to submission.

### **Physical Requirements**

You must be physically able to:

- Stand/walk up to 8 hours during an 8-hour shift
- Lift/move a maximum of a 290-pound patient in a 2-person/3-person transfer
- Must be able to operate and manipulate all sonography equipment
- Reach forward 18 inches holding an object up to 15 pounds
- Bend, crouch, or stoop 20 times per hour
- Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building
- Move loads of up to 45 pounds 25 times per hour
- Adequately differentiate sonographic images with subtle gray-scale and color distinctions
- Adequately distinguish audible sounds in a Doppler signal

### **Graduation Requirements**

To graduate with a certificate of completion from any of the KPSAHS programs, students are required to successfully complete all didactic, lab, and clinical education courses and hours. In addition, all financial obligations to the program must be fulfilled.

### **Programmatic Accreditation**

The Sonography program – Cardiac Concentration is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

## **Sonography Program Courses (Cardiac Concentration)**

### **DMS 100 Patient Care and Ergonomics**

2.5 credits

This course provides understanding of patient care, patient safety, patient communication, and sonographer patient interaction. HIPAA and the patient's bills of rights are presented, discussed, and understood by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The importance of sonographer safety and ergonomics are discussed. The student will practice patient care techniques and sound ergonomics in the laboratory session. This is a foundation course for all future classes, and the skills and principles will be utilized throughout the program.

### **DMS 101 Ultrasound Physics and Instrumentation 1**

5.0 credits

This course provides the foundation for the understanding of acoustic physics and instrumentation. The physics of sound and how sound is produced, propagated through media, and its manipulation for diagnostic purposes will be studied. This course also explains instrumentation and image manipulation of 2D and M mode displays. Laboratory sessions will reinforce learning and will provide hands-on instruction in the correct and safe utilization of ultrasound equipment. Mastery of sonographic instrumentation and machine functions are required.

### **DMS 102 Introduction to Abdominal and Pelvic Sonography**

6.5 credits

This course is an in-depth study of abdominal and pelvic sonographic cross sectional anatomy. The sonographic appearance of normal structures will be emphasized. A review of embryology and physiology will be included. The student will learn normal laboratory values that are significant to the sonographic examinations ordered. The laboratory section offers beginning sonography students, hands-on experience and experiential learning in the basics of selected sonographic examinations. Sonographic examination will follow the protocols recommended in the practice guidelines of the American Institute of Ultrasound in Medicine and the Regional Protocols adopted by Kaiser Permanente. Under direct supervision of faculty, the students will apply the didactic information presented in the classroom to the laboratory setting.

### **DMS 103 Introduction to Cardiovascular Sonography**

6.5 credits

This course provides a foundation in the principles of echocardiography and gray scale duplex imaging of arterial and venous sonography. This course involves understanding and recognition of normal cardiovascular anatomy, coronary anatomy, and relationship of chambers with great vessels, anatomy of the peripheral arterial and venous systems. This course provides the application and techniques in 2D cardiac imaging, M mode of LV at different levels of cardiac studies, cardiac anatomy and function. The lab section of this course provides hands-on experience in the application of echocardiography and common duplex examinations and alternative vascular testing methods. The course provides the application and technique studied in the didactic section of the course.

### **DMS 104 Medical and Legal Ethics**

2.0 credits

The student will gain basic understanding of the important legal definitions, legal doctrines, malpractice and risk management information, ethics and patient rights relevant to the field of diagnostic imaging and the role of the imaging professional. It includes case histories in the form of vignettes that assist readers in applying the principles of law to real work situations. This is a foundation course for all future classes and the skills and principles will be utilized throughout the program.

### **DCS 200 Electrophysiology of Heart**

7.0 credits

This course provides understanding of EKG, Electrophysiology, the conduction system and mechanical events of the cardiac cycle in relation to electrical events and also discusses mechanical and electrical events in cardiovascular hemodynamics. This course will discuss various fluid physics including Bernoulli's principle. The course will also provide understanding of electrical and mechanical events of cardiac cycle as well as demonstrating correlations of EKG in relation to cardiac events in the Lab.

### **DMS 201 Ultrasound physics and Instrumentation 2**

7.0 credits

This course will describe Doppler and hemodynamic principles and actions, identify instrument options and transducer selection, interpret methods of Doppler flow analysis, differentiate common image artifacts and describe potential biological effects. The students will understand and practice Doppler principles and instrumentation in Ultrasound Lab, describe arterial and venous hemodynamics, anatomy, physiology and sonographic interpretation, describe Bernoulli law, Poiseuille's law, pressure gradient and Reynold's number.

### **DCS 202 Echocardiography 1**

7.0 credits

This course provides a foundation in the principles of pre-load and after-load and the causes of pressure overload/volume overload. This course covers valvular area calculation, pulmonic artery pressure calculation and normal measurements of Echocardiography. The Lab session includes the practice of echocardiography techniques with valvular area calculations, LV measurements, and assessment of ejection fraction, fractional shortening, stroke volume, cardiac output, and M mode measurements. Discussion is both detailed and concise for understanding and comprehension.

### **DCS 203 Clinical Education 1**

2.0 Credits

This course transitions from the laboratory to clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal Echocardiography including 2D imaging, M mode, Pulse wave/Continuous wave Doppler and Color Doppler technique. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer-patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DCS 300 Critical Thinking 1**

2.0 credits

This course provides the opportunity to integrate the physical and technological concepts of diagnostic medical sonography and apply them in clinically pertinent situations. The didactic, clinical and practical principles associated with in the cardiac learning concentration will be emphasized. Students will use evaluation methodologies and apply them toward single image analysis and critique. Image and case study evaluation will take place independently and in small groups. The critique and analysis will include: image identification and orientation, image production and quality, critical reasoning skills utilized in interpretation and sonographic examination performance, and the overall significance and role that acquired sonographic information plays in the management of patient care.

### **DCS 301 Echocardiography 2**

7.0 Credits

This course covers valvular heart disease, ischemic cardiac diseases, myocardial diseases as well as valvular heart diseases, endocardial Diseases, pulmonic arterial diseases, disease of aorta and great vessels, and trauma. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings, and complications. This course also discusses wall motion abnormalities and LV dysfunction. The lab section of this course provides hands-on experience in the application of echocardiography in relation to different pathologies. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies.

### **DCS 302 Clinical Education 2**

9.0 Credits

This course transitions from the laboratory to clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal Echocardiography including 2D imaging, M mode, Pulse wave/Continuous wave Doppler and Color Doppler technique. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer-patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DCS 400 Selected Topics**

4.5 credits

This course covers Cardiac Embryology, common congenital heart diseases both in pediatric and adult population. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings and complications. This course also discusses common surgical procedure in pediatric cardiology. The lab section of this course provides hands-on experience in the application of echocardiography in relation to different pathologies. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies.

### **DCS 401 Echocardiography 3**

5.5 Credits

This course covers prosthetic valves, cardiac surgeries in adult population, pericardial diseases and cardiac tumors. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings and complications. This course also discusses echocardiographic evaluation of cardiac surgery patients. The lab section of this course provides hands-on experience in the application of echocardiography in relation to different pathologies. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies.

### **DCS 402 Clinical Education 3**

9.0 Credits

This course transitions from the laboratory to clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal Echocardiography including 2D imaging, M mode, Pulse wave/Continuous wave Doppler and Color Doppler technique. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer-patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DMS 500 Vascular Sonography 1**

5.5 Credits

This Course will discuss the common pathologies and basic scanning protocols of vascular ultrasound imaging. This course will discuss Doppler analysis into interpretation of vascular studies, diagnostic criteria for carotid artery diseases, peripheral arterial and peripheral venous diseases. The student will also practice common vascular duplex imaging protocols.

### **DCS 501 Pharmacology in Echocardiography**

4.0 Credits

This Course involves understanding of clinical pharmacology. Pharmacology, indications and contraindications of common Drugs used in Cardiac patients. Pharmacology of provocative stress agents and their uses/adverse effects will be discussed. This course also discusses potential side effects of cardiac medications on the Cardiac function and the related Echocardiographic findings.

### **DMS 502 Clinical Education 4**

9.0 Credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical training center. Students transition from landmark identification and demonstration to scanning normal echocardiography including 2D imaging, M mode, PW, CW and Color flow Doppler. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer-patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

### **DCS 600 Critical Thinking 2**

2.0 Credits

This course provides further opportunity to integrate the physical and technological concepts of diagnostic medical sonography and apply them in clinical pertinent situations. The didactic, clinical and practical principles associated with the Cardiac learning concentration will be emphasized. Students will use evaluation methodologies and apply them toward single image analysis and critique. Image and case study evaluation will take place independently and in small groups. The critique and analysis will include: image identification and orientation, image production and quality, critical reasoning skills utilized in interpretation, sonographic examination performance, and the overall significance and role that acquired sonographic information plays in the management of patient care. Students will present cases with sonographic images, pathologies, correlation with other imaging modalities, and clinical indications.

### **DCS 601 Advances in Echocardiography**

4.0 Credits

This course also involves understanding the indications and utility of advances in echocardiography such as; Stress Echocardiography, Transesophageal Echocardiography, Intraoperative Echocardiography, Contrast Echocardiography, and also 3D Echocardiography and Echo guided procedures.

### **DCS 602 Echocardiography Registry Review**

4.0 Credits

This course provides review for SPI and/or cardiac registry exam offered by ARDMS (American Registry for Diagnostic Medical Sonography and Cardiovascular Credential International). This course uses multiple choice questions and video case reviews. This course also prepares the students to participate in registry exams by taking mock Registry exams on the computer.

### **DCS 603 Clinical Education 5**

9.0 Credits

In this course, Students will continue to scan normal Echocardiography including; 2D imaging, M-mode, Pulse wave/Continuous wave Doppler, and Color Doppler technique. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and the sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting. The student will be prepared to perform as an entry level sonographer at the end of this clinical rotation.

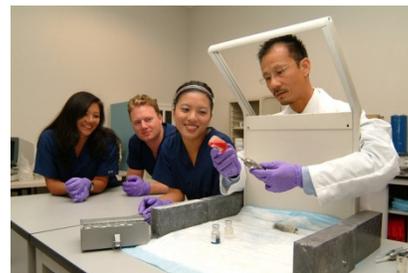
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## **Nuclear Medicine**

### **Program Staff**

Program Director: David G. Totah, B.S., NMTCB (CNMT), ARRT (N) (R)

Faculty: Andrea Long, M.S., CNMT, ARRT (R) (N) (CT)



### **Mission Statement**

The Primary goal of the Nuclear Medicine Technology program is to educate students with didactic, laboratory, and clinical experiences and to provide an understanding of encompassing emerging technologies in preparation for a health career as a Nuclear Medicine Technologist. The graduate will deliver compassionate care in the use of radiopharmaceuticals and imaging techniques, and function as an integral member of the health care team with competence and confidence. The program promotes professional growth and life-long learning with emphasis on ethical behavior in all aspects of educational experiences. Program policies and procedures have been designed to meet those established by the Joint Review Committee on Education in Nuclear Medicine Technology.

### **Program Description**

The 18-month (6 quarters) continuous Nuclear Medicine program provides didactic and clinical education in Nuclear Medicine. Clinical practice occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

### **Educational Learning Outcomes of the Nuclear Medicine Program**

- Educate competent and compassionate Nuclear Medicine Technologists capable of functioning in any environment, within 18 months.
- Provide a complete, up-to-date competency-based curriculum.
- Prepare the student to think and act independently while developing skills in team building.
- Instill appropriate attitudes and fosters affective growth in providing care and responding to the needs of a diverse service population.
- Prepare the student to achieve a satisfactory registry result on the American Registry of Radiologic Technologist (ARRT) and/or the Nuclear Medicine Certification Boards (NMTCB).

### **Nuclear Medicine Technologist Duties**

The Nuclear Medicine Technologist has many facets of his/her job and responsibility. These include: preparation and injection of radiopharmaceuticals, patient care, learning to utilize sophisticated equipment to obtain high quality images of various abnormalities, demonstration by the distribution of these tracers, quality control on all equipment, and many aspects of radiation safety.

### **Program Structure**

The 18-month (6 quarters, 72 weeks, 1600 total hours = 86.8 credits) continuous Nuclear Medicine program provides didactic and clinical education for potential Nuclear Medicine Technologists. Clinical experience occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

## **Prerequisites**

All prerequisite requirements **must be completed prior to applying** to the program.

All applicants must be a graduate of an 18-24 month accredited Allied Health degree program with current registration. Allied health occupations include, but are not limited to Radiologic Technologist, Sonographers, Certified Medical Technologist, and Registered Nurses.

- OR -

Applicants may complete a minimum of 60 semester or 90 quarter college credits with a cumulative minimum grade point average of 2.75.

All applicants **must complete** the following college-level courses with a minimum of 3 semester or 4 quarter credits and a grade of "C" or better:

- College Algebra
- General Chemistry with a lab
- General Physics: Courses should be designed for biological science students. Topics should include kinematics, Newton's Laws, dynamics of rigid bodies, momentum, and work & energy.
- Human Anatomy & Physiology with a lab (college level)
- Human Biology
- Humanities Course
- Introduction to Computers
- Medical Terminology
- Oral Communication
- Social Science
- Written Communication

NOTE: All foreign diplomas and transcripts must include a notarized translation in English and must be evaluated by a foreign transcript agency prior to submission.

## **Physical Requirements**

- Stand and/or walk up to 8 hours throughout an 8-hour shift.
- Lift and move a maximum of a 290-pound patient in a 2-person/3-person transfer.
- Must be able to operate and manipulate all nuclear medicine equipment.
- Reach above shoulders up to 6 hours throughout an 8-hour shift.
- Reach forward 18 inches holding an object up to 15 pounds.
- Bend, crouch, or stoop 20 times per hour.
- Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building.
- Move loads of up to 45 pounds 25 times per hour.

## **Graduation Requirements**

To graduate with a certificate of completion from any of the KPSAHS programs, students are required to successfully complete all didactic, lab, and clinical education courses and hours. In addition, all financial obligations to the program must be fulfilled.

Completion of the Nuclear Medicine Program is a prerequisite to obtaining eligibility to the American Registry Radiologic Technologists (ARRT) for Nuclear Medicine. Nuclear Medicine students may apply for the ARRT examination up to 90 days prior to their anticipated program completion date.

Nuclear Medicine students may also sit for the Nuclear Medicine Technology Certification Board (NMTCB) licensing examination. Students are permitted to apply for this exam two months prior to the anticipated date of program completion, but may not sit for the exam until after program completion.

State of California Certification from the California Department of Public Health is required for nuclear medicine technologists to work in California. Second-year Nuclear Medicine students are permitted to complete an examination administered through the Radiologic Health Branch (RHB) prior to graduation.

Examination options can vary and details regarding this will be discussed with second-year students prior to application for this examination. Nuclear Medicine certification is withheld until the Program Director has verified student competency and program completion.

## **Nuclear Medicine Program Courses**

### **NM 100: Introduction to Nuclear Medicine**

4.8 credits

This course is designed to provide the student with the principles of imaging and non-imaging disciplines within the field of radiologic sciences. Students are introduced to basic theory and concepts utilized in medical imaging, and the principles and practice of patient care and medical terminology.

### **NM 101: Introduction to Radiation Physics and Safety**

4.2 credits

This course is designed to provide the first-year student with a working knowledge of radiation science and safety. This includes interactions of radiation with matter, radiation quantities and protection standards, dosimetry, radioactive decay, and the biological effects of radiation.

### **NM 102: Clinical Experience I**

2.4 credits

This course presents the student with an introduction to the clinical environment (to be carried out in an assigned clinical site). Emphasis is placed on patient care and positioning in addition to conducting an orientation to the hospital and medical imaging department, patient registration, appointment scheduling, medical records, darkroom/film processing area, quality assurance, equipment, department safety, Nuclear Medicine procedures, and other imaging areas

### **NM 200: Radiopharmaceuticals**

4.8 credits

This course is designed to provide the student with the principles regarding the production, distribution, dose calculation, and imaging of radioactive tracers. Emphasis is on the rationale of radiopharmaceutical choice and radionuclide characteristics. Lab exercises in proper handling of radionuclides including practical experience at an off-site radiopharmaceutical laboratory.

### **NM 201: Instrumentation**

4.2 credits

This course is designed to provide the student with the principles and application of radiation detection equipment and instrumentation employed in nuclear medicine procedures. Theory and laboratory application of quality control procedures specific to each instrument are included, as well as application of imaging parameters. The student will understand the functions, operations, limitations, and applications of the imaging and non-imaging detection instruments used in the current practice of nuclear medicine.

### **NM 202: Clinical Experience II**

5.6 credits

This course is a clinical practicum in a nuclear medicine department of an affiliated clinical training center.

### **NM 300: Nuclear Cardiology**

4.8 credits

This course is designed to provide the student with the theory and principles of nuclear medicine cardiac imaging. It includes a comprehensive examination of cardiovascular terminology, pathology, and computer analysis. ECG interpretation and comprehension of life-threatening and dangerous cardiac rhythms are also examined.

**NM 301: Pathophysiology in Nuclear Medicine I**

4.8 credits

This course is designed to provide the student with preparation, performance, and evaluation of planar and SPECT procedures. Emphasis will be on the location, biodistribution of the radiopharmaceutical used, and the disease states that can be identified regarding the G.I., Hepatobiliary, Skeletal, Lung, and CNS systems.

**NM 302: Clinical Experience III**

5.6 credits

This course is a clinical practicum in a medical imaging department of an affiliated clinical training center.

**NM 400: PET and PET/CT Imaging**

4.8 credits

This course is designed as an introduction to the basic principles and practices of PET Imaging. Student will be presented with materials to provide an overall understanding and appreciation for the clinical value of metabolic imaging using positron emission tomography. Topics of discussion this quarter will include; PET Physics, PET Instrumentation, glucose metabolism, data acquisition of PET, specific radiation safety issues associated with PET, and PET radiopharmaceuticals. Various clinical applications of PET and PET/CT will be described.

**NM 401: Pathophysiology in Nuclear Medicine II**

4.8 credits

A survey of in-vivo nuclear medicine procedures and pathology related to the endocrine, uterogenous, central nervous systems, and to tumor/inflammatory and bone marrow imaging. Principles of sensitivity, specificity, accuracy and predictive values of diagnostic testing are described. The student will acquire an in-depth knowledge of the diagnostic imaging aspects of the above nuclear medicine procedures by integrating technical considerations with anatomy, physiology, pathology, and patient care considerations.

**NM 402: Clinical Experience IV**

5.6 credits

This course is a clinical practicum in a medical imaging department of an affiliated clinical training center.

**NM 500: In Vitro and Radionuclide Therapy**

2 credits

The utilization of saturation analysis and non-imaging in vivo procedures is examined. This includes laboratory quality assurance programs; the operation of electronic equipment for radio assay and quality control. A discussion of the pathology, choice of radiopharmaceuticals, dose calculation, administration and patient management related to radionuclide therapy.

**NM 501: Film Critique in Nuclear Medicine**

2 credits

This course is designed for the student to participate in image case reviews and share in their clinical experience with the group. Students will be required to present and discuss various case studies of interest in their specific modality of study.

**NM 502: Clinical Experience V**

11.2 credits

This course is a clinical practicum in a medical imaging department of an affiliated clinical training center.

**NM 600: Registry Review**

4.8 credits

The course is designed as a capstone class in nuclear medicine technology. The class will review all essential aspects of nuclear medicine taught throughout the program. Students will be preparing themselves for the national examination given by the ARRT and the NMTCB, as well as the California State licensing exam.

**NM 601: Management and Research in Healthcare**

4.8 credits

This course is designed as both an introduction to management and an examination of recent trends, research, and technological advances in medical imaging. Students will be exposed to various managerial functions, theories of leadership, motivation, and style. The course will then focus on specific aspects of managing in the healthcare environment including, operational procedures, policies, marketing, legal issues, and financial management.

**NM 602: Clinical Experience VI**

5.6 credits

This course is designed to facilitate the student's application of their didactic education to the practical aspects of nuclear medicine technology. While performing this clinical externship, the student will be evaluated on mandatory imaging competencies required by the JRC.

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## **Radiation Therapy Program**

### **Program Staff**

Interim Program Director: Bert Christensen, B.S., CRT (R) (T), RT (R) (T)

Faculty: Bert Christensen, B.S., CRT (R) (T), RT (R) (T)



### **Mission Statement**

The Radiation Therapy program at the Kaiser Permanente School of Allied Health Sciences is committed to graduate radiation therapists who are able to care for patients with skillful, professional, holistic, and compassionate devotion. Our program meets and exceeds the standards of the Joint Review Committee on Educational Programs in Radiologic Technology.

### **Program Description**

The 18-month (6 quarters) continuous Radiation Therapy program provides didactic and clinical education in radiation therapy. Clinical practice occurs at our partnering medical centers and oncology clinics in Northern California. Participants of the program can expect substantial off-campus study and preparation for program courses. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Upon completion of this program graduates are eligible to sit for State and National certification examinations.

### **Educational Learning Outcomes of the Radiation Therapy Program**

- Students will learn moral principles and follow the professional code of ethics with emphasis on honesty and integrity.
- Students will respect diverse strengths in a group environment and will function successfully with other team members.
- Students will demonstrate excellence in patient care by exhibiting clinical competence, trust, and genuine communication.
- Students will learn critical thinking and problem solving that will benefit the patients, coworkers, and themselves.
- Students will learn safety techniques to prevent injuries to the patients, team members, and themselves.

### **Radiation Therapist Duties**

Radiation Therapists are part of a multi-disciplinary cancer management team. They are responsible for accurately positioning the patient for treatment, equipment operation, quality assurance, and calculating radiation dose to be delivered. Radiation Therapists also have considerable responsibility for providing competent, concerned patient care. The therapist monitors patients throughout treatment, which often lasts several weeks.

### **Program Structure**

The 18-month (6 quarters, 72 weeks, 2087 total hours = 90 credits) continuous Radiation Therapy program provides didactic and clinical education for potential Radiation Therapists. Clinical experience occurs at our partnering medical centers and oncology clinics in Northern California. Participants of the program can expect substantial off-campus study and preparation for program courses. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Program graduates are eligible to sit for the National Radiation Therapy Registry examination.

## **Prerequisite Requirements**

All prerequisite requirements **must be completed prior to applying** to the program. All applicants must be a graduate of an 18-24 months accredited Allied Health Degree Program with current registration. Allied Health Occupations include, but are not limited to, Radiographers, Sonographers, Certified Medical Technologist, and Registered Nurses.

- OR -

Applicants may complete a minimum of 60 semester or 90 quarter college credits with a cumulative minimum grade point average of 2.75 at the time of application.

All applicants **must complete** the following college-level courses with a minimum of 3 semester or 4 quarter credits and a grade "C" or better:

- General Physics
- Human Anatomy & Physiology with a Lab
- Intermediate Algebra
- Written Communication
- Oral Communication
- Medical Terminology
- The following courses are suggested:
  - Computer Science
  - Ethics
  - Pathology

NOTE: All foreign diplomas and transcripts must include a notarized translation in English and must be evaluated by a Foreign Transcript agency prior to submission.

## **Physical Requirements**

- Stand and/or walk up to 8 hours throughout an 8-hour shift.
- Lift and move a maximum of a 290-pound patient in a 2-person/3-person transfer.
- Must be able to operate and manipulate all radiation therapy equipment.
- Reach above shoulders up to 6 hours throughout an 8-hour shift.
- Reach forward 18 inches holding an object up to 15 pounds.
- Bend, crouch, or stoop 20 times per hour.
- Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building.
- Move loads of up to 45 pounds 25 times per hour.

## **Graduation Requirements**

To graduate with a certificate of completion from any of the KPSAHS programs, students are required to successfully complete all didactic, lab, and clinical education courses and hours, including co-requisites if applicable. In addition, all financial obligations to the program must be fulfilled.

Completion of the Program is a prerequisite to obtaining eligibility to the American Registry of Radiologic Technologists (ARRT) licensure examination. Students may apply for the examination up to 90 days prior to their anticipated program completion date.

State of California Certification from the California Department of Public Health is required for radiographers and therapists to work in California. Second-year Radiography students are permitted to complete an examination administered through the Radiologic Health Branch (RHB) prior to graduation. Examination options can vary and details regarding this will be discussed with second-year students prior to application for this examination. Therapy students must complete the entire program for testing eligibility.

Any ARRT or RHB certification is withheld until the Program Director has verified student competency and program completion.

## **Radiation Therapy Program Courses**

### **RTT 100: Introduction to Radiation Therapy**

3 credits

Content is designed to provide the student with an overview of the foundations in radiation therapy and the practitioner's role in the health care delivery system. This course will provide students with a historical overview of radiation therapy and its role in medicine. An introduction to radiation therapy treatment techniques, equipment, terminology, and professional responsibilities will be included.

### **RAD 101: Radiation Physics**

4 credits

This course is designed to introduce the first-year student to: Radiation Concepts, Definitions, Prime Factors, X-ray Emission, Intensifying Screens, Radiographic Film, Film Processing, Beam Restriction, Grids, X-ray Interaction with Matter, Patient Dose, Patient as the Beam Emitter and Pathology.

### **RTT 102: Clinical Education I**

2 credits

The purpose of this course is to introduce the student to procedures performed in Radiation Therapy, and to provide the student with the opportunity to gain practical experience. During this first quarter of clinical education, the student is expected to develop the competency to perform simple clinical procedures with progressively less assistance. Emphasis is placed on the development of professional responsibility and the practice of total patient care.

### **RTT 200: Radiation Therapy Physics**

3 credits

Content is designed to establish a basic knowledge of physics pertinent to developing an understanding of radiations used in the clinical setting. Fundamental physical units, measurements, principles, atomic structure and types of radiation are emphasized. Also presented are the fundamentals of x-ray generating equipment, x-ray production, and its interaction with matter.

### **RAD 202: Patient Care Procedures**

3 credits

This course builds on material introduced in the introductory course, especially information dealing with patient care, aseptic technique and disease transmission. Exploration of microorganisms and how they impact the home and health care environment are evaluated through an epidemiological field approach. Information about risk factors associated with stress are linked and contrasted to other potential risk factors. Contrast media, medications, vital signs and emergency care of patients are discussed.

### **RTT 201: Techniques and Applications**

4 credits

This course will provide the student with the concepts of treatment, dosimetry and planning. Various external beam techniques and applications, depth dose data, and summation of isodose curves are discussed. Modalities of treatment, patient setup, dose measurement, dose calculation and verification are also included.

### **RTT 202: Clinical Education II**

5 credits

The purpose of this course is to introduce the student to procedures performed in Radiation Therapy, and to provide the student with the opportunity to gain practical experience. During this second quarter of clinical education, the student is expected to develop the competency to perform simple-intermediate clinical procedures with progressively less assistance. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care.

**RAD 501: Sectional Anatomy**

3 credits

This course is designed to familiarize the student with the various anatomic structures and their locations as demonstrated by sectional imaging techniques. This course will utilize sonography, CT, and MRI images to cover the following areas: thorax, abdomen, pelvis and brain. Images obtained from clinical practices will be used to enhance the student's learning process.

**RTT 300: Oncologic Patient Care**

3 credits

This course will provide the student with basic concepts of patient care specific to radiation therapy including consideration of physical and psychological conditions. Handling of patients, patient examinations, asepsis, local and systemic reactions, nutrition and medications are discussed. Factors influencing patient health during and following a course of radiation will be identified

**RTT 301: Clinical Education III**

11 credits

The purpose of this course is to further introduce the student to procedures performed in Radiation Therapy, and to provide the student with greater opportunities to gain practical experience. During this third quarter of clinical education, the student is expected to develop the competency to perform intermediate clinical procedures with progressively less assistance. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care and radiation safety practices.

**RTT 502: Radiation Biology**

3 credits

This is an introductory course that introduces the student to the fundamentals of radiobiology and the effects of radiation on living tissue. This course evaluates the effects of radiation from the cellular level, to the epidemiological effects on communities and potential offspring. Specific topics in radiobiology include; basic radiation interactions, cellular biology review, short and long-term effects of radiation, risk factors, containment and handling of live sources, reduction of patient dose, radiation monitoring and applicable state and federal regulations. Information presented is required by the ASRT curriculum guide and ARRT national certification board. This course is a component of the radiation therapy programs master plan of education.

**RTT 400: Pathology and Treatment Principles I**

3 credits

This course will provide the student with the fundamentals of each disease process. Malignant conditions, etiology and epidemiology, patient workup and methods of treatment are discussed. Attention is given to patient prognosis, treatment results and the effects of combined therapies.

**RTT 401: Clinical Education IV**

11 credits

The purpose of this course is to further introduce the student to procedures performed in Radiation Therapy, and to provide the student with greater opportunities to gain practical experience. During this fourth quarter of clinical education, the student is expected to develop the competency to perform simple clinical procedures independently, under the direct supervision of a qualified professional or radiation therapist. Perform intermediate - complex clinical procedures with progressively less assistance. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care and radiation safety practices.

**RTT 503: Research Methodology in Radiation Oncology**

1 credit

The purpose of this course is to introduce the student to the logic, method, variation and precision of thought required in the practice and/or consumption of research.

**RTT 500: Radiation Therapy Treatment Planning**

3 credits

Content is designed to establish factors that influence and govern clinical planning of patient treatment. Encompassed are isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized along with particle beams. Stereo tactic and emerging technologies are presented.

**RTT 501: Pathology and Treatment Principles II**

3 credits

This course is a continuation of Pathology and Treatment Principles I. Content will provide the student with the fundamentals of each disease process. Malignant conditions, etiology and epidemiology, patient workup and methods of treatment are discussed. Attention is given to patient prognosis, treatment results, and the effects of combined therapies.

**RTT 504: Clinical Education V**

11 credits

This course allows the student to become proficient in all radiation therapy clinical procedures. During this fifth quarter of clinical education, the students are introduced to dosimetry procedures and are expected to develop the competency to perform complex clinical procedures independently, under the direct supervision of a qualified professional or radiation therapist. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care and radiation safety practices

**RTT 600: Radiation Therapy Capstone**

3 credits

This course is designed to integrate the various professional courses into a single perspective as it relates to radiation oncology. Professional concerns will be addressed and attention will be given to issues related to the workplace, continued professional development, and the need for lifelong learning. Extensive review of physics, protection and radiation therapy procedures is covered.

**RTT 601: Quality Management and Radiation Protection in Radiation Oncology**

3 credits

Content is designed to focus on the evolution of quality management (QM) programs and continuing quality improvements in radiation oncology. Topics will include the need for quality assurance (QA) checks; QA of the clinical aspects and chart checks; film checks; the various types of evaluations and tests performed on simulators, megavoltage therapy equipment and therapy planning units; the role of radiation therapists in quality management programs; legal and regulatory implications for maintaining appropriate QM guidelines as well as the role computers and information systems serve within the radiation oncology department.

**RTT 602: Clinical Education VI**

8 credits

This course allows the student to become proficient in all radiation therapy clinical procedures. During this sixth quarter of clinical education, the students are further introduced to dosimetry procedures and are expected to have attained competency to perform all clinical procedures independently, under the direct supervision of a qualified professional or radiation therapist. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care and radiation safety practices.

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## SHORT TERM COURSES

KPSAHS' Health Academy provides short term certificate training programs and continuing education courses.

### Program Staff

Program Director: Christine Lush, MSN, RN, PHN  
Faculty: Geneva M. Kyles, BS, NCPT(MMCI), CPTI (CA-DHS)  
Bert Christensen, B.S., CRT (R) (T), RT (R) (T)  
Agnes F. Wright, BS, A.A., NCPT(MMCI), CPTI (CA-DHS)



## Phlebotomy Basic and Advanced Program

### MISSION STATEMENT

The mission of the Phlebotomy Technician program is to graduate highly qualified professional and compassionate Phlebotomy technicians. The Phlebotomy Technician Program is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The primary goal of phlebotomy technician program is to educate students with didactic, laboratory, clinical experiences that encompass emerging and innovative technology in the preparation for a health care career as a Phlebotomist Technician. The program promotes professional growth and life-long learning with the emphasis on ethical behavior in all aspects of educational experiences. The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Act 88' (CLIA), Clinical laboratory Standards Institute (CLSI), OSHA and Joint Commission Review Committee.

### PROGRAM DESCRIPTION

This program provides education for individuals seeking a career in the laboratory as a California Certified Phlebotomy Technician I (CPT I). The 320-hour basic certified CPT I Program provides 80 hours theory didactic, 80 hours in-class practicum, and 160 hours clinical. The didactic and practical course will take place at participating affiliations in Northern California. Program participants can expect substantial off-campus study in preparation for classroom training.

Individuals who successfully complete the Basic/Advanced Phlebotomy Technician program will receive a certificate of completion from KPSAHS allowing students to sit for the National certification examination. Upon passing the National examination graduates are eligible to apply to the State for CPT I certification.

Graduates of the CPT I program may earn a CPT II certificate from the State by completing an additional documented 22 arterial punctures. This clinical training is not included in the KPSAHS curriculum. There is a \$50.00 processing fee for the CPT II certification (no cash- all payments by check, money order, or credit card). The State of California Department of Health Services requires a separate application for the CPT II certification.

### EDUCATIONAL LEARNING OUTCOMES OF THE PHLEBOTOMY PROGRAM

To prepare the learner with the basic background information on phlebotomy including:

- The history of phlebotomy and the role of the phlebotomist technician.
- Prepare students to successfully pass the national examination.
- Prepare students to think and act independently while developing skills in team building.
- Students will demonstrate a commitment to personal and professional growth and ethical behavior.
- Students will demonstrate excellence in patient care by exhibiting clinical competence, confidentiality, professionalism, and good communication.
- Students will learn blood borne pathogens and safety techniques to prevent injuries to the patients, team members, and themselves.

## **PHLEBOTOMIST DUTIES**

The primary responsibilities for the Certified Phlebotomy Technician I involve venipuncture, skin puncture, specimen processing, and patient registration.

## **PROGRAM STRUCTURE**

The 320-hour Basic/Advanced Phlebotomy Technician Program provide didactic and clinical education for individuals who seek to work in a clinical laboratory as a Phlebotomy Technician with California CPT I or II Certification.

Graduates of the Basic/Advanced Phlebotomy Program will receive a Certificate of Completion and will be eligible to sit for National certification examinations and apply for State Certification. Graduates from the program interested in obtaining CPT II certification must submit additional documentation that they have completed 20 arterial punctures. Clinical training for arterial punctures is not included in the KPSAHS curriculum. Graduates must complete the required arterial punctures on their own. Once a graduate has submitted documentation verifying completion of 20 arterial punctures, KPSAHS will provide a Certificate of Completion.

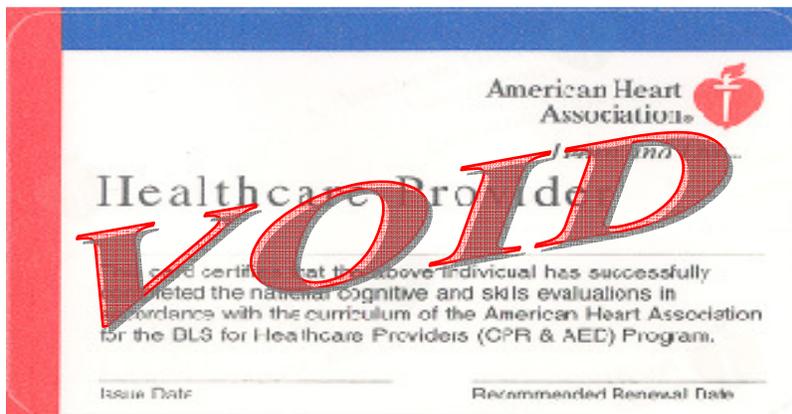
## **PREREQUISITES**

To maintain eligibility, applicants **must submit a completed application packet** and complete and pass the mandatory background check and drug screening policy. Failure to complete requirements will result in the loss of applicant eligibility. **Applicants must be at least 18 years of age.** No exceptions will be made.

A completed application packet includes the following:

1. Current, signed, and dated application.
2. Non-refundable \$25.00 application fee for accepted applications only; checks must be made payable to KPSAHS. Visa, MasterCard, and money orders are also accepted. **Cash will not be accepted.**
3. **Official sealed High School Transcripts, GED, or official sealed college transcripts** documenting 12 credits from an accredited college. All foreign diplomas and documents must include an official notarized translation in English and be evaluated by a foreign transcript evaluating agency prior to submission. Photocopies are not accepted. No exceptions.
4. Documentation of Physical Examination: Valid throughout the completion date of the program. Exam must be documented on letterhead from the Physician's Office or Medical Facility and include the applicant's name. The exam must display original signature/initials from the Physician or authorized personnel. Photocopies are not accepted. No exceptions.
5. Documentation of Immunizations:
6. Please have your HealthCare Provider or Authorized Medical Personnel complete the following "Immunization Form" (page C). The immunization form and official immunization documents must be included with the application.
7. All documentation must remain valid throughout the duration of the completion date of the program.
8. Proof of Immunization Records is solely the responsibility of the applicant. KPSAHS **cannot** view or retrieve immunization records from the Kaiser Permanente computer system.
9. Valid CPR card from the American Heart Association, **Healthcare Provider Level**, Basic Life Support course, two (2) year certification; applicant must present a valid CPR card at the time of submitting an application. Letters of course completion **cannot** be submitted in lieu of card. No exceptions will be made.

“SAMPLE ONLY”



### **PHYSICAL REQUIREMENTS**

Students should be physically able to:

- Stand and/or walk up to 6½ hours throughout an 8-hour shift
- Lift and move a minimum of 50 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

### **COMPLETION REQUIREMENTS**

All students must be in attendance the entire 320 hours of the program. The State of California mandated educational requirements cannot be met if a student has excessive absence or tardiness. The 320 hour Basic Educational Course is offered approximately every 6 weeks.

Reasonable accommodations will be made for individuals with appropriate Americans with Disabilities Act (“ADA”) documentation.

### **Anatomy & Physiology I**

#### Course Description

This course provides instruction on the principles of human anatomy and physiology emphasizing the integration of structure and function. The topics covered are terminology, chemistry, cells, histology, articulations, and the integumentary, skeletal, muscular, nervous systems. In this course a variety of approaches are taken to master the material including lectures, hands-on laboratory work, computer lab, medical imaging, discussion, and textbook reading. This course is designed to meet prerequisite requirements for KPSAHS programs including radiography, sonography, nuclear medicine, and radiation therapy only. Other programs may not accept this class as part of their entrance requirements. **Completion of both Anatomy and Physiology (I & II), are required to satisfy the program prerequisites.**

#### Course Duration

33 Lecture / 22 Lab Hours, 12 Week Course

#### Course Prerequisite Requirements

None

## **Anatomy & Physiology II**

### Course Description

This course provides instruction on the principles of human anatomy and physiology emphasizing the integration of structure and function. The topics covered are terminology, cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. In this course a variety of approaches are taken to master the material including; lectures, hands-on laboratory work, computer lab, medical imaging, discussion, and textbook reading. This course is designed to meet the prerequisite requirements for KPSAHS programs including radiography, sonography, nuclear medicine, and radiation therapy only. Other programs may not accept this class as part of their entrance requirements. **Completion of both Anatomy & Physiology (I & II) are needed to satisfy the program prerequisites.**

### Course Duration

33 Lecture / 22 Lab Hours, 12 Week Course

### Course Prerequisite Requirements

KPSAHS-Anatomy & Physiology I

# ADMISSIONS, REGISTRATION, AND FINANCIAL INFORMATION

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## Admissions

Admission to a program at KPSAHS is a selective process. All aspects of a student's record are evaluated in making an admission decision, with an emphasis placed on a student's academic success and potential. All components of the application must be completed prior to review by KPSAHS.

KPSAHS utilizes a selective process for its student enrollment; therefore is not obligated to admit all applicants who meet the minimum admission criteria. Final selection of students shall be made by KPSAHS, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws. KPSAHS complies with the Rehabilitation Act of 1973 and the Americans with Disability Act, as set forth in the Services for Students with Disabilities policy.

KPSAHS admissions' policy requires applicants to fulfill program specific prerequisite requirements.

## Application Requirements

Applications will be accepted year-round, except during the fall inter-quarter break. (Please refer to the Academic Calendar).

To maintain eligibility, applicants **must submit all required information and documentation** by the stated deadlines. No exceptions will be made.

## Imaging and Treatment Programs

- All prerequisite courses **must be completed before an application is submitted**.
- All applicants must complete both Application Forms-A & B.
- A non-refundable application handling fee is required for each program application.
- Applications must include two current signed letters of reference (Original letters signed and dated within 6 months of the application date). Applications with fewer than two letters of reference will not be considered.
- Official academic transcripts are required to document completion of prerequisite courses. To maintain eligibility, official sealed academic transcripts must accompany application at the time of submission.

## Short Term Courses

### PHLEBOTOMY PROGRAM

- All applicants must complete both Application Forms-A & B. Application Form-B will be provided at the time of their Assessment Examination.
- Applicants must submit verification of high school completion, in the form of an official high school transcript, official GED documentation, or successful completion of 12 semester or 18 quarter credits from a regionally-accredited postsecondary institution.
- All applicants must successfully pass an assessment test.
- A non-refundable application handling fee is required for each program application.
- Valid CPR card; American Heart Association, Healthcare Provider Basic Life Support, two (2) year certification.
- Documented physical examination.
- Documented immunizations as stated on application.

- Phlebotomy applicants are required to complete and pass a criminal background check and drug screening from the designated agency as a requirement for enrollment into the program.
- All program tuition is due on or before the day of orientation.

### **ANATOMY & PHYSIOLOGY COURSES**

- All applicants must complete both Application Forms-A & B.
- Non-refundable registration handling fee
- Tuition paid in full

### **Assessment Examination – Phlebotomy Program Only**

A standardized cognitive assessment exam is required for all individuals who apply to the Phlebotomy program. This cognitive exam is approved by the American Council on Education as a valid predictor of vocational outcomes.

To maintain eligibility in the application process, all applicants must pass the standardized cognitive assessment exam. All applicants must achieve a passing score on the assessment exam. KPSAHS utilizes the Wonderlic Company Scholastic Level Exam.

After the submission of a completed application, applicants may sit for the exam during scheduled exam hours. There are No exceptions. It is the applicant’s responsibility to meet this requirement; the program will not contact applicants regarding this exam.

Applicants are allowed three (3) attempts each application process to obtain a passing score on the assessment test. There is no charge for the first (2) attempts. **There is a \$20.00 charge for the third attempt. The State of California requires a one week resting period between retesting.**

### **Admission Requirements for Prerequisite Coursework**

Transcripts are reviewed by Admissions and Records Department at no cost to the applicant. Course work must be completed and documented on an official sealed transcript, college level, a minimum of 3 semester or 4 quarter units with a grade of “C” or higher.

### **COLLEGE TRANSCRIPTS**

College transcripts documenting completion of prerequisite course work are required. College transcripts must be official and sealed and accompany the application packet.

### **FOREIGN TRANSCRIPTS**

To verify completion of prerequisites, all foreign diplomas and documents must include an official notarized translation in English and be evaluated by a foreign transcript evaluating agency prior to submission. Foreign transcripts must be official and sealed and accompany the application packet.

### **MILITARY TRANSCRIPTS**

To verify completion of prerequisites, all course work from the military must be documented on official transcript(s) from the institution(s) providing the course(s), as some military transcripts do not provide the name of the institution, course name, number of credits, or grades. Military transcripts must be official and sealed and accompany the application packet.

### **HIGH SCHOOL TRANSCRIPTS**

KPSAHS **will** accept high school transcripts for the phlebotomy program only. All other programs will only accept college level courses.

### **Foreign Students (VISA)**

KPSAHS is not approved to issue a certificate of eligibility (I-20) for international students, therefore student visa services are not provided. KPSAHS does not vouch for student status and makes no associated charges. The following visas cannot be accepted:

- F1: Student Visa to an academic school setting
- M1: Student Visa to a vocational school setting
- J1: Foreign exchange student

KPSAHS will accept students from other countries with the following Visa status:

- H1B: Work Visa
- H4: Spousal Visa

### **English as a Second Language**

Kaiser Permanente School of Allied Health Sciences does not offer English languages services, including English as a second language (ESL) courses.

### **Required English Proficiency**

All Kaiser Permanente School of Allied Health Sciences courses are conducted in English. To verify the ability to successfully engage in coursework instructed in the English language, any participant who completed prerequisite coursework at a school in which English was not the language of instruction, must submit an official Test Of English as a Foreign Language (TOEFL) with a minimum score of 550.

## **Selection Process for Imaging and Treatment Programs**

### **Interviews**

- KPSAHS is not required to interview all applicants who meet the minimum admission criteria.
- All applicants will be notified of their interview status.
- Interviews will be conducted by a panel of faculty, preceptors, managers, or medical advisors from each program.

### **Class Selection**

- Class selection will begin at the conclusion of interviews.
- Accepted and non-accepted applicants will be notified.

### **Acceptance Procedure**

Selected applicants must complete the following procedures:

- Formally respond in writing to the “Student Acceptance Letter”. Failure to respond by stated deadline will result in forfeiture of enrollment for the stated application period.
- Pass a mandatory physical examination.
- Pass a mandatory drug testing and background screening.
- Include a non-refundable registration fee with the acceptance letter.
- Attend a mandatory KPSAHS orientation

Applicants not accepted to a program may re-apply during any subsequent application period and must complete the entire application process.

### **Mandatory Pre-Enrollment Procedures**

Candidates selected into a KPSAHS programs are required to complete and pass a criminal background check and drug screening from the designated agency as a requirement for enrollment into the program. Students will be responsible for all fees associated with these procedures.

### **Background Check/Screening**

- Social Security Number Trace
- County Court Criminal Conviction Search

- National Sexual Offender Database Search
- DHHS/OIC Cumulative Sanction/Excluded Parties List Search
- GAS Excluded Party/Debarment List Search

Conviction of a crime is not an automatic bar to admission into the Program. All circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate cancellation of student eligibility.

### **Drug Testing**

All prospective students to a KPSAHS Program and its clinical affiliates must complete and pass pre-enrollment drug testing demonstrating the absence of illegal drugs or inappropriate use of legal drugs. KPSAHS is committed to take appropriate action designed to ensure a safe environment for students, employees, members, patients, and the community, and to protect financial resources and assets.

Applicants considered for enrollment into a KPSAHS Program will receive specific instructions for completing the background check and drug screening process. Applicants must follow all instructions and meet all deadlines. Applicants are responsible for paying all fees directly to the designated company. Failure to meet requirements will result in the loss of applicant eligibility. **No exceptions will be made.**

### **Pre-Enrollment Physical Examination**

A pre-admission physical examination is required for determining the candidate's ability to perform the duties of a healthcare provider. These physical/environmental requirements are specified on the KPSAHS website for each program. The pre-admission program examination includes a review of the candidate's communicable disease history, immunizations, laboratory testing, and mask fit test.

NOTE: KPSAHS, Kaiser Permanente, and all associated clinical affiliates do not assume responsibility for the treatment of non-training related illnesses or injuries. Students are to provide their own health care coverage or seek their own health care services.

### **Student Health Screenings**

Students are subject to annual mandatory tuberculosis screening. Additional surveillance measures may be imposed by Kaiser Permanente and other clinical facilities as deemed necessary to protect the health interests of all persons.

It is the responsibility of individual students to report having a significant communicable disease that could be harmful to the health of student peers, faculty, patients, visitors, and clinical staff. Upon discovery, the student should consult with the Program Director, who will determine whether modifications in the student's educational schedule are warranted, if any. Examples of diseases that warrant immediate reporting include contracted tuberculosis, hepatitis, chicken pox, and mumps. Strict confidentiality will be maintained. It is the moral and professional obligation of students to protect all individuals from unnecessary exposure in the educational and clinical settings.

Additional information on conditions that pose risk potential to students, as well as policies related to these risks, can be found at the Kaiser Permanente Financial Governance California Division Website at <http://kpnet.kp.org/california/financialgovernance/index.htm>. This site is accessible using the computers in the KPSAHS Student Library or from any Kaiser Permanente facility.

### **Examination Boards**

All license and certification agencies have eligibility standards for their applicants that are independent of—and may differ from—KPSAHS. These standards address the question of applicant felony and misdemeanor convictions. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her license and/or certification eligibility. Students can contact the following regulatory agencies to review their eligibility status:

<b>Program</b>	<b>Examination Boards</b>	<b>Award</b>
<i>Radiography and Radiation Therapy Programs</i>	American Registry of Radiologic Technologists <a href="https://www.arrt.org/">https://www.arrt.org/</a> The State of California Radiologic Health Branch <a href="http://www.dhs.ca.gov/rhb">http://www.dhs.ca.gov/rhb</a>	Certificate
<i>Diagnostic Medical Sonography Program-General</i>	American Registry of Diagnostic Medical Sonographers <a href="http://www.ardms.org/">http://www.ardms.org/</a>	Credential
<i>Diagnostic Medical Sonography Program-Cardiac</i>	American Registry of Diagnostic Medical Sonographers <a href="http://www.ardms.org/">http://www.ardms.org/</a> American Registry of Radiologic Technologists <a href="https://www.arrt.org/">https://www.arrt.org/</a> Cardiovascular Credentialing International (CCI) <a href="http://www.cci-online.org/">http://www.cci-online.org/</a>	Credential
<i>Nuclear Medicine Program</i>	American Registry of Radiologic Technologists <a href="https://www.arrt.org/">https://www.arrt.org/</a> Nuclear Medicine Technology Certification Board <a href="http://www.nmtcb.org/">http://www.nmtcb.org/</a> The State of California Radiologic Health Branch <a href="http://www.dhs.ca.gov/rhb">http://www.dhs.ca.gov/rhb</a>	Certificate
<i>Phlebotomy Program</i>	National Center for Competency Testing <a href="http://www.ncctinc.com/">http://www.ncctinc.com/</a> (800) 875-4404 California Department of Public Health at <a href="http://www.cdph.ca.gov">http://www.cdph.ca.gov</a> 510) 873-6328	Certificate

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## **Student Enrollment Process**

### **Enrollment Agreement**

The Student Enrollment Agreement is signed by those applicants accepted into their respective programs during the program's Orientation.

### **Registration**

The registration period for each class begins during finals week and continues to 12:00 noon on the last day of the inter-quarter break. Students must pay all required tuition and fees during each inter-quarter break to remain enrolled in their program. Payments may be mailed to or made in person at the KPSAHS main campus. Payments can be made utilizing the following methods: All checks or money orders must be payable to: KPSAHS

- At the Richmond Main Campus: Check, money order or credit card/ATM Debit
- By mail: Check or money order only (do not mail cash)
- By phone: Credit card or debit card with Visa/MC logo

### **Student Orientation**

New students are required to attend Student Orientation which consists of presentations and videos that introduce students to the Kaiser Permanente Organization, Enrollment Agreement, Student Handbook, Program Expectations, Compliance, and KPSAHS Facility & Safety to prepare them for their clinical education at medical centers.

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## **FINANCIAL INFORMATION**

### **Financial Obligations of Students**

In accordance with KPSAHS Policy and California Education Code Section 72237, KPSAHS shall withhold transcripts, diplomas, and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to KPSAHS. Any item or items withheld shall be released when the student satisfies the financial obligation.

### **Tuition and Fees**

Students pay tuition and fees directly to the Kaiser Permanente School of Allied Health Sciences. Payment of all tuition and fees is due during each inter-quarter break. If full payment is not received by the stated deadline, students will not be allowed to participate in didactic or clinical education. Failure of payment will result in immediate dismissal from the program. The only exception is payment for first quarter Diagnostic Medical Imaging, Radiation Therapy, and Basic/Advanced Phlebotomy students' payment is due during program orientation.

Students are provided with a comprehensive list of charges during their acceptance meeting. This list identifies the expected cost per quarter for the length of the program. Additionally, at the completion of each quarter, students are provided with an invoice for the subsequent quarter.

### **Returned Check Fee**

KPSAHS accepts personal checks for payment of tuition and fees. No counter checks, post-dated checks or checks altered in any way are accepted. A collection fee of \$25 is assessed for any check returned for non-payment including any check in which payment is stopped. The check must be paid within 10 days or it will be turned over to a collection agency and the student will be liable for all collection costs and any other related costs.

### **Payment for Repeated Courses**

Any student who is eligible and is required to repeat a course or perform remedial work will be charged the cost per unit times the number of units plus a \$100 administration fee.

### **Books and Fees**

Students are provided with the names and ISBN numbers of all required books for the program. Resources for book purchases are available in the school library. Students may purchase books from any source they choose. The KPSAHS virtual bookstore can be easily accessed by entering <http://rittenhousebookstore.com> (program ID: Kaiser). The Rittenhouse/KPSAHS virtual bookstore is offered solely as a convenient option for students to purchase textbooks. KPSAHS does not receive any monies or benefit in any manner from students purchasing books through the Rittenhouse site.

Radiography Program students are responsible for purchasing X-ray film markers. Resources for the purchase of X-ray film markers are available from the Radiography Program.

Fees are subject to change.

### **Mailed Payments**

Students accept all responsibility for mailed payments. KPSAHS assumes no responsibility for lost, late or undelivered payments. If mailed payment is not received by the due date, late payment of tuition and fees policy will be applied.

## Late Payment of Tuition and Fees

A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment of tuition and fees by 12:00 pm noon the last day of the inter-quarter break, except for extenuating circumstances approved by administration. Students who do not complete tuition and fee payment by the end of the fifth (5th) calendar day of the new quarter will be dismissed from the program.

## List of Tuition Charges for Programs and Courses

Program / Course	Tuition/Registration Amount	Comments
<i>Radiography Program (Day)</i>	\$ 1,437.50 Per Quarter (\$11,500 Program Total)	Imaging, Treatment, and Diagnostic Program tuition is due prior to the start of each quarter.
<i>Radiography Program (Evening)</i>	\$ 1,405.56 Per Quarter (\$12,650 Program Total)	\$ 1,405.60 - Qtr 1 \$ 1,405.56 - Qtr 2 through 9
<i>Sonography Program (General Concentration)</i>	\$ 2,108.33 Per Quarter (\$12,650 Program Total)	\$ 2,108.35 - Qtr 1 \$ 2,108.33 - Qtr 2 through 6
<i>Sonography Program (Cardiac Concentration)</i>	\$ 2,108.33 Per Quarter (\$12,650 Program Total)	\$ 2,108.35 - Qtr 1 \$ 2,108.33 - Qtr 2 through 6
<i>Nuclear Medicine Program</i>	\$ 2,108.33 Per Quarter (\$12,650 Program Total)	\$ 2,108.35 - Qtr 1 \$ 2,108.33 - Qtr 2 through 6
<i>Radiation Therapy Program</i>	\$ 2,108.33 Per Quarter (\$12,650 Program Total)	\$ 2,108.35 - Qtr 1 \$ 2,108.33 - Qtr 2 through 6
	\$ 2,200.00 Per Program Total	Tuition is due by Orientation date
<i>Phlebotomy Program (Day)</i>	\$ 2,200.00 Per Program Total	
<i>Phlebotomy Program (Evening)</i>	\$ 250.00 Per Course \$ 250.00 Per Course	A&P tuition due at registration of course.
<i>Anatomy &amp; Physiology I</i>		
<i>Anatomy &amp; Physiology II</i>		
<i>Application Handling Fee</i>	\$ 25.00 per application	Required at the time of application submission
<i>Assessment Testing (Phlebotomy Program Only)</i>	\$ 20.00 for third attempt	Each applicant is allowed three attempts to successfully pass the assessment test associated with our programs. Applicants are not charged for the first two attempts. A third and final attempt during the application period is an additional \$20.00.
<i>Insurance for clinical education</i>	\$ 25.00 per year	Insurance is required for all students who perform clinical education in a health care facility.
<i>Fees</i>	\$ 35.00 per quarter	This covers the cost of support services provided to the students: copies of lecture notes, clinical logbooks, lab fees, and Scantron forms.
<i>Books</i>	Varies per quarter	Students are provided with the names and ISBN numbers of all required books for the program. Students may purchase books from any source they choose. KPSAHS virtual bookstore can be easily accessed by entering <a href="http://rittenhousebookstore.com/">http://rittenhousebookstore.com/</a> (program ID: Kaiser).

<i>Tuition</i>	Required fee and tuition is refundable according to KPSAHS Tuition refund policy found in the School Catalog
<i>Application Fee</i>	Required and non-refundable
<i>Assessment Testing</i>	Required and non-refundable
<i>Insurance</i>	Required and non-refundable
<i>Fees</i>	Required and non-refundable
<i>Books</i>	Students may purchase books from any source they choose. The KPSAHS virtual bookstore can be easily accessed by entering <a href="http://rittenhousebookstore.com">http://rittenhousebookstore.com</a> (program ID: Kaiser).
All charges are accurate at time of distribution. All charges are subject to change.	

### **Notice of Cancellation**

Students may cancel their enrollment in the Kaiser Permanente School of Allied Health Sciences, without any penalty or obligation during the first 7 (seven) days of **the first quarter enrollment**. After this initial 7 (seven) days, tuition refunds may be applicable based on the length and cost of the individual program, and as stated in the Student Educational Contract.

If you cancel, any payment you have made and any negotiable instruments signed by you shall be returned to you within 45 days following the receipt of your notice to withdraw from the program.

If you have received any equipment, you must return the equipment within 30 days of the date you signed your notice of withdrawal. If you do not return the equipment within this 30-day period, the Kaiser Permanente School of Allied Health Sciences may keep an amount out of which you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel enrollment in any Kaiser Permanente School of Allied Health Sciences, mail or deliver a signed and dated copy of a cancellation notice (can be found in the appendix of the School Catalog), or any other signed written notice to:

#### **Kaiser Permanente School of Allied Health Sciences**

938 Marina Way South  
Richmond, CA 94804

**NOTE: All cancellations must be in writing.** You do not have the right to cancel by telephoning the school or by not attending class.

### **Tuition Refund Policy**

KPSAHS follows the State of California's Bureau of Private Postsecondary Education refund policy. A student has the right to a full refund of all charges less the non-refundable fees if he or she cancels the enrollment agreement within the first 7 (seven) days of first the quarter of enrollment and has made an initial payment.

A student who has been enrolled for more than seven (7) days and finds it necessary to withdraw from a KPSAHS educational program may be eligible for a partial refund of their paid tuition. The student must adhere to the "Withdrawal and Re-Admission" policy stated in the KPSAHS Catalog. The effective date of withdrawal will be set as the date the student meets all the requirements of the withdrawal policy including written notice of withdrawal and returns all school property (i.e., \$15.00 ID badge, film badge, etc) to their Program Director. Exceptions can be made for students called to active duty (copy of service orders is required) or in the event of the student's death or disability.

Students who have completed 60 percent or less of any quarter in all programs are eligible for a pro rata refund less the non-refundable fees. The pro rata refund amount is determined by the daily charge for the quarter (total tuition charge, divided by the number of days in the quarter), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal. KPSAHS students who have completed 60% or more of any quarter in all programs are ineligible for a refund and are required to pay

the full tuition charge for the quarter. If a student is eligible for a refund, the refund will be made within 45 days of the effective withdrawal date.

### REFUND EXAMPLE

Process	Example
<i>If a student withdraws after completing 22 class days of KPSAHS Diagnostic Medical Sonography Program's 11 week (55 class days) Quarter, the student has completed 22/55 or 40 percent of the Quarter.</i>	Student = 22 days of attendance Quarter = 55 class days Total Quarterly Tuition Charge = \$1,833.35 Daily tuition charge = $\$1,833.35/55 = \$33.33$ per class day Tuition charge for 22 days = $22 \times \$33.33 = \$733.26$
<i>If the student has paid \$1,833.35.00 in tuition, s/he will receive a tuition refund of \$1,100.09.</i>	Tuition paid = \$1,833.35 Tuition charge = - \$ 733.26 Refund = \$1,100.09

### Financial Aid

Student loans are available through the Kaiser Permanente Student Financial Aid Program, which is a personal loan independent of KPSAHS, set-up between The Permanente Medical Group (TPMG) and the student. **Students are under no obligation to apply for these loans.** Representatives from the Student Financial Aid Program are available to discuss details of these loans during orientation prior to the start of the program. Not all KPSAHS educational programs qualify for this TPMG loan program.

If a student obtains a loan from Kaiser Permanente Student Financial Aid Program or any other personal loans to pay for a KPSAHS educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

For further information students can contact the Student Financial Aid Program Department @ 1-866-232-2934 or visit their website at <http://financialaid.kp.org>.

Qualified students may be eligible for assistance through the Workforce Investment Bureau. Inquiries should be made directly to that agency. The Radiography, Sonography, and Nuclear Medicine Programs are also approved for veterans training under Title 38 (GI Bill).

**KPSAHS does not participate in either the federal (Title IV) or state financial aid programs.**

### Additional Financial Aid Information

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

The BPPE requires notification to students that if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

# ACADEMIC AND CLINICAL POLICIES

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## GENERAL GRADUATION REQUIREMENTS

### Graduation Requirements

To graduate with a certificate of completion from any KPSAHS program, students are required to successfully complete all didactic and clinical education courses and hours, including any applicable co-requisites. In addition, all financial obligations to KPSAHS must be fulfilled before certificates and transcripts will be awarded to graduates.

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## Curriculum

### Program/Course Curriculum

All program curricula meet the standards established by the examination or accrediting and governing bodies associated with their field of study.

The **Radiography and Radiation Therapy Programs** curricula meet the standards established by the State of California and the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The **Diagnostic Medical Sonography Program** curriculum meets the standards established by the Joint Review Committee in Diagnostic Medical Sonography (JRC-DMS).

The **Nuclear Medicine Program** curriculum meets the standards established by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT).

The **Phlebotomy Program** curriculum is based upon the standards established by the state of California (Title 17 CCR 1034).

Curriculum enhancements are consistently made to meet the identified objectives of all programs.

### Radiography & Radiation Therapy Programs

Completion of the Program is a prerequisite to obtaining eligibility to the American Registry of Radiologic Technologists (ARRT) California Department of Health Services Radiologic Health Branch (RHB) certification examination. Students may apply for the examination up to 90 days prior to their anticipated program completion date.

State of California Certification from the Department of Health Services RHB is required for Radiographers and Therapists to work in California.

Any ARRT or RHB certification is withheld until the Program Director has verified student competency and program completion.

### Diagnostic Medical Sonography Program

Completion of the Diagnostic Medical Sonography Program – General or Cardiac Concentration is a prerequisite for obtaining eligibility to the American Registry Diagnostic Medical Sonographers (ARDMS) registry examination. CCI & ARRT (American Registry Radiologic Technologists)

### Nuclear Medicine Program

Completion of the Nuclear Medicine Program is a prerequisite to obtaining eligibility to the ARRT for Nuclear Medicine. Nuclear Medicine students may apply for the ARRT examination up to 90 days prior to their anticipated program completion date.

Nuclear Medicine students may also sit for the Nuclear Medicine Technology Certification Board (NMTCB) licensing examination. Students are permitted to apply for this exam 90 days prior to the anticipated date of program completion, but may not sit for the exam until after program completion.

State of California Certification from the Department of Health Services Radiologic Health Branch is required for Nuclear Medicine Technologists to work in California.

All Nuclear Medicine certification is withheld until the Program Director has verified student competency and program completion.

### **Phlebotomy Program**

The minimum completion requirement in the Phlebotomy Courses is 70% for didactic courses, 80% for laboratory courses, and 80% for clinical courses. Students who do not meet the minimum standards will not receive a certificate of completion.

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### **Didactic Education**

All course work must be satisfactorily completed to graduate and receive a Certificate of Completion from a program. These requirements have been adopted to ensure students are capable of conducting safe medical procedures, meeting the demands of credential/registration examinations, and satisfying employer expectations.

### **Intellectual Property**

All lectures, presentations and associated education materials utilized in any KPSAHS education program are the intellectual property of KPSAHS. This material may not be copied, videotaped or recorded without the written consent of the KPSAHS administration. Students may perform audio recording of lectures for educational purposes with the approval of the individual instructor.

### **Review of Examination Materials**

All tests and examinations administered by KPSAHS instructors are the property of KPSAHS and may not be copied or altered except by KPSAHS personnel. At the discretion of the program, tests and examinations are available to students for review as follows:

- During the review session after an examination
- During the review session before graduation
- During tutoring sessions with KPSAHS instructors (at the discretion of the instructor)

An instructor will be present at all times during these review sessions. Copying and/or altering tests and examinations will result in disciplinary action up to and including dismissal from any KPSAHS education program.

### **Real Time Video Instruction**

KPSAHS students receive their didactic education through a combination of live standard instruction and real-time interactive video instruction. This technology enables the program to meet the needs of a geographically dispersed population. All students receive identical information and educational support through the duration of the program.

### **Distance Education**

KPSAHS does not offer distance education. Video conference equipment is not considered to be distance education.

### **Video Conference Equipment/Electronic Equipment**

Students are not allowed to operate any video conferencing or electronic equipment at any Kaiser Permanente School of Allied Health Sciences classrooms. This may include the video conferencing control console, PC, document camera, VCR, DVD and other related equipment and controls. The only exception is when students are presenting coursework/presentation under the **direct** supervision of the instructor.

Direct supervision is defined as the instructor being physically present in the room while the equipment is being utilized. Any student not adhering to this policy will be immediately suspended, and may face further disciplinary action up to and including dismissal from his/her program.

## **Recording of Class**

All Kaiser Permanente School of Allied Health Sciences classrooms are equipped with video conferencing equipment that is capable of recording all activities that occur in the classroom. KPSAHS reserves the right to make recordings of classroom activities without notification when deemed appropriate. These recordings will be used for educational, evaluations or disciplinary action. These recordings are for use by KPSAHS administration and faculty and will not be provided to individuals outside of Kaiser Permanente unless mandated by law.

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## **Clinical Education and Policies**

While participating in Clinical Education, students are expected to comply with the following provisions. The list is not exhaustive and additional provisions may be added:

- Accept no gratuities from patients
- Must inform instructor/school of any attendance issues
- Obtain permission from your clinical preceptor before leaving your clinical site including attending to emergencies
- Refrain from conversing with the patients about their personal condition, or that of any other patient in the hospital
- Refrain from making any personal remarks, criticisms, or comments regarding physicians, patients, fellow students, staff, supervisors, or methods of treatment in the presence of a patient
- Never advise a patient about retaining or discharging a physician
- Never discuss in public any information that is related to a patient, e.g., diagnosis, prognosis, personal life, etc
- Be responsible for all assigned tasks by supervisors, staff, and physicians
- Complete all assigned duties each day, unless relieved by a staff or preceptor
- At no time administer medication, water, or treatment of any kind to a patient except under the direction of a physician. If a patient suddenly becomes ill or is injured, notify a supervisor, nurse or physician as required
- Do not adjust or remove clamps on IV tubes, drains, splints, etc, without permission or transport non-ambulatory patients on a stretcher unless otherwise specified by physician, nurse, or floor supervisor. When in doubt, consult the floor supervisor. Inattention to this directive may cause physical hardship for the patients
- Use hospital supplies only for purposes intended and do not remove supplies from the department and/or facility for personal use
- Observe and execute all applicable KPSAHS, clinical site specific, and Kaiser Permanente California Division policies and procedures.
- Photo ID badges must be appropriately worn at all times while on school or hospital property.
- Appropriately wear your film badge during clinical education (if applicable)

## **Clinical Assignments**

Clinical assignments for all programs are made by the Program Director with input from the program staff. Students may be required to travel long distances to receive full clinical education. Clinical assignments are made to ensure all students receive an equitable high quality clinical education during their enrollment. Depending on the educational program, students may be required to rotate between clinical sites during the course of their clinical education. Rotations may be required to ensure students receive exposure to a variety of equipment or procedures. Rotation requirements will be presented to the students by their respective Program Director at the start of the academic year and prior to each scheduled rotation.

In some circumstances, poor compatibility between student and the personnel of the clinical site occurs. Students and preceptors are encouraged to work collectively with the Program staff to ensure educational and departmental objectives can be met. If not, the Program Director may transfer the student to another clinical site. Placement at a new site is not guaranteed. Acceptance of a transfer student is subject to the approval of the respective directors and preceptors.

Students maintain their eligibility to train at their clinical sites by meeting all program and clinical site expectations and requirements. Immediate dismissal from the program is warranted for serious infractions of KPSAHS and/or facility policies including, but not limited to, insubordination, non-adherence to assigned schedules, failure to meet professional conduct expectations, or malpractice.

### **Clinical Environment**

High quality patient care, excellent service, and patient safety are top priorities in all clinical education sites. The scheduling and conducting of educational activities must be flexible to insure patient care services are not disrupted. Compared to the learning activities conducted in the classroom setting, the learning activities in the clinical setting are frequently much less structured. The student must be pro-active and responsible for integrating the academic preparation with the individual examinations observed or performed.

### **Student Status within Clinical Facilities**

When performing clinical education in any KPSAHS program, students are not employees and have no rights or recourse to employee union representation. Students must adhere to the procedures identified in this School Catalog to resolve all issues related to the students' clinical education.

### **Clinical Logbook**

The Clinical Log Book will be used to facilitate learning and promote better communication between KPSAHS faculty and clinical site personnel. Students are required to update and maintain the clinical logbook daily. **Clinical logbooks must be with the student at the clinical setting at all times.**

Students are responsible for maintaining a current and orderly logbook. All forms are to be completed on a daily basis. If the student does not maintain a current logbook, **the student will be penalized 5 points per infraction** on their Clinical Grade Calculation Sheet during their site visits. Infractions include (but are not limited to) an incomplete attendance log, lack of a make-up agreement in the event of an absence, an incomplete daily procedures record, an outdated Dosimetry report, incomplete self-assessments, and lack of preceptor evaluations. At the discretion of the Clinical Coordinator, the student may be released from his/her clinical site until the logbook has been organized and brought up to date. Make-up visits may be arranged at a later date.

### **Developing Clinical Proficiencies**

Following a systematic step-by-step approach can develop clinical skills. The following sequence of steps will generally produce outstanding technologists:

- **Academic Preparation:** This step is completed by studying the program coursework presented to the student. Each program presents the student with a didactic and clinical education process that is designed to coordinate the classroom and clinical course work.
- **Observation:** The initial activities in the Clinical Education Centers will consist primarily of observing medical employees at work.
- **Assisting Qualified Worker:** Once the student feels comfortable, he/she will be given an opportunity to assist or perform procedures under the **direct supervision** of licensed or certified personnel in the field of study.
- **Competency Evaluation:** When the student feels certain that he/she is able to do a particular examination without help, the Preceptor or a designated qualified staff should be asked to complete a competency evaluation or examination/procedure performed per program policy addressed in the clinical education logbook. Performance will be documented on a Competency Evaluation Form as well as a Master Competency List. If competency is achieved with a passing evaluation rate, it will be marked as such. If competency is not achieved, additional training is required and the competency evaluation must be repeated until an acceptable passing rate is achieved.
- **Performance Maintenance (Radiography & Sonography only):** Once the student passes the Competency Evaluation for a particular examination he/she needs additional practice to maintain and perfect their skills. **This examination may now be performed with indirect supervision.** (An employee must be in an adjacent room or on the same floor—not necessarily in the room).

However, if a repeat examination should become necessary, licensed or certified personnel in the field of study must be present to provide direct supervision. When a student rotates to another area/clinical site, he/she must show the list of competencies to the new Preceptor so that a determination can be made which examinations the student can perform with indirect supervision and which must be closely supervised.

## **Clinical Staff – Roles and Responsibilities**

### **CLINICAL PRECEPTOR**

Each clinical facility has one or more Clinical Preceptors that are employees of the medical center. In addition to their daily job responsibilities, these individuals are responsible for the supervision of students' clinical education.

### **CLINICAL COORDINATOR**

The Clinical Coordinator's position is under the guidance of the Program Director and performs duties as assigned by the Program Director.

### **Student Employment Policy**

Students employed at any clinical facility or who volunteer time at a clinical facility are not allowed to receive credit for clinical time or perform competencies during those working hours. Clinical hours and competencies can only be performed during regularly scheduled clinical hours. Under no circumstances may a student perform any exams related to his/her current course of study during working or volunteer hours. Under no circumstances may a student perform employee duties during clinical hours. Any student who attempts to perform any exams related to their current course of study during paid employee time or any time outside clinical hours or who attempts to perform work duties during clinical hours will be **dismissed** from his/her program. Students who are performing duties related to their Medical Center employment or volunteer work are required to wear the appropriate identification badges. Under no circumstances may a student wear student identification or film badges during employment or volunteer hours.

### **Responsibilities of Students in the Clinical Education Centers**

The primary functions of the Clinical Education Center are to provide quality patient care and excellent service. Under no circumstances should the presence of students downgrade the quality of patient care or service. It is the responsibility of the student to:

- Follow the administrative policies established by the Clinical Education Centers. Make sure your Clinical Preceptor provides you with these policies.
- Check assigned work center and report on time to the assigned area.
- Notify the Clinical Preceptor and Clinical Coordinator no later than 15 minutes after the scheduled time in case of illness or absences that are beyond the student's control.
- Wear appropriate dosimetry or other monitoring devices (as required by the program and department).
- Wear both student photo ID badge and access badge.
- Check with your preceptor before leaving the assigned work center.
- Follow the directions provided by the Clinical Preceptor.
- Ask for advice when indicated.
- Be industrious and ask questions.
- Do not experiment with patients.
- Do not discuss clinical information with patients, relatives, or anyone else outside the department.
- Demonstrate continued initiative in identifying and pursuing variable experiences.

## **Supervision of Students**

A student is limited to the practice of the modality directly related to their allied health science educational program. The clinical department and KPSAHS cannot assume liability for a student who conducts medical procedures without supervision. There are two levels of supervision:

### **Direct Supervision**

Direct supervision is defined as a student conducting medical procedures with a Licensed, Certified, or Registered employee **physically present in the examination room**. Examples of when direct supervision is required:

- Whenever a student has not yet demonstrated competency for a given procedure
- Whenever a student is repeating an image or procedure
- Whenever a Sonography Program student performs a Scrotum, Breast, or Endovaginal scan
- All Radiation Therapy procedures must be performed under direct supervision
- Whenever a Phlebotomy Program student performs an arterial puncture

### **Indirect Supervision**

Indirect supervision is defined as a student conducting medical procedures with a Licensed, Certified, or Registered employee physically present in the department where the examination is being conducted. An example of permissible indirect supervision would be for a student who has demonstrated and been evaluated/documentated competent for a given procedure.

Please note that indirect supervision does not mean that a Licensed, Certified, or Registered employee may be available by phone or electronic communication device to assist the student. The Licensed, Certified, or Registered employee must be in the same department, on the same floor, where the examination is being conducted.

Any student who is found to be practicing outside their scope of practice will be dismissed from their program.

### **Student Insurance Coverage**

Students are provided with malpractice liability coverage, for activities conducted within the scope of practice of a student. Students are required to remain at all times within the direct (or indirect as applicable) supervision of a Certified/Registered/Licensed medical professional.

### **Student Clinical Injury**

#### **STUDENT RESPONSIBILITIES**

No injury is to be considered too minor to report.

All injuries sustained at the clinical site must be immediately reported to the facility preceptor, department manager and KPSAHS clinical coordinator.

#### **RECEIVING CARE FOR MINOR INJURIES DURING CLINICAL EDUCATION**

If the injury is minor and does not require immediate medical attention, the student, preceptor/and or manager will work with the KPSAHS clinical coordinator to obtain an appointment for the student at the nearest Kaiser Permanente Occupational Health Clinic.

#### **RECEIVING CARE FOR SEVERE INJURIES DURING CLINICAL EDUCATION**

If a student receives a severe clinical injury at a:

**Kaiser Permanente Clinical Education Center** – The preceptor/and or manager will immediately send the student, or make an appointment for the student, at the nearest Kaiser Permanente Occupational Health Clinic. In the event of a life threatening clinical injury, the student will be sent directly to the nearest Emergency Department.

**Non-Kaiser Clinical Education Center** – The preceptor and/or manager will immediately send the student to the Emergency Room. The student will notify the ER that their injury is covered under Kaiser Permanente’s Workers Compensation Coverage. Students, managers, and preceptors are provided with information related to Kaiser Permanente Workers Compensation Coverage. This information is located in the student’s clinical logbook. A list of Kaiser Permanente’s Occupational Health Clinics is included with the workers compensation coverage information.

The Occupational Health Clinics should be directed to call KPSAHS at (510) 231-5000 to speak with a KPSAHS administrator if they have any questions regarding students Worker’s Compensation Coverage.

The student must provide their KPSAHS clinical coordinator with a copy of the visit verification form from their visit to Occupational Health. The clinical coordinator will ensure that the student complies with prescribed modifications.

## **Student Pregnancy**

If a student becomes pregnant during enrollment in any program, disclosure of her pregnancy is voluntary.

If a student voluntarily discloses her pregnancy, the Program Director will meet with the student to discuss potential risks of occupational exposure (if applicable) and the appropriate precautions to protect the fetus. The student will then be required to sign a declaration of pregnancy, in addition to an affidavit confirming that she is aware of the risks of exposure during pregnancy. The Program Director will then notify the Program Clinical Coordinator and affiliate clinical preceptor of the pregnancy.

Upon the discovery of pregnancy, the student may continue didactic and clinical hours up to the time of delivery unless medically contraindicated.

As established by the Code of Federal Regulations, 10CFR20, the maximum permissible dose for a pregnant technologist trainee is 0.5 rem for the duration of the pregnancy. The individual is to be monitored by an **additional dosimeter** worn at waist-level (under a lead apron if worn) and specifically tagged for the fetus.

The following options exist for the student who becomes pregnant during program enrollment:

- Student may continue her educational program without modification.
- Student may elect to take a “Leave of Absence (LOA) Due To Pregnancy”. A request for an LOA must be written and delivered to the Program Director. In this case, the student returns to the program one year from the quarter of departure. All re-admission policies apply to the student who takes a LOA Due To Pregnancy.
- Student may elect to consult with the Program Director, Radiation Safety Officer, or the program Medical Director to consider her special circumstances and to design an individual instructional program for completing her remaining clinical and didactic requirements. In such a scenario the student may take an LOA not to exceed 3 months. A request for an LOA must be written and delivered to the Program Director.

In all circumstances, missed clinical and didactic assignments must be made up before a Certificate of Completion is issued to students.

## **Student Removal from a Clinical Education Center**

The following actions may occur if a Clinical Education Center requests that a student be permanently removed from the facility:

- If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the Program Director may assign a student to another facility. Any subsequent Clinical Education Center will receive full disclosure of the reason for the student removal from their previous Clinical Education Center. If that facility is willing to accept the student, they will be allowed to complete the program. The student will not be allowed a second transfer unless the facility is no longer an operating health care facility or if facility policies change where students are no longer accepted.
- If the situation is based on student violation of KPSAHS or facility policies, professional standards and/or illegal actions that violate any civil, local, state, or federal laws, the student will be dismissed from the program. Under these circumstances, the student will not be allowed to re-enter the program.

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## **Radiation Safety Requirements**

Proper handling and wearing of monitoring devices is essential for accurate measurement of occupational exposure. Students must follow the procedure below:

- Wear the monitoring badge attached to your clothing, at the collar level, while working in the vicinity of a source of exposure. If wearing a lead apron, the badge must be worn outside of the garment at the collar level.
- Nuclear Medicine Ring monitoring devices must be worn at all times during clinical education.
- Protect the monitoring device from exposure to excessive heat.
- Do not subject the monitoring device to direct x-ray exposure.
- Do not lend the assigned monitoring device to another person.
- Do not wear the monitoring device while undergoing an x-ray procedure for personal medical purposes. The sole purpose of the monitoring device is to monitor occupational exposure.
- Store the monitoring device at the clinical site to minimize the possibility of loss or damage.
- Notify the clinical Preceptor if the monitoring device becomes damaged or misplaced.
- Exchange the monitoring device monthly, per KPSAHS policy.

### **Dosimetry**

Radiation monitoring is performed for our students following the same procedures as Kaiser Permanente medical imaging employees. All students involved with the application of prescribed radiation are required to wear a dosimetry badge and the badge must be read on a monthly basis. To ensure our students receive timely dosimetry reports, the badges are ordered and maintained by the Radiation Safety Officer at KPSHAS. Utilizing this system, all student records are maintained on one report and this reduces the chances of missing any problems or issues that are identified. A copy of the dosimetry report is provided to the students monthly and placed in their clinical logbook for review by the clinical site preceptor as needed. All dosimetry reports are also kept on file at KPSAHS in the Radiation Safety Officer's office.

It is the responsibility of the Radiation Safety Officer to investigate over-exposures and take corrective actions.

### **Occupational Considerations**

Students are expected to follow the three cardinal rules of radiation protection for the radiographer:

- Limit the time spent near a radiation source
- Keep as much distance from the source as possible
- Use protective shielding.
- Patient Considerations

The student radiographer is expected to conduct examinations that keep patient exposures As Low As Reasonably Achievable (ALARA). Patients should be provided with protective shielding whenever applicable. Beam restriction is required for all examinations performed.

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## **Attendance Policies for Classroom, Lab, and Clinic<sup>3</sup>**

Student attendance for classroom and clinical education activities is essential for the development of high caliber knowledge and skills in the allied health sciences. Learning objectives cannot be met with frequent absences, tardiness or leaving didactic or clinical education early. The Program reserves the right to impose remedial work on its students, require clinical make-up, or reduce academic or clinical grades. Excessive absenteeism or patterns of attendance abuse will result in grade reduction or disciplinary action up to and including dismissal from the program.

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<sup>3</sup> As stated by program syllabi these policies are subject to change

## **Classroom/Lab Attendance**

The student is responsible for contacting his/her instructor(s) to determine whether make-up work must be completed. Furthermore, the student is responsible to gather lecture notes from a student peer or instructor (if available).

Make-up examinations, other than final examinations, will be administered at the instructor's discretion. The course instructor may waive penalties depending upon the circumstances of the absence.

## **Clinical Attendance**

When a student attends clinical training at a Medical Center, he/she assumes responsibilities toward the patients. Therefore, as part of the clinical education, the student must be dependable. Absences, tardiness, and not meeting assigned work hours affects continuity of patient care and clinical performance.

## **Classroom Absence Notification**

Students are responsible for notifying his/her **instructor(s)** by telephone/email before the beginning of class. Failure to notify the instructors may lead to a reduction in course grade and/or corrective disciplinary action.

## **Clinical Absence/Clinical Tardy Notification**

All students must report clinical absences by phone directly to their clinical preceptor and school Educator/Clinical Coordinator.

Students who fail to communicate his/her clinical absence with their clinical preceptor and Educator/Clinical Coordinator will be appropriately disciplined up to and including dismissal from the program.

## **Clinical Hours Policy**

Students must complete all clinical education hours stipulated for the Program. Clinical education will be scheduled for a specific number of hours per week depending on the program. KPSAHS and the accrediting bodies of all programs do not permit students to perform more than a total of 40 hours of clinical and didactic combined activities per week, and 8 hours per day.

Students must complete all Program clinical education hours stipulated for each quarter. Clinical absences for each quarter must be made-up during the inter-quarter break immediately following the quarter in which the absences occurred. Students will be prohibited from participating in the next didactic quarter until all clinical absences are made up. Students who fail to meet the requirements of their clinical assignment will face disciplinary action up to and including dismissal from their clinical site and dismissal from the program.

## **DEFINITIONS**

The definitions below are intended to clarify requirements for clinical education hours.

**Class/lab tardy** – Arrival after the scheduled start time

**Clinical tardy** – Arrival 1-59 minutes after the scheduled clinical start time

NOTE: Tardiness policy applies to returning late from breaks and lunch.

**Clinical absence** – Failure to arrive or being unprepared to begin clinical education more than one (1) hour after the designated start time. The student must make up the entire day.

## **CLINICAL TARDINESS**

Clinical time missed as a result of tardiness must be made up at the end of the assigned shift the same day. All tardiness will be recorded. Three (3) tardies within one quarter for all programs will result in the deduction of 10 points from your final clinical grade and corrective disciplinary action. Excessive tardiness is unacceptable behavior and affects one's clinical performance.

## **CLINICAL ABSENCE**

Two (2) excused days of clinical absences are allowed each quarter without penalty to the clinical grade. However, all clinical absences, regardless of the reason for the absence, must be made up for the student to pass the clinical course. Make-up hours may not be “banked” in advance in order to accommodate personal time off or planned absences. Students are expected to plan vacations during inter-quarter breaks.

For each clinical absence after the first 2 absences, 5 points per absence will be subtracted from the final clinical grade. A physician’s excuse will remove the point loss penalty, but all clinical absences must be made up regardless of the reason for the absence.

Each program has identified a maximum number of clinical absences a student may accumulate per quarter. A student may receive credit for the clinical course if they make up these absences during the inter quarter break.

By program, students may accumulate the following maximum number of clinical absences, including excused absences, and still complete the clinical course.

- Radiography Students: Maximum of **6** clinical absences per quarter
- Sonography Students: Maximum of **4** clinical absences per quarter
- Nuclear Medicine Students: Maximum of **4** clinical absences per quarter
- Radiation Therapy Students: Maximum of **4** clinical absences per quarter (2 in quarter 1)
- Phlebotomy Students: Maximum of **1** clinical absence per quarter

If a student exceeds the maximum number of allowable quarterly clinical absences, the student will not receive credit for the clinical course and must repeat the course according to KPSAHS policy on repeating a course.

Missed clinical education days can only be made up during the subsequent inter-quarter break. Phlebotomy students must make up clinical time at the end of their program. Only clinical absences from the previous quarter can be made up during the time period. Missed clinical absences must be made up in full eight (8) hour days. If the number of hours owed is less than 8 hours, all missed hours must be made up in one day. Make up days will be performed during your program’s regularly scheduled clinical hours.

## **CLINICAL MAKE-UP AGREEMENTS**

“Clinical Attendance Make-Up Agreements” are required for **all** clinical absences. All such Agreements must be completed, signed by the student and preceptor, and submitted to the Educator Clinical Coordinator within seven days of the absence. The Program Director will sign the “Clinical Attendance Make-up Agreement” after completing the day(s) and prior to assigning a letter grade to the student for the Clinical Experience course. Student report cards will be withheld until completion of make-up time. The student will not be allowed to continue in the program unless the Agreement has been fulfilled. Once completed, the Agreement will become part of the student’s permanent file.

## **NUCLEAR MEDICINE CLINICAL ATTENDANCE**

Due to the structure of the program, students in the Nuclear Medicine Program may have varying clinical days. The student must make up any time over 8-hours (i.e., 2 legal holidays in one quarter) in that educational quarter.

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## **Grading System for Didactic, Lab, and Clinical Courses**

### **Didactic Grading System**

The respective course Instructor, Program Educator, or Clinical Coordinator assigns a single letter grade for each course. A student’s quarterly grade point average is calculated based upon the total number of credits per quarter, divided by the number of grade points earned. A cumulative grade point average is also calculated and reported.

The following grading scale is applied to each academic course.

Letter Grade		Performance in Percentage	Grade Points
	A	94-100	4.00
	A-	90-93	3.70
	B+	88-89	3.30
	B	84-87	3.00
	B-	80-83	2.70
	C+	78-79	2.30
	C	70-77	2.00
	F	69 or below	0.00
	P	Passed	0.00
	NP	0-Not Passing	0.00
	I	0-Incomplete	0.00
	W	0-Withdrawal	0.00

NOTE: KPSAHS operates on a quarter system—all academic credits are quarter credits.

### **Minimum Standards for Performance**

Any didactic grade less than 70% is considered a failing grade. Clinical and Positioning Laboratory Practicals utilize a different grading scale and require a demonstration of competency of 80% or better for a Pass / Fail.

### **Phlebotomy Program Grading System**

Phlebotomy courses are graded on a pass/fail basis. The minimum standards for performance are 70% for didactic courses, 80% for laboratory courses, and 80% for clinical courses.

### **Incomplete "I"**

An Incomplete "I" grade may be assigned if a student has not completed all academic work by the end of the course, but only if the work is incomplete because of an unforeseeable emergency (e.g., surgery, car accident, death in family). The course instructor will determine the scope of work necessary for the student to complete the course and remove the "I" grade from their student record. The required work must be completed no later than the agreed upon with the Instructor/Program Director in which the "I" was received.

If the student has not completed the required work in the given timeframe, the "I" grade will automatically be replaced with a failing "F" grade for the course.

### **Standards of Academic Progress**

All students must meet minimum standards of academic achievement and successful course completion while enrolled at KPSAHS. A student's progress will be evaluated at the end of each quarter to determine satisfactory academic progress. KPSAHS does not allow students to remain enrolled who are not meeting the standards of satisfactory progress.

Satisfactory progress is defined by; maximum time frame, successful course completion, and minimum academic achievement.

### **MAXIMUM TIME FRAME AND SUCCESSFUL COURSE COMPLETION**

Student must complete the entire program in which he/she is enrolled within one and a half times (150% of) the program length, measured in quarter credits. For example, a student enrolled in the Radiography program, which requires 122 credits to complete, must successfully complete the program in 183 attempted credits (122 X 1.5 = 183).

## **MINIMUM ACADEMIC ACHIEVEMENT**

All students must maintain a cumulative GPA of 2.0 or better and a minimum grade of “C” or better in each course. The Admissions and Records staff will calculate student GPA on a quarterly basis to determine compliance with this standard.

Failure of any course in an 18-month program (e.g., Sonography, Nuclear Medicine, and Radiation Therapy) will result in automatic dismissal from the program. A student dismissed for failing any didactic course(s) has the option of re-applying to the program. A student failing a clinical course will be dismissed and is ineligible for readmission.

Failing any didactic course within a 24-month program (e.g., Radiography) may result in the placement on Academic Probation in accordance with guidelines established in the Academic Probation policy. Any student failing a clinical course will be dismissed and is ineligible for readmission.

## **Academic Probation**

Student grades are reviewed at the completion of each quarter. Students will be placed on formal Academic Probation when s/he:

- Fails to pass any didactic course in a given quarter.
- Fails to obtain at least a 2.0 grade point average in any quarter.

**NOTE:** A student is not eligible for Academic probation for failing a Clinical course. Clinical course results in dismissal from the program.

Any student placed on Academic Probation must meet with their Program Director to discuss their academic standing. The Program Director will present the student with the following options:

- Withdraw from their program under the KPSAHS Withdrawal policy. Students who choose to withdraw from the program for failing to meet academic requirements will be permitted a one-time only opportunity to re-apply to the program. A student seeking readmission will be required to adhere to the re-admission policy as stated in the School Catalog and Student Handbook.
- Accept placement on Academic Probation with the requirements and responsibilities as follows:
  - Maintain a minimum quarter grade point average of 2.0.
  - Repeat and successfully complete any course failed during the next offering of the course. The student will not receive a Certificate of Completion and will not be eligible to sit for State and National Registry or Licensure Examinations until the course has been successfully repeated.
  - Attend and successfully complete all didactic and clinical assignments.

Any student placed on Academic Probation will receive a formal letter of placement on Academic Probation written by the Program Director. This letter will include all requirements and responsibilities associated with Academic Probation.

The student must complete all the Academic Probation requirements and responsibilities identified in the Academic Probation letter to be removed from Academic Probation. A student may be placed on Academic Probation only once during their enrollment at KPSAHS.

## **Withdrawals**

Any student in good academic standing is permitted a one-time voluntary withdrawal from their program. A student in good academic standing has successfully completed each course (“C” or better).

Students must complete the following procedure to formally withdraw:

- Deliver a written letter of withdrawal to the Program Director specifying the reason for withdrawal and the effective date of the action, and
- Meet with the Program Director to discuss the request.

Any student who fails either to withdraw without written notification or to follow the KPSAHS process for withdrawing from a program will be assigned a failing grade for each course in which they are currently enrolled. Any student who withdraws following proper withdrawal protocol will be assigned a grade of “W” for each course in which they are currently enrolled. Students will not receive a Certificate of Completion

until all courses with a grade of “W” have been successfully completed. If course requirements are not completed within the time indicated, a grade of “F” will be recorded and the GPA adjusted accordingly.

### **Re-admissions: Imaging and Treatment Programs Only**

Students have a one-year period for readmission into a program. A student who withdraws from a program in good academic standing is given one opportunity to apply for readmission. To be re-admitted, a written request must be delivered to the student’s Program Director six (6) before the anticipated date of readmission. The letter must include a statement of why the student will successfully complete the program if re-admitted.

**Re-admission is not guaranteed and depends on availability of didactic and clinical space.** If space is not available, the student will not be allowed to re-enter the program.

Students re-admitted to any program are subject to the requirement to complete remedial course work to ensure that program learning objectives are met. All re-admitted students must return and complete one quarter of clinical education before returning to their program’s didactic courses. In addition, a \$100 administration fee will be assessed. This clinical time does not satisfy official program clinical hour requirements. The student and Program Director will sign a written agreement of terms for re-admission. The student will not be re-admitted if he/she fails to complete the agreement requirements by the due date.

Re-admitted students fall under the requirements identified by the School Catalog for the class they are joining.

NOTE: These requirements may differ from the requirements of the class under which the student originally entered. Students re-admitted to a program will pay the same tuition as the class they are entering.

### **Leave of Absence – Personal**

Personal absence may be considered for the following reasons:

- Personal Medical Issue
- Active Military Duty
- Family Medical Leave Act (FMLA)

At the discretion of KPSAHS, a personal leave of absence may be granted for up to one year for students in good academic standing. The leave request form is available from the Admissions and Records office. The student must submit a written request for re-entry to the Program Director at least six (6) months prior to re-entry. **A leave of absence guarantees enrollment upon the student’s return, but does not ensure placement in specific course work.**

Students must clear with financial services and financial aid before receiving approval from the program director. For financial aid recipients, under federal guidelines, a student on leave of absence is considered withdrawn from the College. All prior account balances must be cleared and the student must reapply for financial aid. Students will be charged the current tuition rate upon return.

A physical examination is also required before re-entry. (See above.)

### **Clinical Grading System**

#### **Minimum Standards for Performance**

KPSAHS clinical courses are graded on a pass (P) or fail (F) basis. Students must complete all required course work with the equivalent of 80% or better. No grade points are recorded and the grade does not affect the student’s GPA. The F grade is considered failing and will result in dismissal from the program.

#### **“Incomplete” in a Clinical Course**

A student may be assigned an Incomplete “I” grade if they meet the following criteria:

- Absences are due to an unforeseeable emergency (i.e., surgery, car accidents, death in family)
- The student has the permission of their Clinical Coordinator, Clinical Preceptor, and their Program Director to complete the unfinished portion of the course during the next quarter. ALL reasons for non-completion of required materials, including medical and/or personal problems are subject to approval by both the Clinical Coordinator and the Program Director.

If a student receives an incomplete for a course, the instructor will determine the scope of work necessary for the student to complete the course and remove the “I” grade from their student record. The required work must be completed no later than the end of the subsequent quarter in which the “I” was received.

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## **STUDENT ACADEMIC RECORD**

### **Student Academic Record Form**

The Student Academic Record form is used by the Programs as the official report card issued at the conclusion of each academic quarter for the programs. A grade for each course completed is recorded on this record. It also serves as an official program transcript when affixed with the official school seal.

### **Student Record Retention**

KPSAHS timeline for retaining Student Records is as follows:

1. KPSAHS maintains student records for an indefinite period of time.
2. Graduate transcripts and copies of Certificates are retained permanently.

### **Students Review of Academic File**

To preserve the privacy and confidentiality student academic files, which contain student academic records, a student may review their academic file upon written request. A student who wishes to review their academic file contents must follow these procedures:

1. Depending on the required information, fill out the appropriate form(s), below, which are available from the Admission and Records Department.
  - “Request for Student Documentation” form (including miscellaneous documents in the student’s file)
  - “Transcript” form (including grades and other student academic records)
  - “Student Information Sheet” (including updated student demographics, name changes)
2. Submit the completed form to the Admission and Records Department.
3. The Admission and Records Department will provide the requested information within 24 hours after forms have been submitted.

# **STUDENT SERVICES**

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## **Student Services Mission Statement**

The mission of the KPSAHS Student Services is to enrich the student satisfaction and quality of experience while enrolled in programs at the school. Students are offered additional programs and services that support classroom and career goals. School activities and services are designed to foster student interaction for learning purposes, including practices for convening study groups.

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## **Student Orientation**

New students are required to attend Student Orientation which consists of presentations and videos that introduce students to the Kaiser Permanente Organization, Contract of Educational Services, Student Handbook, Program Expectations, Compliance, and KPSAHS Facility & Safety to prepare them for their clinical education at medical centers.

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## **Career Services**

Career Services assists students in making connections between their academic experience and career exploration using the following tools to enter the job market: job search strategies; resume writing; cover letters; and interview techniques. KPSAHS does not guarantee job placement at the conclusion of any Allied Health Science educational program.

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## **Learning Skills Presentations**

Learning Skills presentations on various topics provides students with opportunities to develop and enhance their study methods and academic development. The workshops are open to all KPSAHS students.

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## **Tutoring Services**

KPSAHS students who are experiencing particular study problems or who are on academic probation are provided individual assistance in developing successful study strategies.

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## **Student Wellness**

Brochures describing student programs and wellness are available in the Student Cafeteria. Confidential counseling services through the Kaiser Permanente Employee Assistance Program are available to students.

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## **Open Forums**

Open forums are held with the School Administrator on a regular basis. These forums cover a wide area of topics including keeping students up to date on KPSAHS operations and business. Students also have an opportunity to provide feedback on successes and challenges at the school.

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## **Library**

The KPSAHS Student Library provides a resource for student study and research. The library houses a reserve collection of class-related materials, videotapes, textbooks, journals, and CD's for basic research and reference. Students can utilize the library PC's to access Kaiser Permanente's Clinical Library, which provides a collection of printed and non-printed material journals, textbooks, and case studies. All library resources are available only for on-site use. The library also provides access to a variety of print and

electronic resources, including health science databases that support curriculum and school programs. Services are provided to assist in research and in effective searching methods to prepare students for lifelong learning.

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## **Academic Advisory**

Academic advisory services are available to all students. Students should contact an instructor directly when performance advisory is desired. Instructors are expected to arrange appointments in a timely manner.

The content of academic advisory sessions at the school must be documented. The documentation of an academic advisory session is recorded on a "Student Advisory Record" form and the student will sign the form in acknowledgement of the discussion. To ensure mutual understanding/agreement programs and student, the student and involved staff member each date/sign the form. This requirement is waived in the event a letter document is utilized for the same purpose. A completed Student Advisory Record form is placed in the student's academic record file.

Financial, professional, or personal problems can be addressed. When necessary, students are directed to the appropriate support services. Students seeking assistance with personal problems can directly contact the Regional Employee Assistance Program (EAP) for an appointment at (510) 987-2357. All associated communications are held in strict confidence.

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## **Student Housing**

KPSAHS does not provide student dormitory facilities or information regarding any independent housing services. KPSAHS assumes no responsibility to find or assist students in obtaining housing. Housing is available within a 2-5 mile radius of the KPSAHS campus. Apartment rental rates start in the \$1,000.00 per month range.

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## **Parking and Public Transportation**

Parking is available to all students and staff during school hours only on a first come first served basis. Designated parking spaces are available to disabled persons who have DMV permits.

# **ACADEMIC, PERSONAL, PROFESSIONAL INTEGRITY**

As a student, you are expected to maintain a high quality of academic work, personal conduct, and professional integrity. You have the right to expect a high level of educational program quality and related services as well as respect and consideration for your opinions on matters relating to KPSAHS.

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## **Freedom of Expression**

The United States Constitution and the State of California guarantee all persons the right to free and unrestricted expression. Education Code 76120 requires the KPSAHS Governing to adopt rules and regulations relating to the exercise of free expression by students on the premises of KPSAHS, including reasonable provisions for the time, place, and manner of conducting such activities.

Such rules and regulations shall not prohibit the right of students to exercise free expression that includes, but is not limited to the use of bulletin boards, the distribution of printed materials and petitions, and the wearing of buttons, badges, or other insignia. Expression that shall be prohibited include expression that is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on KPSAHS premises, or the violations of lawful community KPSAHS regulations, or the substantial disruption of the orderly operation of the KPSAHS. These policies are on file in the Senate, Student Activities, and Administrative Offices at each site and are published in School Catalog for KPSAHS.

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## **Student Rights and Responsibilities**

### **Student Code of Conduct**

The Student Code of Conduct is a statement of the Kaiser Permanente School of Allied Health Sciences of expectations regarding student standards of conduct, both academic and non-academic, and is guided by the California Education Code. Students are expected to obey all laws and KPSAHS policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of KPSAHS, including, but not limited to regulations regarding complaints of harassment and discrimination.

The following excerpt from the Student Code of Conduct lists the grounds for disciplinary action “Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus at a KPSAHS-sponsored event. Students shall be suspended or expelled only for good cause. The following constitute misconduct and grounds for disciplinary action:

1. Dishonesty, such as cheating, fabrication, lying, plagiarism, knowingly furnishing false information, or reporting a false emergency to KPSAHS.
2. Forgery, alteration, misappropriation or theft, misuse of any KPSAHS or college document, record, key, electronic device, or identification.
3. Misrepresentation of oneself or of an organization to be an agent of KPSAHS.
4. Obstruction or disruption, on or off KPSAHS property, of the KPSAHS educational process, administrative process, disciplinary procedures, or other KPSAHS functions and activities.
5. Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking any member of the KPSAHS community.
6. Willful misconduct which results in an injury or death of a student or KPSAHS personnel or results in cutting, defacing, or other damages to any real or personal property owned by KPSAHS or a member of the KPSAHS community.
7. Assault, battery, violence or threat of violence, or behavior that threatens the health and safety of any member of the KPSAHS community.
8. Theft of KPSAHS property, or property in the possession of, or owned by, a member of the KPSAHS community.

9. Violation of KPSAHS policies or regulations including, but not limited to those concerning the formation and registration of student organizations, the use of KPSAHS facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials.
10. Failure to comply with the directions of KPSAHS officials acting in the performance of their duties.
11. The use, sale, distribution, or possession on campus of or presence on campus under the influence of, any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professions Code or other California laws, on KPSAHS property or at any KPSAHS sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis.
12. Possession, consumption, sale, distribution or delivery of any alcoholic beverage in KPSAHS buildings or on KPSAHS grounds, or at KPSAHS-sponsored or supervised activities, regardless of their location, unless authorized by KPSAHS officials.
13. Possession or use of explosives, dangerous chemicals, or deadly weapons on KPSAHS property or at a campus function, without prior authorization of the KPSAHS Administrator.
14. Engaging in lewd, indecent, or obscene behavior on KPSAHS-owned or controlled property or at a KPSAHS-sponsored or supervised function.
15. Rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the KPSAHS community on KPSAHS property, or at KPSAHS-sponsored or supervised function.
16. Unauthorized entry into, unauthorized use of, or misuse of KPSAHS property.
17. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board or KPSAHS.
18. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct.
19. Misuse of computers and networks which includes, but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
20. Willful disruption of the orderly operation of the campus.
21. Any other cause identified as good cause by Education Code section 76033, not identified above; or any applicable Penal Code sections, or other applicable local, state, or federal laws.
22. Any other ground constituting good cause. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed. Code section 76036).

### **Academic Freedom Policy**

Kaiser Permanente School of Allied Health Sciences supports and endorses the American Association of University Professors (AAUP) on the Policy of Academic Freedom. From its source document, Protecting Academic Freedom, the School had adopted the following Statement of Policy:

Kaiser Permanente School of Allied Health Sciences (KPSAHS) promotes the principles of academic freedom, faculty appointment, and due-process in higher education, through the development of policy statements and application of principles that relate to this subject.

The School commits to the following premise:

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and free expression.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the protection of the rights of the teacher in teaching, and of the student in the freedom to learn. It carries with it duties that correlate to rights.

In recognition of the above freedoms and rights, KPSAHS endorses the following position on academic freedom:

Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

Faculty members are citizens and members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by statements made. Hence, they should at all times be accurate, should exercise proper restraint, should show respect for the opinion of others, and should make every effort to indicate they are not speaking for the institution.

The protection of *academic freedom*, and the requirements of academic responsibility, applies to all faculty members with classroom instruction responsibilities. Should a question arise regarding interpretation of *academic freedom*, each individual is entitled to full disclosure on the issues of concern, and is entitled to “due process” in resolution of dispute.

### **Academic Honesty Policy**

Students at KPSAHS are expected to perform honestly and ethically in completing homework and class assignments. Students who are dishonest in the performance of class work will be subject to disciplinary action. Students accused of being dishonest have the right to request a hearing by contacting the Program Director.

Honesty is a necessary trait in all health care professionals. It is expected by KPSAHS that all students practice honest and ethical behavior. Inability to fulfill this expectation will result in dismissal from the program.

### **RELATED DEFINITIONS**

The definitions below are provided to help students to understand behavior that is considered dishonest and unethical.

All forms of “cheating” or “plagiarism” are serious and will not be tolerated. Academic achievement and proficiency in a subject matter cannot be achieved through cheating and/or plagiarism. The KPSAHS reserves the right to use any process, including use of software to determine if plagiarism has occurred. Any student, who knowingly cheats, plagiarizes, or allows/aids another student in cheating or plagiarism will receive up to and/or including the following:

- a failing grade on a single assignment and/or final course grade
- suspension or dismissal from the program

#### **Plagiarism**

Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take:

- submitting a term paper, examination or other work written by another; constitutes flagrant plagiarism
- failure to give credit in a footnote for ideas, statements of fact, or conclusions derived by another
- failure to use quotation marks when quoting directly from a source, whether it be a paragraph, a sentence or even a part thereof
- person and/or source document

#### **Cheating**

Use of unauthorized notes, study aids, or information from another student or student’s paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one’s work and to submit the work under one’s own name.

**Fabrication:**

Presenting data in a piece of work that was not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which such data was generated or collected.

**Aiding/abetting dishonesty**

Providing material or information to another person with the knowledge that such material/information will be used improperly.

**Forgery, alteration/misuse of campus documents, records, or identification and/or knowingly furnishing false or incomplete information to a campus:**

Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established KPSAHS academic regulation.

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**Student Grievances, Complaints Concerns**

Student expression of concerns and suggestions for change are welcomed. At any point during didactic or clinical training, the student may utilize the Concern/Issue Reporting Form. All concerns will be investigated by the appropriate instructor, Program Director, and if applicable, the KPSAHS Administration. All Concern/Issue forms will be addressed and maintained at the school.

**Concern/Issue Reporting Form**

Students, Clinical Preceptors, or anyone involved with KPSAHS can use the "Concern/Issue Reporting Form" to report concerns to KPSAHS. All concerns will be investigated by the Program Director of the affected Education Program. All Concern/Issue forms will be addressed and maintained at the school.

It is the policy of KPSAHS to work with students in finding fair and equitable solutions to problems, including any student grievance, appeal, question, misunderstanding or discrimination. If a student encounters difficulty at KPSAHS or in a Clinical Education Center, the student should follow the process below:

**KPSAHS CAMPUS:**

1. The student should first discuss their problem or question with their Course Instructor. Usually the Course Instructor will have direct knowledge about the subject and is best qualified to resolve the situation.
2. If the student and the Course Instructor are unable to find an immediate solution or answer, the student may then bring the matter to the attention of the Program Director. The student should feel free to discuss the matter fully.
3. If the student and the Program Director are unable to find an immediate solution or answer, the student may then file a formal appeal.
4. At any point in this process, the student is not satisfied with this process they can refer to Due Process Section.

**CLINIC AFFILIATE:**

1. The student should first discuss his/her problem or question to their Clinical Preceptor. Usually the Clinical Preceptor will have direct knowledge about the subject and is best qualified to resolve the situation.
2. If the student and Clinical Preceptor are unable to find an immediate solution or answer, the student may then bring the matter to the attention of the Clinical Coordinator. The student should feel free to discuss the matter fully.

3. If the student and Clinical Coordinator are unable to find an immediate solution or answer, the student should then discuss the situation with the appropriate Program Director, who will make the final determination in the situation.
4. If the student is dissatisfied with the process at any point, they can refer to Due Process.

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## **Disciplinary Action**

The KPSAHS corrective disciplinary action plan is intended as a problem solving approach to address issues to correct individual performance and/or behavioral conduct both in the academic and clinical environments. The disciplinary process includes counseling, verbal warning, written letter of warning, suspension and dismissal. However, depending on the severity of the situation or violation, a student may be immediately dismissed from the program.

### **Counseling**

Students are counseled on a quarterly basis. Each quarter students are required to complete a “Student Self-Assessment” form. This form assists in the identification of any didactic or clinical issues that may impact the student’s educational goals. Their Educator/Clinical Coordinator reviews these forms with the student and if necessary an educational action plan is developed for the student.

If a student is not performing at the required academic level, the student will receive a “Student Grade Status and Advisory” notice. This notice identifies the course(s) in which the student is not currently meeting the academic requirements of the program. The student’s Educator/Clinical Coordinator will meet with the student to discuss their status in the program. This gives the staff the opportunity to bring to the student’s attention the problem. It also provides the student with an opportunity to clarify and understand the problem and agree to address the problem.

### **Verbal Warning**

A Verbal Warning is an oral reminder from an instructor or Program Director to a student that he/she has an individual responsibility to meet standards of performance and or conduct/behavior. A student who receives a verbal warning will meet with the person giving the warning and then problem solve the issue, clarify the expectations, and agree upon a corrective action plan to include measurements of achievement and time line.

### **Written Letter of Warning**

A Written Letter of Warning is a serious formal disciplinary warning from the Program Director, who has consulted with the faculty, clinical affiliate representative, KPSAHS Administrator, and/or the Community Advisory Board. A student is entitled to only 1 (one) written warning. A student will receive a written letter of warning if she/he has not addressed the issue/problem since the verbal warning, and continues to fail to demonstrate correction or meet the performance or behavior standards.

The Program Director will again review the issue/problem with the student; write a corrective action plan, which includes expectations, measurements of achievement, and the time frame in which the student is expected to meet the performance or behavioral standards. The Program Director and student will discuss and agree to the corrective action plan and sign the agreement plan. If the agreement plan is not met, further disciplinary action will occur. Depending on the severity of the issue/problem, suspension or dismissal from the program may be warranted.

### **Suspension**

The Program Director or KPSAHS School Administrators will issue a student suspension when warranted. All facts are documented and included in the student’s academic record.

School Administrators may suspend a student while an investigation is conducted of alleged inappropriate conduct. Misconduct includes: violations of the American Registry of Radiologic *Technologist’s Ethical Standards of the Practice of Radiography*, the *Society of Nuclear Medicine Code of Ethics*, *Society of Diagnostic Medical Sonography Code of Ethics*, any violation of civil laws or regulations, non-compliance with clinical affiliate policies and procedures, and non-compliance with Kaiser Permanente School of Allied Health Science policies and procedures.

Examples for suspension include:

- unprofessional conduct, i.e., harassment of any type, violence in the workplace
- moral improprieties demonstrated during patient care activities
- failure to preserve patient rights
- dereliction of duty resulting in patient injury
- any violation of civil law or Kaiser Permanente policies (i.e., HIPPA, breach of confidentiality)
- cheating or plagiarizing

## **Dismissal**

Dismissal from the program is final. Dismissed students will **not** be readmitted. The Program Director consults with the faculty, KPSAHS administrators, clinical affiliate administrators, and/or the School Board of Directors when a student dismissal is warranted.

Grounds for dismissal include the following actions:

- failure to adhere to policies stated in the School Catalog
- violation of civil law, code of ethics, and/or Kaiser Permanente, Medical Center, or KPSAHS policies specifically requiring mandatory dismissal
- repeated incidents of infractions after a written letter of warning is issued
- gross inconsistent behavior with the objectives of the Program and the expectations of an allied health care professional
- cheating or plagiarizing
- being under the influence of intoxicating drugs or liquor in the classroom or clinical site
- failure to maintain a GPA of 2.0
- dishonesty and practices of unethical behavior
- competency examinations any time outside regular assigned clinical hours
- being refused acceptance to any clinical affiliate-education site as a transfer student
- breach of confidentiality
- insubordination, failure to adhere to assigned schedules, failure to meet professional conduct expectations, and malpractice

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## **DUE PROCESS**

All students are entitled to due process in matters regarding student discipline and performance evaluation. A process has been established to hear grievances of students who disagree with a decision by an administrator, educator or clinical coordinator or believe that the decision violates their rights as students at Kaiser Permanente School of Allied Health Sciences (KPSAHS). Stated timelines are consistently applied.

The appeal processes are described below.

### **Informal Process**

Students are encouraged to seek a resolution by talking directly with the educator/clinical coordinator involved. Should the direct and informal dialogue yield unsatisfactory results, the student will have (3) customary working days to initiate the formal appeal process.

### **Formal Process**

If the student is dissatisfied with the result of the informal process or chooses not to engage in the informal process, the student may initiate the formal appeal process. If a student chooses to pursue a formal appeal, the student must provide written notice to KPSAHS by completing a "Request for Appeal of Disciplinary Decision" form found in the KPSAHS Student Handbook and completing the following process:

1. Submit the form and any accompanying documentation to the Program Director. If the Program Director participated in the disciplinary decision that gave rise to the student's appeal, then the student should submit the form and any accompanying documentation to the Director of Academic Affairs.
2. The Program Director or Director of Academic Affairs has three (3) customary working days to make a determination on the issue and respond to the student in writing. A request for appeal is granted when it is more likely than not that a procedural or substantive error occurred in the disciplinary decision that gave rise to the appeal. In addition to reviewing the student's file, the materials accompanying the appeal and any other relevant documentation, the Program Director (or Director of Academic Affairs, if applicable) reserves the right to interview the student, any KPSAHS faculty or staff member, or any other involved individual in order to gather relevant information.
3. If the student, after receiving the response from the Program Director (or Director of Academic Affairs, if applicable), does not agree with the decision, s/he may appeal to the KPSAHS Administration for review and resolution within three (3) customary working days. To initiate this final appeal, the student must complete an additional Request for Appeal of Disciplinary Decision Form and submit the form, along with any relevant documentation, to the KPSAHS Administration.
4. KPSAHS Administration<sup>4</sup> has five (5) customary working days to make a determination and respond to the student in writing. A request for appeal is granted when it is more likely than not that a procedural or substantive error occurred in the disciplinary decision that gave rise to the appeal or in the first level of appeal.  
  
In addition to reviewing the student's file, the materials relevant to the first appeal, the materials accompanying the request for the second appeal and any other relevant documentation, KPSAHS Administration reserves the right to interview the student, any KPSAHS faculty or staff member, or any other involved individual in order to gather relevant information
5. The decision of KPSAHS Administration is binding.

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## **Professional Expectations**

It is the responsibility of KPSAHS responsibility to foster the development of student professionalism. The programs emphasize the importance of professional conduct/behavior while delivering services across all levels of the curriculum. A KPSAHS student is a representative of Kaiser Permanente, the programs, the assigned clinical institution and the entire allied health care profession. Therefore, each student must demonstrate the highest standard of professionalism.

In an effort to promote excellence in the professional and ethical conduct of students, and to provide the highest quality patient care and service, the KPSAHS students must adhere to Professional Code of Ethics and Medical Center, Department specific, and KPSAHS policies and procedures. Furthermore, there are several expected professional conduct/behavioral, professional appearance and safety precautions that students are advised to follow.

### **Professional Conduct/Behavior**

Professional conduct/behavior is not limited to contact with any single group of people. It is reflected in attitude and in communication with instructors, classmates, physicians, and supervisors as well as patients. As a student, you are expected to perform and conduct yourself on a professional level both clinically and didactically. Provided in this handbook are examples of expected professional behavior/conduct guidelines.

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<sup>4</sup> The decision of the KPSAHS Administration is binding.

## Professional Guidelines

Such guidelines include, but are not limited to, the following:

- Appear and conduct oneself in a professional manner with a focus on excellent patient care and service skills.
- Be cognizant of and adhere to the chain of command.
- Show respect for and be mutually supportive of fellow students, faculty and staff regardless of race, religion, gender, nationality, sexual orientation or socioeconomic status.
- Address professionally didactic and clinical affiliate personnel by accepted title and name.
- Refrain from personal conversation in the presence of any patient.
- Adhere to KPSAHS and facility policy and procedures.
- Avoid unnecessary conversation and loud talking in classrooms, exam rooms and corridors.
- Never discuss clinical experiences in public places.
- Be responsible for the cleanliness of your didactic area and equipment and accessories of the clinical room to which you are assigned.
- Restock your work area(s) daily and clean as necessary.
- Wipe the top of each patient table with a suitable disinfectant each morning and as often as necessary during the day.
- Change pillowcases as appropriate.
- Keep accessory cabinets clean and neat in appearance at all times. Store only hospital supplies on the shelves.
- Place wastepaper, used needles and syringes in proper receptacles provided for that purpose.
- See that all patients are properly draped at all times to afford privacy and comfort.
- Do not loiter in any patient care area.
- Be aware of any changes in rules and regulations that are posted.
- Always extend respect to patients, visitors, facility staff and administrators, student peers, and Program administrators and faculty.
- Do not consume food or chew gum or tobacco products when in contact with patients or visitors or in patient areas.
- Appropriately wear your identification badge and or dosimeter.
- Treat all instructors, staff, patients and others with whom you have contact, with kindness, courtesy, and respect.
- Take initiative.
- Maintain confidentiality of medical records.
- Respect patient privacy.
- Attempt to establish rapport with fellow students, technologists, patients, and other personnel
- Maintain a cooperative and uncomplaining attitude.
- Introduce yourself and establish rapport when you get your patients from the ward or waiting area.
- Keep the door closed once the patient is in the exposure room and assure the patient is properly gowned and covered.
- Avoid making and receiving personal phone calls unless it is an emergency
- Address patients as “Mr.” and “Ms”.

Students are responsible for their own actions and must not engage in any activities or behavior that is considered unprofessional or non-conducive to proper patient care. If a student senses a problem in the clinical environment involving him or herself, contact the Clinical Preceptor immediately. Failure of a student to maintain a professional attitude may result in course failure, clinical grade reduction and may subject the student to corrective disciplinary actions and possible **dismissal** from the program.

## **Professional Appearance**

Kaiser Permanente School of Allied Health Sciences is a community institution. Those who come to KPSAHS evaluate the quality of services by the image presented. A neat, well-groomed appearance is important and promotes confidence in the quality of care. Therefore, employees, interns, students, summer youths, or anyone that represents Kaiser Permanente must dress appropriate to the job, suitable for the professional situation, and not interfering with job performance. Apparel must be well maintained, clean, and consistent with health and safety guidelines for the department at the Medical Centers and KPSAHS. Good hygiene is to be maintained at all times. Any medical restrictions will be considered by Administration for possible accommodation.

Clinical education affiliates reserve the right to establish personal appearance requirements for individual work areas. In all circumstances, the specific personal appearance requirements of the clinical education site supersede the KPSAHS professional appearance expectations.

The KPSAHS operates satellite didactic campuses. These campuses are located in facilities that provide medical services or care to Kaiser Permanente Health Plan members. These sites fall under the guidelines of clinical education sites. Any students who receive their didactic education at these sites must adhere to the Professional Appearance requirements for a clinical site.

If a student dresses inappropriately and does not appear professional or does not adhere to the KPSAHS, Medical Center, or Department specific standards or guidelines, the Clinical Preceptor or Clinical Coordinator will send the student home and require the student to return to work properly attired. Any clinical time missed must be made up. In the event a trip home is necessary, the student will also be counted tardy for that day.

The KPSAHS Program Professional Appearance guidelines are as follows:

### **KPSAHS Campus Dress Policy**

#### **UNACCEPTABLE CLOTHING**

- Halter tops or back-less dresses
- See-through garments of any kind
- Low-cut or plunging necklines
- T-shirts with offensive symbols or advertisements
- Skin tight garments, including Spandex, Lycra, and leotards
- Sagging clothes
- Audio headphones/radios

#### **SHOES**

- All shoes must be kept clean and in good repair.
- Sandals, clogs, open-toed shoes and athletic shoes may be worn while on the academic campus.
- Phlebotomy students are required to wear closed toe shoes at all times.

### **KPSAHS Clinical Dress Policy**

#### **SCRUB SUITS, AND WHITE LAB COATS**

- All students are required to wear KPSAHS issued scrub suits and/or lab coats during clinical education (unless other specified by the Clinical Education Center)
- Uniforms and white coats must be clean and pressed.
- Denim jeans are not acceptable in the clinical environment.

## **SHOES**

- Closed-toes shoes must be worn at all times.
- Shoes at clinical sites must be safe, quiet and acceptable for business wear.
- All shoes must be kept clean and in good repair.
- Conservative athletic shoes may be worn at the clinical education site if approved by department administration.

## **HOSIERY**

- Hosiery or socks are to be worn at all times during clinical education.

## **HAIR**

- Hair should be neat and clean at all times.
- Hair should be secured, pulled back off the face, to avoid safety or health hazard to the student or patient.
- A mustache or beard is permitted so long as it is kept clean and neatly trimmed
- Hair colors should not be extreme, e.g., green, blue, or purple.

## **JEWELRY**

- Jewelry should be appropriate to business wear and not impair or present a safety hazard in working with patients or machinery.
- No facial jewelry including tongue rings.

## **TATTOOS**

- Must be covered if larger than 3"x 3".

## **NAILS**

- Nail length should be maintained at a short or medium length unless it interferes with performance or creates a safety hazard.
- Artificial nails and nail tips, and all nail polish is prohibited in the clinical education sites, for all KPSAHS students who provide direct "hands-on" patient care.
- Nails and hands must be clean

## **PERFUME**

- Colognes, perfumes and after-shaves are acceptable, but should be a subtle fragrance and should be used in moderation. Fragrances should not present any health hazard to other staff or patients. Be aware that some departments do not allow colognes, perfumes, or after-shave. Ill patients are especially sensitive to strong fragrances.

KPSAHS faculty and its clinical preceptors and managers will enforce the policy and will ask a student who is improperly dressed to change clothes or the student will be sent home for the day. Repeated offenses of the uniform policy will result in disciplinary action.

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## **PROFESSIONAL CODE OF ETHICS**

KPSAHS endorses the professional codes (below) of ethics mandated by the respective program accrediting bodies.

### **American Society of Radiologic Technologists Code of Ethics**

Radiology program enrollees are expected to practice the Code of Ethics prescribed by the American Society of Radiologic Technologists (ASRT). The Code has been integrated into the first portion of the American Registry of Radiologic Technologists (ARRT) Standards of Ethics. Violations of the Code of Ethics are grounds for dismissal from the Program.

Incorporated in the American Registry of Radiologic Technologists' Standards of Ethics (R) (N)  
(Radiology & Nuclear Medicine)

#### **PRINCIPLE 1**

The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient's needs and supports colleagues and associates in providing quality patient care.

#### **PRINCIPLE 2**

The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

#### **PRINCIPLE 3**

The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.

#### **PRINCIPLE 4**

The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.

#### **PRINCIPLE 5**

The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

#### **PRINCIPLE 6**

The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment and management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

#### **PRINCIPLE 7**

The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health care team.

#### **PRINCIPLE 8**

The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

## **PRINCIPLE 9**

The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

## **PRINCIPLE 10**

The Radiologic Technologist continually strives to improve knowledge and skill by participation in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

## **American Society of Radiologic Technologists Radiation Therapy Code of Ethics**

### **PRINCIPLE 1**

The radiation therapist advances the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

### **PRINCIPLE 2**

The radiation therapist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

### **PRINCIPLE 3**

The radiation therapist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions and acts in the best interest of the patient.

### **PRINCIPLE 4**

The radiation therapist adheres to the tenets and domains of the scope of practice for radiation therapist.

### **PRINCIPLE 5**

The radiation therapist actively engages in lifelong learning to maintain, improve and enhance professional competence and knowledge.

## **Society of Diagnostic Medical Sonography Code of Ethics**

SDMS Position Statement: Code of Ethics for the Profession of Diagnostic Medical Ultrasound

### **PREAMBLE**

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability and thereby help to ensure the integrity of professionals involved in all aspects of diagnostic medical ultrasound.

### **OBJECTIVES**

To create an environment where professional and ethical issues are discussed

- To help the individual practitioner identify ethical issues
- To provide guidelines for individual practitioners regarding ethical behavior

## **Principles**

### **Principle 1**

In order to promote patient well being, professionals shall:

- Provide information about the procedure and the reason that it is being done
- Respond to patient's concerns and questions
- Respect the patient's self-determination and the right to refuse the procedure
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner
- Promote the privacy, dignity and comfort of the patient and his/her family
- Protect the confidentiality of acquired patient information
- Strive to ensure patient safety

### **Principle 2**

To promote the highest level of competent practice, professionals shall:

- Obtain the appropriate education and skills to ensure competence
- Practice according to published and recognized standards
- Work to achieve and maintain appropriate credentials
- Acknowledge personal limits and not practice beyond their capability and skills
- Perform only those procedures that are medically indicated, restricting practice to validated and appropriate tests. For research studies, follow established research protocol, obtaining (and documenting) informed patient consent as needed
- Ensure the completeness of examinations and the timely communication of important information
- Strive for excellence and continued competence through continuing education
- Perform ongoing quality assurance
- NOT compromise patient care by the use of substances that may alter judgment or skill

### **Principle 3**

To promote professional integrity and public trust, the professional shall:

- Be truthful and promote honesty in interactions with patients, colleagues and the public
- Accurately represent their level of competence, education and certification
- Avoid situations which may constitute a conflict of interest
- Maintain appropriate personal boundaries with patients including avoidance of inappropriate conduct, be it verbal or nonverbal
- Promote cooperative relationships within the profession and with other members of the health care community
- Avoid situations, which exploit others for financial gain or misrepresent information to obtain reimbursement
- Promote equitable access to care

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## **Society of Nuclear Medicine Code of Ethics**

Nuclear Medicine Technologists, as Certificants of the health care profession, must strive as individuals and as a group to maintain the highest of ethical standards.

The Principles (SNMTS Code of Ethics) listed below are not laws, but standards of conduct to be used as ethical guidelines by nuclear medical technologists. These Principles were adopted by the Technologist Section and the Society of Nuclear Medicine at the 2004 Annual Meeting. They are standards of conduct to be used as a quick guide by nuclear medicine technologists.

**PRINCIPLE 1**

The Nuclear Medicine Technologist will provide services with compassion and respect for the dignity of the individual and with the intent to provide the highest quality of patient care.

**PRINCIPLE 2**

The Nuclear Medicine Technologist will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference or socioeconomic status of the patient.

**PRINCIPLE 3**

The Nuclear Medicine Technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

**PRINCIPLE 4**

The Nuclear Medicine Technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

**PRINCIPLE 5**

The Nuclear Medicine Technologist will continually strive to improve their knowledge and technical skills.

**PRINCIPLE 6**

The Nuclear Medicine Technologist will not engage in fraud, deception, or criminal activities.

**PRINCIPLE 7**

The Nuclear Medicine Technologist will be an advocate for their profession.

Nuclear Medicine Technologists are also required to adhere to the *American Registry of Radiologic Technologists' Standards of Ethics*.

**American Society of Phlebotomy Technicians Code of Ethics**

A Phlebotomist should demonstrate:

- Integrity
- Compassion
- Motivation
- Dependability
- Diplomacy
- Ethical Behavior
- Proper Etiquette
- Confidentiality
- Compliance with Organizations' Policies and Procedures

# CAMPUS POLICIES

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## Door Security

To ensure the security of the building and safety of faculty and student all campus access doors operate on electronic locks. All faculty and staff have been provided with access badges that open these doors. Under no circumstance are doors to be propped open. Student access badges will open the following access doors:

- Main campus entrance.
- Main lobby entrance to classrooms and lab areas
- Rear entrance near the Nuclear Medicine Lab.

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## Photo ID Access Badge

Students are issued a photo identification badge and a building access badge at the start of their education program with the Kaiser Permanente School of Allied Health Sciences. In the event of a name change, a replacement photo ID badge will be issued at no charge. A fee of \$15.00 will be collected for lost or otherwise misplaced badges. Both the photo ID badge and the access badge must be worn at all times while on school or hospital property. They must be worn on the upper half of the body with the name and photograph clearly visible.

Didactic:	Students enrolled in KPSAHS educational programs that utilize campus facilities are required to wear both their photo ID badge and access badge at all times when they are on campus.
Clinical:	It is a California state law that all patients have the right to know who is providing their care and service, therefore, students are required to wear photo ID badges <b>at all times</b> during their clinical education.

If a student does not have their photo ID and access badges, they will be required to leave and return with both of the badges. The student will be held responsible for all disseminated educational materials and any missed clinical time must be made up.

When a student completes their educational program, withdraws, or is dismissed from KPSAHS, the student must return both their photo ID badge and access badge to their Program Director during their exit counseling session. Failure to do so will result in withholding of the Certificate of Completion or loss of eligibility for any future KPSAHS educational programs.

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## Visitors on Campus

Any individual who is not enrolled in a KPSAHS educational program or who is enrolled in a short-term program (e.g., Phlebotomy, Fluoroscopy, CPR, Venipuncture) must wear a temporary identification badge.

All visitors are required to sign in at the front desk. Visitors will be provided temporary identification badges and the person they are here to see will be contacted. Except in emergencies, if the staff member or student is in class, the visitor will be asked to wait until a break or the end of class.

Short-term program students will be supplied with temporary identification badges that also identify the program they are attending. Students with temporary badges are required to sign in and out at the front desk **each day** they attend the program. Temporary badges must be returned at the end of each day.

To ensure the safety of all parties, children are not allowed in classrooms during didactic sessions or at a student's clinical education site.

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## **Student Lounge**

Equipment (e.g., refrigerator, microwaves, ice machine) located in the student lounge has been placed there as a courtesy to KPSAHS students. Maintenance and upkeep of this equipment is the responsibility of KPSAHS. Students are allowed to utilize this equipment for storage and preparation of food. Students are responsible for keeping this area clean. Supplies (i.e., cups, plates, forks, dish soap, etc) are the responsibility of the students. KPSAHS will not provide these supplies to students.

If any of this equipment is not working properly, students are to report this to a faculty member. Any item found to malfunction due to abuse or misuse will be removed from the lounge and not replaced.

Cleaning of the refrigerators in the lounge is the responsibility of the students who utilize them. Refrigerators are to be kept clean. At the completion of each quarter, students are to clean out the refrigerators of any unwanted food items. If the refrigerators are not cleaned by the end of the quarter, KPSAHS will dispose of all contents without notification.

Vending machines are provided by an outside vendor. KPSAHS assumes no responsibility for any losses or malfunctions of these machines. Students should report any malfunctions to a faculty member.

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## **Student Use of Campus Computers**

### **Computer Laboratory**

Students may only use computers located in the computer lab during a scheduled computer course or when they are under the direct supervision of a KPSAHS faculty member. Direct supervision is defined as the faculty member being physically present in the room while the computer is being utilized.

Any student not adhering to this policy will be immediately suspended and face further disciplinary action up to and including dismissal from their program.

### **Library Computers**

Students may use the computers located in the KPSAHS library to complete program assignments or to perform research for program related projects. Students are not to utilize these computers for personal use or to view inappropriate material.

Any student not adhering to this policy will be immediately suspended and face further disciplinary action up to and including dismissal from their program.

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## **Eating and Drinking on Campus**

To avoid damage to the grounds or equipment and to meet the requirements of interactive video conferencing, eating and drinking is not allowed in any KPSAHS classrooms or laboratories. Eating and drinking is allowed in the student lounge only.

Any student not adhering to this policy will face disciplinary action up to and including dismissal from their program.

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## **Smoking**

The Kaiser Permanent School of Allied Health Sciences is a smoke-free campus. Smoking is not allowed anywhere on the KPSAHS or Kaiser Permanente Campus.

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## **Alcoholic Beverage Policy**

At Kaiser Permanente and KPSAHS, we know that substance abuse has a major impact not only within our community, but also within our organization. Given our recognition of the problem and recent federal legislation affecting the Program (the Drug Free Workplace Act), we are formalizing our current practices regarding alcohol and drug usage.

- Consumption, use, possession, transfer, manufacture, solicitation, attempted or actual sale, purchase, distribution, or dispensation of illegal drugs on Program premises.
- Consumption or use of alcohol or possession or transfer of open containers of alcohol on Program premises, unless specifically authorized or required for medical or laboratory purposes.
- Being under the influence or giving the appearance of being under the influence of illegal drugs or of alcohol while on Program premises or conducting Program business.
- Theft, diversion or unauthorized removal of drugs maintained or dispensed on Program premises.
- Participation or acquiescence in any of the actions mentioned above.

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## **CPR**

All students enrolled in any KPSAHS program must hold a valid American Heart Association, Healthcare Provider, Basic Life Support, 2-year certification, CPR card. Students may not participate in our programs without this certification. To assist students in meeting this requirement, CPR certification classes are offered at KPSAHS and can be schedule by contacting the CPR Coordinator at (510) 231-5064.

# FEDERAL AND STATE REGULATORY POLICIES

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## **Nondiscrimination Policy**

KPSAHS is committed to equal opportunity in educational programs and employment. KPSAHS does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in any KPSAHS programs, activities, and application for employment.

The lack of English language skills is not a barrier to admission to and participation in vocational education programs and services. Equal educational opportunity includes, but is not limited to the following admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, and employment.

Equal employment opportunity includes, but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain, and hold employment and qualify for advancement in KPSAHS without discrimination. KPSAHS is committed to nondiscrimination in compliance with the Civil Rights Act, Title IX of the Education amendments of 1972, The Rehabilitation Act of 1973 (Section 503 and 504), The Americans with Disabilities Act of 1990, Executive Orders 11246 and 11375, The Vietnam Era Veterans Readjustment Act of 1967, The Age Discrimination in Employment Act of 1967, and nondiscrimination laws of the State of California.

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## **Procedures**

Employees or students who feel they have been discriminated against will notify a member of the Administration as appropriate. The representative of Administration will thoroughly discuss the basis of the complaint with the employee or student and seek informal resolution within 30 days.

In seeking informal resolution, the manager will confront the alleged offender about the allegation(s). If appropriate, and if the complainant is willing, the representative will mediate a discussion between the complainant and the alleged offender. The representative is to document all actions taken in journal form. If the complainant is satisfied with informal resolution through the representative's actions, the case ends. If not, the representative will counsel the complainant on the following specific requirements:

- Ensure the complainant understands that if a complaint is to be filed, it must be submitted on a KPSAHS Unlawful Discrimination Complaint form and be submitted within 120 days of the incident. The form is available from the Business Services Office.
- The form will be submitted to the KPASHS Associate Regional School Administrator.
- The Associate Regional School Administrator will forward the complaint form to KPSAHS Administration for formal investigation and will monitor investigation progress.
- The Associate Regional School Administrator will ensure follow-up and will respond to complainant's inquiries of investigation status.
- KPSAHS Office will send a notice of proposed resolution to the complainant within 90 days.
- If the complainant is not satisfied with the proposed resolution, the complainant can appeal the decision to the Community Advisory Board whose decision is final.

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## **Open Enrollment Policy**

Every program and course offered by KPASHS, unless otherwise stated in the KPSAHS catalog or schedule of courses, or specifically exempted by statute or regulation, is open to enrollment and participation by persons who meet the prerequisites of the programs and/or course and who are otherwise eligible for admission to and enrollment into the program.

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## Required Notifications

### Notice Concerning Transferability of Credits and Credentials Earned at KPSAHS:

Transferability of your credits earned at Kaiser Permanente School of Allied Health Sciences (KPSAHP) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any certificate earned at KPSAHS is also at the complete discretion of the institution to which you may seek to transfer. If the certificate earned at this institution is not accepted at the one 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 be certain that your attendance at KPSAHS will meet your educational goals. For example, you may wish to contact any institutions to which you may seek to transfer after attending KPSAHP to determine if your certificate will transfer.

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## Student Tuition Recovery Fund

The Student Tuition Recovery Fund (“STRF”) was established by the Legislature to protect any California resident who attends a private Postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be either a “California resident” and reside in the state of California when the enrollment agreement is signed or when you receive 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 pursuing an education, specifically those who hold student visas, are not considered a “California resident.”

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive such notice, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

You should maintain copies of the enrollment agreement, financial aid papers, receipts, or any other information providing documentation of monies paid to the school. Questions regarding the STRF may be directed to:

### **Bureau for Private Postsecondary Education**

P.O. Box 980818

Website: <http://www.bppe.ca.gov/>

West Sacramento, CA 95798-0818

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## Questions Regarding this Catalog

Any questions about this catalog that have not been satisfactorily answered by KPSAHP should be directed to:

### **Bureau for Private Postsecondary Education**

*Physical address:* 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833

*Mailing address:* P.O. Box 980818, West Sacramento, California 95798-0818

Website: <http://www.bppe.ca.gov/>

Phone Number: Toll Free (888) 370-7589 or (916) 431-6959

Fax: (916) 263-1897

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## Filing a Complaint

Any student or any member of the public may file a complaint about KPSAHP with BPPE by calling toll free (888) 370-7589 or by completing a complaint form available on the BPP Website at

<http://www.bppe.ca.gov/>

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## **Performance Fact Sheet**

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the “School Performance Fact Sheet”, which must be provided to you before signing an enrollment agreement.

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## **Sexual Harassment**

Sexual harassment is a form of sex discrimination. It is a violation of the Federal Civil Rights Statutes of 1964, Title VII of the Equal Employment Opportunity Act of 1972 (as amended), Government Code Sections 12940 (i) and (j) of the California Fair Employment and Housing Act, and Government code Section 19702 of the State Civil Service Act. It is the policy of KPSAHS to provide an educational environment free from any form of sexual harassment directed at any employee, student, or other person while engaged in business activities for or with KPSAHS.

### **Examples of Sexual Harassment**

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, which occurs under any one of three circumstances:

- Explicitly or implicitly conditioning employment or successful completion of a course on an individual’s acceptance of unwanted or unsolicited sexual advances or other conduct of a sexual nature.
- Basing a decision affecting an employee or student upon that employee’s or student’s acceptance or rejection of unsolicited sexual advances or other conduct of a sexual nature.
- Any conduct which has the potential to negatively affect an employee/student’s performance and/or create an intimidating, hostile, or otherwise offensive environment.

### **Procedure – Sexual Harassment Complaint**

KPSAHS has a responsibility to fully investigate and resolve complaints of sexual harassment. Any person who feels he/she has been sexually harassed may file a discrimination complaint by contacting the Kaiser Permanente Corporate Compliance Hotline number at **1 (888) 774-9100**.

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## **Americans with Disabilities Act**

KPSAHS provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal education opportunity.

When necessary, KPSAHS will make reasonable modifications to policies, practices or procedures or provide auxiliary aids and services, as long as doing so will not fundamentally alter the nature of KPSAHS programs or impose an undue burden. Students requiring assistance must make timely and appropriate disclosures and requests. Request for reasonable accommodations should be made as soon as possible after acceptance.

Students requesting such assistance must provide information and documentation regarding their disability and their limitations, including appropriate medical information. Also, a student may be required to undergo additional evaluation of limitations if needed by the KPSAHS to collaborate effectively with the student in securing appropriate learning strategies. All personal and medical information will be treated confidential. For more information, contact the Department Program Director.

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## **Drug Free Schools and Communities Act of 1989**

KPSAHS is a Drug-Free Campus. It is the policy of KPSAHS to uphold federal law by maintaining a campus where students, faculty, staff, and administration are prohibited from the unlawful manufacture,

distribution, dispensing, possession or use of controlled substances as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and from abuse of alcohol. For purposes of this policy, campus shall mean those places where a student is engaged in an authorized KPSAHS activity. The campus includes property owned or leased by KPSAHS; property used by KPSAHS for student participation in field trips, field study, or study travel programs; private vehicles while on campus or while being used for official KPSAHS Business. All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of KPSAHS colleges. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion. Any student who needs information about substance abuse treatment may consult a campus counselor, who can provide the student with information about available treatment resources. KPSAHS does not provide substance abuse treatment.

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## **Family Educational Rights and Privacy Act of 1974(FERPA)**

The California Education Code, Section 76200 et seq.; Title V, California Code of Regulations, Section 54600 et seq., Family Educational Rights and Privacy Act (Section 48, Public Law 93-380) requires Educational institutions to provide student access to their records and to provide an opportunity for an administrative hearing to challenge such records on the grounds they are inaccurate, misleading, or otherwise inappropriate.

In addition, the institution must obtain the written consent of the students before releasing personally identifiable information about the student except to a specified list of persons and agencies. These rights extend to present and former students. Complete Student Files are not maintained by KPSAHS beyond seven years from time of student graduation or withdrawal.

Enrollees of the Program are advised of their privacy rights upon enrollment.

Education records generally include documents and KPSAHS Catalog information related to admissions, enrollment in courses, grades and related academic information.

1. As required by the act, the Director of Admissions & Records is the designated records officer.
2. Education records will be made available during working hours for inspection and review to present and formerly enrolled students within 15 days following completion and filing of a request form with the records officer.
3. Any currently enrolled or former student of KPSAHS has a right of access to any and all student records relating to him or her that are maintained by KPSAHS.
4. No KPSAHS representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined below, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Directory information shall include:

- Student participation in officially recognized activities
  - Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
5. Copies of the law and college policy relevant to it are available for review and inspection in the Admissions and Records office.

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## **Students Rights to Know Act 1990**

Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students make an informed judgment about the educational benefits available at a given institution of higher education.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of KPSAHS to make available its completion and transfer rates to all current and prospective students.

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## **Institutional Financial Solvency**

KPSAHS is a financially sound institution of higher education. The institution that has never filed a bankruptcy petition nor has it had a petition of bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

# **ADDENDUM A: EMERGENCY AND DISASTER PLAN**

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## **Introduction**

Kaiser Permanente's Berkeley and Richmond Regional Complexes include Biomedical Engineering, the Central Records Depository, Construction Services, the Optical Laboratory, the Regional Laboratory and the School of Allied Health Sciences. These functions provide support services to the Customer Service Areas which serve 2.4 million health plan members throughout the Northern California area. Approximately 850 employees work between the Richmond and Berkeley complexes, some on evening/night shifts. It includes the following addresses:

- Regional Laboratory, 1701 Eastshore Highway, Berkeley
- Regional Laboratory, 1705 Eastshore Highway, Berkeley
- Regional Laboratory, 1725 Eastshore Highway, Berkeley
- Regional Laboratory, 1750 2nd Street, Berkeley
- Facility Management/Engineering, 1750-A 2nd Street, Berkeley
- Construction Services, 1780 Second Street, Berkeley,
- Biomedical Engineering, 1795 Second Street, Berkeley
- Regional Laboratory Marina Way South, 914 Marina Way South, Richmond
- Regional Optical, 930 Marina Way South, Richmond
- School of Allied Health, 938 Marina Way South, Richmond

The Berkeley and Richmond Complex Disaster Plan delineates roles and responsibilities for a centralized area emergency management structure during disaster conditions, in contrast to the normal decentralized reporting and operational structure.

This is particularly important during an emergency, as coordination will be necessary in notification, decision, life safety actions, and emergency service/supplies utilization. The Berkeley Complex Emergency Operations Center will be the command post for the complex and will provide a focal point for status reports, damage assessment, and prioritization, coordination of resources and personnel, and contact with the Regional Emergency Operations Center or outside authorities.

The Berkeley/Richmond Complex Disaster Plan is designed to be compatible with life safety plans for individual buildings, the Regional Emergency Operations Center, and Hospital Emergency Operations Centers (HEOCs) at the medical facilities. It contains a list of emergency management objectives and assumptions, and identifies both general and specific threats faced by the Berkeley and Richmond Complex. The Plan also sets forth the disaster concept of operations and the emergency management systems used to guide response and short-term operations.

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## **Purpose**

- To define the management structure and resources necessary to provide a timely, integrated and coordinated response to a Region-wide emergency or localized Berkeley/Richmond Complex emergency requiring outside resources.
- To provide a guide that allows for organizational flexibility in meeting the needs of disaster response and recovery activities. This flexibility must include the interaction between the Berkeley/Richmond Complex response and the Region-wide response directed by the Regional Emergency Operations Center (REOC) when activated.
- To delineate the reporting responsibilities and interaction between the Berkeley Complex Emergency Operations Center and the Regional Emergency Operations Center (REOC) if both are activated.

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## **Regional Emergency Management Objectives**

- To protect the life, safety, and health of our employees, members, and communities.
- To enable continued provision of quality medical care.
- To protect company assets, including facilities, equipment, and vital records.
- To resume normal business operations as soon as possible.

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## **Assumptions**

- This Plan is designed to respond to an emergency situation which poses a danger to more than one building in the Berkeley or Richmond Complex or which is so severe as to require centralized coordination. The Plan may also be called into effect during a region wide event which affects other Kaiser facilities, or a localized situation which requires special support.
- Off duty staff will consider the safety of their homes and loved ones the highest priority. Unless otherwise directed, they will then report to their normal work location on their next scheduled shift. If they cannot reach or access their normal work location, they are to follow their department's disaster plan.
- Kaiser Permanente personnel may be re-deployed to more critical functions from less critical functions.
- Each building within the Berkeley/Richmond Complex is responsible for appointing a Building Emergency Administrator and for developing and maintaining a building-specific life safety plan to deal with a localized incident such as a medical emergency or small fire.
- Localized incidents must be considered from a region wide perspective due to the potential impact to Customer Service Areas and other regional functions. Highly centralized regional functions provide economies of scale, but increase vulnerability in disasters. For example, loss of the Regional Laboratories in Richmond or Berkeley would impact operations at all medical facilities across Northern California.

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## **Berkeley Complex Threat Summary**

The Berkeley Complex is vulnerable to a number of major disaster threats. Direct effects would be felt if a disaster were to occur on-site, damaging the facility's ability to function. Indirect effects may result from disasters striking areas surrounding facilities or areas where employees live or travel. Other difficulties associated with disaster effects are government and outside agency coordination and business, utility, and communications interruptions on a regional level.

General threats in the San Francisco Bay Area include earthquakes, hazardous material incidents, and fire. Other hazards might include biological threats, civil disturbance, violent workplace incidents, floods, and large transportation accidents. (Please see the Regional Emergency Management Plan, Volume I, for a detailed description of prevalent threats around the Northern California Region)

Local threats: Small hazardous materials spills and structure fires are the most likely internal hazards at the Berkeley complex (please refer to the chemical hygiene plan for specific details on these threats). The Berkeley complex is situated very near transportation corridors with tankers, trucks, and railroads carrying all classifications of hazardous materials. In addition, a pipeline for hazardous liquids (flammable and combustible liquids such as crude oil, gasoline, diesel, and jet fuel) runs parallel to the railroad in a north and south direction on the east perimeter of the Berkeley complex. Due to the prevailing wind off the San Francisco Bay, there is a very high chance that any hazardous material spill or explosion would necessitate a mass evacuation or shelter-in-place response in the area (shelter-in-place refers to procedures used to protect occupants of a building from outside threats of toxic clouds, radiation, or other hazardous materials. Methods may include notifying occupants and shutting down all or part of the fresh air intake systems.

This area rests on mud, and therefore the liquefaction potential after an earthquake is extremely high. Bridge and road access could be limited, and water damage from the bay could present threats to the buildings and their contents.

In addition, a number of light to medium industries are located within a one-mile radius, which store large quantities of toxic and flammable chemicals. Notable potential hazards are: Berkeley Asphalt and Ready Mix, Hot Dip Galvanizing, and Philadelphia Quartz, which store concentrated sulfuric and hydrochloric acids (inhalation of excessive concentrations of these chemicals is fatal within a few minutes); Jones and Cal Gas Propane, which keep large propane tanks; Take Sake Manufacturing, which uses large quantities of ammonia in its refrigeration units; Northwest Welding Gas Supplies, which stocks argon, oxygen, and acetylene; Pacific Steel, which stores large quantities of liquid oxygen; Desoto Aerospace Coatings and Hawkins Sales, which keep large quantities of flammable materials and industrial paints, and Xoma, a biotechnology firm that uses very toxic and radioactive materials in small quantities.

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## **Richmond Complex Threat Summary**

The Richmond Complex is vulnerable to a number of major disaster threats. Direct effects would be felt if a disaster were to occur on-site, damaging the facility's ability to function. Indirect effects may result from disasters striking areas surrounding facilities or areas where employees live or travel. Other difficulties associated with disaster effects are government and outside agency coordination and business, utility, and communications interruptions on a regional level.

General threats in the San Francisco Bay Area include earthquakes (Hayward and Loma Prieta fault lines), hazardous material incidents, and fire. Other hazards might include civil disturbance, violent workplace incidents, floods, and large transportation accidents. (Please see the Regional Emergency Management Plan, Volume I, for a detailed description of prevalent threats around the Northern California Region)

Local threats: Small hazardous materials spills and structure fires are the most likely internal hazards at the Richmond complex (please refer to the chemical hygiene plan for specific details on these threats). The Richmond complex is situated very near transportation corridors with tankers, trucks, and railroads carrying all classifications of hazardous materials. Due to the prevailing wind off the San Francisco Bay, there is a very high chance that any hazardous material spill or explosion would necessitate a mass evacuation or shelter-in-place response in the area (shelter-in-place refers to procedures used to protect occupants of a building from outside threats of toxic clouds, radiation, or other hazardous materials. Methods may include notifying occupants and shutting down all or part of the fresh air intake systems).

This area rests on mud, and therefore the liquefaction potential after an earthquake is extremely high. Bridge and road access could be limited, and water damage from the bay could present threats to the buildings and their contents. An underground pipeline system runs jet fuel, gas and propane through and around the Richmond campus. Within a 2.2 to 4.1 mile radius of the Richmond campus is Chevron, which has hazardous gasoline and diesel fuels, Propane Services which has hazardous fuel oil and propane, General Chemical which has carbon and charcoal dyes and pigments and Kinder Morgan which supplies natural gases.

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## **Concept of Operations**

### **Normal Operations**

- The Berkeley/Richmond Complex operates in a decentralized manner in normal day-to-day operations. Although close in proximity, functions within the Berkeley/Richmond Complex report to different Kaiser Permanente entities.
- When a localized emergency (medical assistance needed, small containable fire or hazardous materials spill, etc.) occurs in one building, staff on the scene and/or the Building Emergency Administrator should be able to respond appropriately to the situation without requesting further assistance from others in the Berkeley/Richmond Complex.

### **Disaster Operations**

- The primary purpose of the Berkeley/Richmond Complex Disaster Plan is to organize the separate functions within the Berkeley/Richmond Complex so that emergency situations may be handled in an efficient and expedient manner.
- The Berkeley Emergency Operations Center (BEOC) may be activated independently of the Regional Emergency Operations Center if only the Berkeley Complex is affected.

- The BEOC may request that the Regional Emergency Operations Center in Oakland be activated to provide support.

## **Communications**

Communications will be through regular channels (Kaiser Rolm phone system in Berkeley and Nortel phone system in Richmond, Security/Engineering radio, and face-to-face contacts) if possible. If the Rolm or Nortel phone system is down, bypass Pac Bell or Nextel phone with direct connect to the Regional EOC will be used.

In case of total phone failure, the amateur radio console and system should be utilized (frequency 147.060, PL 100). The amateur radio console is located in Berkeley in the 1701 Eastshore Highway bldg.

In Richmond, a Community Warning system makes it possible for emergency crews and county officials to notify the public and improve response and communication in case of toxic spills, floods, fires and other disasters through the county. The system simultaneously notifies emergency crews, the media, local schools and hospitals to provide up-to-date local status reports regarding the availability of services, road conditions and resources throughout the county.

Safety sirens are only activated in the event of a chemical accident; the digital and radio communication links tie out county's emergency services together. The safety sirens are audible one mile away from the plants and when activated, immediately warn local residents to shelter shout and listen in place.

## **Priorities**

Priorities of disaster operations will mirror the region's emergency management objectives:

1. Preservation of life, health, and safety
2. Support to the CSA's/medical facilities
3. Protection of assets
4. Rapid resumption of normal business operations

## **Emergency Management Structure: Roles and Responsibilities**

### **AREA EMERGENCY ADMINISTRATOR**

Because each regional building complex houses different departments and managers, several clearly designated senior managers (the Area Emergency Administrator or "AEA") should serve as the principal decision makers regarding their individual building or coordinated complex-wide response to emergency scenarios. Ideally, the AEA is one who:

- has organizational authority over the area
- is easily accessible and willing to assume emergency command
- is well-informed about all aspects of the building/complex emergency management plan (including the Regional Emergency Management System and outside resources)
- is familiar with staff and physical features of each building, and
- has knowledge about particular hazards and operational issues for each department.

The primary function of this position is to make command and policy decisions based on information received from onsite managers and staff for their areas.

### **BUILDING EMERGENCY ADMINISTRATOR**

The Area Emergency Administrator will delegate appropriate authority to onsite managers in each building (the Building Emergency Administrators or "BEA's") to assume emergency command. Selection criteria for BEA's will include administrative position and knowledge, size of department, criticality of function, likely availability, and willingness/ability to assume an emergency role.

The BEA's, in consultation with their respective Area Emergency Administrator, have both responsibility and authority to:

- make any short-term assessments, decisions, actions, or contacts deemed necessary.
- serve as the organization's liaison with local fire, police, or emergency medical responders and the media or Regional Public Affairs department.
- provide guidance and support to the Building Emergency Response Team (BERT) and Security, working together with BERT leaders and Security head.
- make evacuation/reentry decisions.
- notify the Regional Senior Management of the situation (using protocols described in "Emergency Response Guidelines for Facilities").
- direct activation/operation of the Building Emergency Operations Center, and
- serve as the area interface with the Regional Emergency Operations Center.

Together with Regional Facility Management, the BERT leaders, and the Regional Environmental Health and Safety Dept., the AEA, and Building Emergency Administrators will ensure a current and accurate building/complex emergency preparedness and response plan. The BEA will be responsible for coordinating/participating in a range of training and exercise activities for his/her area.

In the absence of the Area Emergency Administrator or Building Emergency Administrator, designated alternates will assume responsibilities and authority as described above. To ensure adequate disaster plan activation and leadership at all times, the AEA or BEA should notify alternates whenever a gap in coverage is likely to occur.

### **BUILDING EMERGENCY RESPONSE TEAM (BERT) DEFINITION AND STRUCTURE**

The BERT is a strategically placed and trained group of KPNCR Regional Office & Support Service employees who can respond to both everyday and larger-scale life safety emergencies. Currently, about 5-10% of the normal building population has been trained as part of the BERTs in each area on every shift. BERT members may be identified by special signs or hard-hats at their usual workstations, and will be conspicuously identified by the hard hats and/or arm bands, etc. during drills or actual emergencies.

Goals for the BERT are to protect lives, health/safety, and property, whenever and wherever possible; and to act at all times in a safe, timely, and organized manner.

Specific emergency duties for BERT members can be quite varied according to circumstances and demand. All BERT members receive adequate training and equipment for their assigned duties on one of three levels—general, specialist (additional training), or leadership.

Basic functions that **all** BERT members have been trained for include:

- Emergency Plan training & Response Checklists, Fire, earthquakes, bomb threats/explosions/civil disturbances, medical emergencies, and other situations which may pose a threat to occupants or require occupant relocation
- building Layout
- hazards inventory and identification
- evacuation
- CPR/basic first aid and AED
- fire safety and response
- light search and rescue
- emergency supplies access and usage
- psychological assistance

Specialist level BERT members receive customized training in areas such as elevator safety, advanced first aid, advanced search and rescue, utility safety, damage assessment, salvage, etc.

The BERT's are organized by area, with each specific group of BERT members under the direction of a Floor (or Area) Leader who has the authority and responsibility to take/direct whatever action is necessary to alleviate a local emergency. This authority shall only be superseded by specific instructions from the overall BERT Leader, Building Emergency Administrator, local authorities, or the Regional EOC. In the

absence of the Floor or Area Leader, the respective Alternate(s) shall assume all pertinent authority and responsibilities.

Descriptions of BERT Leader and BERT member responsibilities follow.

### **BERT Floor Leader & Member Responsibilities**

BERT members must (see BERT rosters for names):

- Be willing to take on responsibilities and duties for helping in emergency situations, and follow procedures as trained, and as detailed in this plan.
- Be completely familiar with the emergency response plan, fire prevention program, floor configuration and exits, number/distribution of occupants (and special characteristics, such as a disabling injury).
- Be familiar with locations of safety equipment (fire extinguishers, Halligan tools, ropes, etc.) and their safe and proper use.
- Have been adequately trained for assigned emergency responsibilities, hold current certification cards if performing CPR/First Aid, and participate in meetings/trainings/drills on emergency response.
- Make sure all employees/visitors have been notified of emergency situations and that all people have been relocated to a safe area and accounted for (keeping personal safety in mind when doing a search/rescue).
- Help assure a calm and orderly evacuation by giving clear information/directions, preventing pushing and running, and reporting all pertinent information to the floor leader.
- Assist disabled individuals in relocation.

In addition to the above responsibilities, BERT Floor Leaders must:

- Be responsible for direct coordination of all emergency procedures within their assigned floor area.
- Be capable and willing to provide good direction to others in emotionally charged situations. People who naturally command authority and accept responsibility are most suited to this task.
- Conduct a semi-annual inspection of the floor area as a refresher/problem finder on evacuation paths (checking for blockage, changes, and reporting problems) and report such conditions to Bldg. Mgmt.
- Keep a current list of any disabled persons on the floor, the nature of their impairment, and their location.
- Help to coordinate their floor's BERT training/drills, and keep track of BERT member status (availability, accountability).
- Keep in frequent contact with the building's overall BERT leader (or BEOC) during normal operations.
- Communicate status and needs to the building's overall BERT leader at frequent and timely intervals during an emergency situation, especially initial notification and resolution.

### **BERT Selection, Training, Responsibility, Drills, Records**

#### **Selection**

BERT members are employee volunteers who have made a commitment to emergency response team functions, have undergone the necessary training, and regularly participate in meetings and activities related to emergency response in the buildings. Interested employees may contact their facility manager or Environmental Health and Safety.

In case of relocation, resignation, or transfer of duties, BERT members should notify their local BERT Leader and other team members as soon as possible, turn over any assigned equipment, and help with replacement and training of their BERT replacement, if possible.

### **Training Policy**

All BERT members will receive training appropriate for their responsibilities and assigned duties during emergency situations. Training will be conducted as part of an individual's professional duties (during his/her regular work shift if at all possible), and training costs will be assumed by Kaiser Permanente.

Course offerings and scheduling will be coordinated between the Regional Environmental Health and Safety department, the AEA/BEA, and facility manager for each location. Every attempt will be made to offer the courses at several different times each year at a location convenient for BERT members.

Depending upon assigned responsibility, training time per year (after initial start-up training of approximately 40 hours) may range from about 12 hours for recertification/plan review to above 40 hours for different components on the specialist and leadership levels.

### **Responsibility**

BERT members should make all reasonable efforts to report quickly for emergency functions (either after formal BERT activation/notification or common sense) at any time of day or night after a local emergency or region wide disaster.

It is expected that Kaiser Employees in general will report to regular/recovery duty during either their regular shifts or as called upon by Kaiser Management staff. In case of disaster, Regional Communications will make all attempts to keep the News line [8-427-3131 from Kaiser phones, (510) 987-3131 from outside phones] current with employee information. Personal concerns, such as actual physical loss, injury, and/or the welfare of loved ones understandably take precedence over professional responsibilities in certain instances. For BERT members and other essential employees, however, professional duty should take precedence over all, but personally traumatic issues. In order to avert such conflicts from occurring, Kaiser Permanente strongly encourages personal/home preparedness.

No BERT member or other employee will be asked or expected to perform a task that: s/he is unwilling to perform, that would place him/her at unnecessary risk of personal injury, or for which s/he has not received appropriate training. In addition, BERT members and other employees are encouraged to identify existing safety hazards and request all reasonable steps toward mitigation.

### **Drills**

Drills will be scheduled to test different components of the building disaster plan (in addition to regular evacuation drills) on a periodic basis by the appropriate BERT leader(s) and AEA's/BEA's with coordination and assistance from Regional Environmental Health and Safety.

In situations where regular drills are mandated by local, state, or federal regulations, drills will be held and properly documented as prescribed.

Drills will be scheduled and conducted with sufficient frequency to familiarize all building occupants and BERT members with emergency procedures in a variety of different scenarios as learning/troubleshooting experiences.

### **BERT Records**

BERT floor leaders will be responsible for gathering and coordinating information related to their local BERT. Ultimate responsibility for collecting and documenting BERT rosters, training records, and incident records rests with the overall Building Emergency Administrator and Facility Management staff for each building.

## **REGIONAL EMERGENCY MANAGEMENT SYSTEM**

The Regional Emergency Operations Center (REOC) is organized under the principles of the Incident Command System, and reflects the standardized emergency management system adopted by both medical facilities and public agencies.

The REOC provides a centralized location for regional coordination of staff and support services in times of major disaster, and serves as a focal point for provision of support to the medical centers and other regional services. The REOC allows for face-to-face coordination and problem tracking among managers making emergency decisions.

Please see the tab, "Contacting Regional Emergency Operations" in the appendix for further information.

## **BERKELEY BUILDING EMERGENCY OPERATIONS CENTER (BEOC)**

It is critical in any disaster to quickly establish control and a chain of command so that necessary decisions can be made quickly and critical information centralized and communicated. The establishment of the Area/Building Emergency Administrators as well as the Berkeley Building Emergency Operations Center (BEOC) accomplishes this objective for Kaiser Permanente.

### **Purpose**

The BEOC's purpose is to serve as the central command post for the complex Area Emergency Administrator, Building Emergency Administrator, and local police and fire authorities, if necessary, during drills or actual emergencies affecting the building or area. It has been furnished with emergency supplies and necessary communications and office equipment. The BEOC coordinates information gathering, life-safety, and response efforts within the building, as well as communicates status and needs information with the Regional Emergency Operations Center. (In case of an emergency which draws members of the media, areas adjacent to the BEOC will serve as a media information/staging center.)

### **Possible BEOC Organization & Roles/Structure**

- Building (Emergency) Administrator
- Building Engineer(s)
- Overall BERT Leader
- Communications Person (Amateur Radio Operator)
- Department Head Functional Roles
- Other roles and responsibilities, if needed

### **Locations – Berkeley**

Primary: Security Operations Center, 1725 Eastshore Highway

Secondary: 1701 Eastshore Highway, Ham radio unit

### **Locations – Richmond**

Primary: 914 Marina Way South

Secondary: 930 or 938 Marina Way South

### **Resources**

- Detailed floor plans
- Emergency plan copies and emergency response rosters
- Bypass phones
- Resource manuals
- Nextel Phone with REOC, Oakland direct connect feature

### **Activation/Deactivation**

The BEOC will be activated upon the order of the Area Emergency Administrators (or alternate's), or upon request of the Regional Emergency Operations Center in Oakland.

In a "typical" activation, the Area Emergency Administrator(s) will be notified of an emergency situation by a Building Emergency Administrator or Security and will give the order to activate the BEOC.

The BEOC will be activated as long as it is beneficial to keep centralized control over life safety and short-term operational decisions. It will be deactivated by order of the Area Emergency Administrator(s) or the Regional Emergency Operations Center.

## **Emergency Action Protocols**

**Successfully handling most emergencies involves coordinating the following events:**

- Initial Contact
- Activation of Emergency Plan
- Report
- Location and Verification
- Evacuation
- Isolation
- Resolution
- Deactivation of Emergency Plan

## **ADDENDUM B: DEFINITIONS**

**American Registry of Diagnostic Medical Sonographers (ARDMS)**

Independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical Sonography, diagnostic cardiac Sonography, vascular technology, and ophthalmic biometry.

ARDMS offers the following four credentials:

- RDMS<sup>®</sup> Registered Diagnostic Medical Sonographer<sup>®</sup>
- RDCS<sup>®</sup> Registered Diagnostic Cardiac Sonographer<sup>®</sup>
- RVT<sup>®</sup> Registered Vascular Technologist<sup>®</sup>
- ROUB<sup>®</sup> Registered Ophthalmic Ultrasound Biometrist<sup>®</sup>

**American Registry of Radiologic Technologists (ARRT)**

Purposes include encouraging the study and elevating the standards of radiologic science, as well as the examining and certifying of eligible candidates and periodic publication of a listing of registrants.

**Attending Physician:**

Physician responsible for a particular patient; also generally responsible for ordering the radiographic examinations to be carried out by radiologists and radiographers.

**Clinical Coordinator/Educator**

KPSAHS faculty member that develops and delivers instructional services, coordinates the program's clinical education, conducts clinical site visits, serves as a liaison between the Program and the clinical education sites.

**Clinical Preceptor**

The Certified/Registered/Licensed Professional designated at each clinical facility that is responsible for the supervision of the clinical education of students assigned to that facility.

**Computed Tomography (CT)**

Computer-generated image of precise areas of the body acquired in a cross-sectional or axial plane.

**Coronary Care Unit (CCU)**

Specially equipped hospital area designed for the treatment of patients with sudden, life-threatening cardiac conditions.

**California Department of Health Services**

See below, "Radiologic Health Branch" (California Department of Health Services).

**California Society of Radiologic Technologists**

The professional organization for radiologic technologists for the state of California; affiliated with ASRT.

**Diagnostic Medical Sonographer**

A highly skilled professional whose competence has been tested and approved by the American Registry of Diagnostic Medical Sonographer. This includes echo cardiographers, Sonographers and vascular technologists.

**Intensive Care Unit (ICU)**

Hospital unit in which patients requiring close monitoring and intensive care are located.

**KPSAHS**

Kaiser Permanente School of Allied Health Sciences

**Magnetic Resonance Imaging (MRI)**

Medical imaging that uses nuclear magnetic resonance as its source of energy.

**Nuclear Medicine**

The use of radioactive substances to image certain parts of the body.

<b>Nuclear Medicine Technologist</b>	Individual who, under the supervision of a physician radiologist, operates radiologic equipment and assists radiologists and other health professionals, and whose competence has been tested and approved by the American Registry of Radiologic Technologists.
<b>Radiation Therapy (Oncology)</b>	The treatment of neoplastic diseases by using x-rays or gamma rays to deter the proliferation of malignant cells by decreasing the rate of mitosis or impairing DNA synthesis.
<b>Radiographer</b>	Individual who uses high-tech equipment and radioactive tracers to study the function of the various organ systems. This includes imaging the progress of disease, as well as treatment of disease. The Nuclear Medicine Technologist is also responsible for quality control of equipment and radiation safety practices in the hospital or clinic.
<b>Radiologic Health Branch (California Department of Health Services)</b>	In addition to many other health-related functions, this agency is responsible for enforcing the state certification act. All working radiologic technologists within the state of California must be certified as a certified radiologic technologist (CRT) with this agency. This agency also controls and registers sources of radiation.
<b>Radiologist</b>	Physician who has had a 3 to 4 year residency in the specialty of radiology.
<b>Radiology</b>	Branch of medicine concerned with radioactive substances and, using various techniques of visualization, with the diagnosis and treatment of disease using any of the various sources of radiant energy.
<b>Radiology or Imaging Services Director</b>	Individual responsible to the hospital administration and who supervises radiographers, clerical staff, and other support personnel within the radiology or imaging department
<b>Society of Diagnostic Medical Sonography (SDMS)</b>	<p>Promotes, advances, and educates its members and the medical community in the science of Diagnostic Medical Sonography. The Society achieves its purpose by:</p> <ul style="list-style-type: none"> <li>▪ seeking the cooperation of similar organizations</li> <li>▪ initiating and overseeing educational programs</li> <li>▪ stimulating and encouraging research; encouraging presentation and publication of scientific papers</li> <li>▪ collecting and disseminating information pertinent to the membership;</li> <li>▪ publishing a scientific journal and a newsletter, and</li> <li>▪ reviewing and establishing policies regarding the professional status, legislative activity, and welfare of its members</li> </ul>
<b>Ultrasound (Sonography)</b>	(Commonly called “Sonography”) A diagnostic medical procedure that uses high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body.

# **ADDENDUM C: INSTITUTIONAL APPROVAL/PROGRAM ACCREDITATION**

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## **Institutional Approval**

### **Bureau for Private Postsecondary Education**

Kaiser Permanente School of Allied Health Sciences (KPSAHS) has received full institutional approval to operate from the Bureau for Private Postsecondary Education (BPPE). The Bureau has determined that this institution's operational plan complies with the minimum standards contained in the California Education Code and the California Code of Regulations.

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## **Program Accreditation**

### **Department of Health Services**

The Program is a recognized provider of education in Radiologic Technology by the California Department of Health Services, Radiologic Health Branch.

Radiology School Code: 0028

Fluoroscopy School Code: 0099

Mammography School Code: 0013

Radiation Therapy School Code: 0060

### **Medical Radiography Program**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the program.  
JRCERT Program Number: 47850000

### **Radiation Therapy Program**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the program.  
JRCERT Program Number: 47850000

### **Diagnostic Medical Sonography Program- General Concentration**

The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) accredits the program.  
JRCDMS Program Number: 110109

### **Diagnostic Medical Sonography Program- Cardiac Concentration**

The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) accredits the program.  
JRCDMS Program Number: 110109

### **Nuclear Medicine Program**

The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) accredits the program.  
JRCNMT Program Code: 905860

### **Phlebotomy Program**

State of California Department of Health Services