

# Basic Hemodialysis Course

---

(insert logo here)

## Plush Systems Inc

43932 15<sup>th</sup> West, Lancaster, CA 93534

Phone: (661) 949-6780(24 hrs)

FAX : (661) 949-7292(24 hrs)

Business hours: Monday through Thursday afternoon by appointment, Thursday lecture 5pm –10pm usually, Fridays in clinical areas (up to 12 hrs) with students.

Answering Service will accept calls 24 hours a day.

This Catalog may be used January 1, 2015-December 31, 2015

Information in this bulletin is true and correct in content and policy.

Updated to reflect new BPPE guidelines 12/2012. Rechecked Dec 2014.

Catalog updated annually as required.

---

## **ABOUT PLUSH SYSTEMS INC.**

Plush Systems Inc. began at the request of people wishing to gain training to enter the field of dialysis. In the 1980-1990's the majority of people entered the field through on the job training. Few dialysis schools existed, which made entry into the profession difficult.

Our mission is to provide high quality health education, training, classes, seminars, and consulting services. We started the school with the idea to remain small in order to provide the hands on instruction required for the basic hemodialysis course and related healthcare educational class offerings.

Plush Systems Inc. has been in business since 1991-2. To date we have not had any bankruptcy, unfulfilled debts, any reorganizations, we have never operated as a debtor in possession, and we have no petitions of any kind filed against us that we know of. We are a private institution that has BPPE's approval to operate.

## **THE BASIC HEMODIALYSIS COURSE**

**COURSE DESCRIPTION:** (copy of requirements for this certification attached at end of the course description)

This is an **entry** level course in the field of hemodialysis designed for nurses and patient care technicians. The purpose of this course is to prepare the student to meet both the State requirements and the national exam so they can work in the field. **There is no guarantee given for employment.**

The course minimum is 400 hours in length (192+ hours in lecture/theory and the balance in clinical time). This course fulfills the State of California, Department of Health Services, hemodialysis training program requirements and thus the successful student is **eligible** to sit for the State Certification Hemodialysis Technician Exam.

In addition this course was recently (2011) approved by the Board of Nephrology Examiners Nurses & Technicians (BONENT) as a recognized course for preparation of the BONENT exam. New guidelines from the State now require students to complete a recognized course of study (6 months) and also to take nationally recognized and proctored exam, the BONENT is a nationally recognized exam.

**AREAS COVERED:** Basic anatomy and physiology of the renal system, basic fluid and electrolytes balance, basic hemodialysis principals, basic hemodialysis procedures, dialysis equipment, renal diet and nutritional needs of patients, dialysis blood chemistries, complications of chronic hemodialysis patients routinely encountered, basic overview of water treatment, transplantation, and peritoneal dialysis.

page 2

**ADDITIONAL INSTRUCTIONS:** Preparation of the extracorporeal dialysis system, water treatment, handling of artificial kidneys, physical assessment according to level of licensure or certification (ex: RN vs. technician), fluid management, initiating and concluding dialysis treatments of routine stable chronic hemodialysis patients, patient and equipment monitoring, recognition of routine problems in accordance with the standard dialysis procedures and policies (\*we use ANNA standards).

\* ANNA= American Nephrology Nurses Association

Students who wish to obtain a copy of the ANNA standards can do so by writing ANNA at: East Holly Ave/Box 56, Pitman, NJ 08071

**THE OCCUPATION THIS COURSE PREPARES YOU FOR IS:** either a hemodialysis nurse (if the student **already** has a nursing license) or a hemodialysis patient care technician (if the student has no nursing license).

### **STUDENT ACHIEVEMENT**

Successful completion of the course occurs when a student is able to perform a dialysis treatment safely per industry standards (ANNA Nephrology Nurses and Board of Nephrology Examiners Nurses and Technicians) plus demonstrates understanding of theory by passing the written classroom exam. This makes a student eligible to sit for the California State Exam and or anyone of several National Hemodialysis Exams.

### **NUMBER OF CLOCK HOURS REQUIRED TO COMPLETE THIS COURSE**

a **minimum of 400 hrs.** to be eligible to sit for the California State Certification Exam and the National Exam. Plush Systems Inc. will follow the legal rules/regulations as required by law. Individual classes will have schedules of lectures/clinical given out first night of class. We run 2 classes/per year (Jan-June & July to Dec—each class is 6 months long).

### **CLASSES ARE CONDUCTED IN ENGLISH**

English is the predominant language spoken in dialysis units and it is the language that is used for both the required State and National exams. It is important for students to be able to read and write in English prior to taking the basic hemodialysis course. Second languages are a plus.

Plush Systems expects a high school English language proficiency. Plush Systems does not provide English language services. Students needing English language services are encouraged to do so prior to taking the Basic Hemodialysis Course.

To check the students level of proficiency, students are given the course catalog in advance of the starting the course and then we ask them questions on what

page 3

the catalog states to see their comprehension and ability to read. If they can't read the catalog we don't enroll them into the course.

### **US CITIZENS AND FOREIGN STUDENTS**

Plush Systems Inc only accepts students that can show documents proving their citizenship or proper "greencard" status proving they are legally in the country. We do not vouch for any student's status or any associated charges.

### **INSTRUCTIONAL FACILITIES**

Plush Systems Inc. trains in DHS approved operating dialysis clinics. You will be notified during the first week of the course which dialysis unit you will be assigned to for clinical hours. Lecture is held in our classroom at the main office. (1200 sq ft. of classroom space plus 2 administrative offices, specifically designed for this course). The seating capacity is 20-25 students, with teaching/audio/visual equipment sufficient to meet educational needs. A restroom is conveniently located near the classroom, plus a kitchenette, and small library. Address Main Office: 43932 15th St. West #105, Lancaster, CA 93534.

Recent clinical sites have included: (other sites have been used as well)

Antelope Valley Kidney Institute  
43932 15th Street West #103  
Lancaster, CA 93534  
(661) 945 7755  
20 station dialysis unit  
Fresenius 2008K machines

Desert Cities Dialysis Unit  
12675 Hesperia Road  
Victorville, Ca 92392  
(760) 241-8063  
30 station dialysis unit  
Fresenius 2008T machines

### **STUDENT SERVICES**

**Housing-** Plush Systems Inc. does not provide housing or dormitory services for students. However, we can make suggestions for hotels in the area for any students requiring temporary housing while taking the course.

**Library-** Plush Systems Inc. maintains a small library of nephrology text books and literature. Due to some texts being lent and not returned, all texts and literature is available to review and for study but is not taken off premises. Students are also given information on various books so they can order any text they wish from the publishers directly. Plush Systems Inc does not require a student to purchase any particular text, rather we suggest the ones the course is based on.

**Kitchenette**-a small refrigerator, microwave, water dispenser, sink area is available for student use in the classroom.

page 4

## **FACULTY DESCRIPTION**

**Lead Instructor:** The lead instructor for the course is Linda Plush. Linda has over 30+ years of experience in nursing and dialysis. She is a Certified Nephrology Nurse by the American Nephrology Nurses Association, a Certified Hemodialysis Nurse by the Board of Nephrology Examiners Nurses & Technicians. She has been a staff member at several hospitals, owned her own acute dialysis team in which she was the clinical lead of the team from 1995-2009, and has been an adjunct instructor for junior colleges in the AD Nursing Programs and LVN programs. She also completed a post-master's Nurse Practitioner's program at Azusa Pacific University.

## **ENROLLMENT/ PREREQUISITES AND HEALTH REQUIREMENTS**

### **Prerequisites:**

1. No previous experience is required; however, previous exposure to the healthcare environment will benefit the student.
2. Must be able to read, write and understand English.
3. Must be a High School graduate or its equivalent. Foreign students must have the equivalent of a US high school education. Documentation will be required such as a copy of certificate/degree and or transcripts for State/National exams.
4. Must hold a current and valid CPR card.

### **Health Requirements** (required by the State of California)

1. A negative blood test for hepatitis B surface antigen (HBsAG) within the last 30 days.
2. A hepatitis B core antibody test is optional (HBcAB)
3. Normal liver function tests (SGPT / SGOT).
4. A negative TB skin test or a chest X-ray film within the last 6 months.
5. A physician's statement stating that you are in good health and have no contagious diseases or physical restrictions in the last 30 days.
6. We strongly recommend that a hepatitis C test also be done, but it is currently not required.

It is mandatory that all documents be completed and submitted prior to The students being allowed to have direct contact with dialysis patients in the dialysis facilities. (Direct contact is defined as touching the patient).

## PREVIOUS EDUCATION & TRAINING

Theory: Student must bring in proof of content for previous training so that it can be evaluated for similar content and coverage of topics. The training must have come from a recognized training course that is approved through Dept. of Health Services or Private Post Secondary & Vocational Education. Training on the job for theory is not enough unless theoretical content can be verified. The student may be /usually is asked to challenge a written test of theory (most fail).

Clinical: The student challenging clinical competency will be asked to perform a complete hemodialysis treatment without help from setup of equipment (with all safety tests) through initiation of treatment and patient assessments, monitoring the patient while on dialysis, handling any problems that occur (plus verbal responses to problems that might occur), proper charting, discontinuing the treatment, proper handling of the patient post dialysis, and cleaning of the equipment.

COMMENT: Most of the time people that have been trained on the job know how to perform the treatment but they don't know why they are doing what they are doing. Over the years most people who challenge end up taking the theory portion of the course (lecture) and usually pass the clinical. Students who successfully complete the clinical portion of the challenge are required to come for lecture only and the cost of the course is reduced by half.

In addition, any portion of the test that is successfully challenged must be supported by facts and documents from the dialysis unit the person trained in. Those students would be eligible to sit for national exams such as the new California test or the CCHT, **but not the BONENT.**

**All student planning to sit for the BONENT must take the entire course, no challenge is allowed by BONENT rules. In addition, to qualify to sit for the BONENT the student cannot select the minimum level for clinical time of (200 hours) allow by California law, but must complete 250+ hours of clinical time.**

### **ENROLLMENT MAXIMUM FOR THIS COURSE**

Background of ratios to instructors at present time there are no published guidelines that address ratios of hemodialysis instructors to students. Plush Systems Inc has been using the guidelines for the training of RN students and LVN students as a model until such time that definitive rules/guidelines are established.

RN & LVN Model students have the following ratios:

RN model: 1 qualified instructor to maximum of 15 students

LVN model: 1 qualified instructor to maximum of 15 students

Plush Systems Inc. has voluntarily elected to reduce the instructor to student ratios as follows:

Lecture 1 instructor to maximum 20-25 students

Clinical 1 instructor to maximum of 5-7 students

\*Frequently additional educational personnel are sent to the various clinical sites such that the following example is common:

1 lead instructor (RN) + additional (RN, LVN, or CCHT) to 5-7 students

### **ATTENDANCE**

Each student is expected to attend lecture for 5+ hours once a week in the evenings (usually 5-10pm Thursday nights). Clinical hours vary according to site, but Plush Systems Inc. makes available to the student at least 12+ hours of clinical time each week for 6 months (26 weeks). The student **MUST COMPLETE 400 HOURS** (California State Requirement) to be eligible to sit for the State exam. In the event a student needs to make up hours to complete the 400 hour requirement, arrangements are made on an individual basis with the instructor, the student, and the clinical site. Occasionally the clinical site will allow additional hours for internship, however those agreements are between the unit and the student not Plush Systems Inc. Excessive tardiness or absence will result in the student either being dropped from the course or becoming ineligible to sit for the exam until all hours have been completed.

page 7

## **PROBATION, DROP OUT, READMITTANCE, LEAVES and/or SUSPENSION:**

Students may be placed on suspension or dropped as appropriate or any of the following reasons:

1. Non-payment of services as provided by Law.
2. Non-attendance (drop out), excessive tardiness/absences or sick calls.  
**Excessive absence** means missing 5 (25 hours) or more of lectures; or 4 clinic days (48 hours) without making arrangements to make up the time.  
**Excessive tardiness** means missing more than 20 hours due to lateness or leaving class early without making up the time.
3. **Unacceptable behavior** which endangers others (students, patients, staff) will result in the student being dropped if not corrected (based on severity a first offense may result removal or drop from class).
4. **Suspension** means that a student will not be permitted to continue in the class/course until the situation is resolved. Since each situation is unique Plush Systems Inc. will handle each on a case by case basis.
5. **Probation** means the student will be allowed to continue for 4 weeks to give the student time to resolve a specific situation.
6. **Leave of absence** are granted on a case by case basis.

**READMITTANCE**- is handled on a case by case basis dependent upon the reason for leaving. Example: bringing a weapon to class will make the student ineligible to return, but needing time for a illness or other similar issue once resolved would allow for the student to be readmitted to class.

## **GRADING**

### **Evaluation methods**

- 10% 1. Informed contribution: the student is expected to be involved by focused attention, ready preparation, and contribution to the conversation.
- 40% 2. Periodic examinations on the various topics presented throughout the course.
- 50% 3. Clinical performance will be evaluated on a on-going basis through informal meetings on an individual basis. The final exam is a complete hemodialysis treatment performed in a safe and acceptable manner.

**PLEASE NOTE** that NO MATTER what the student grade is, if the



instructor feels the clinical performance of the student jeopardizes the safety of patients or others the student will NOT PASS the course.

**PROFESSIONAL BEHAVIOR:** the students will be in the medical facilities and they are to follow the standard rules of conduct used for any medical clinical area, for specific rules and policies the policy and procedure manuals for each clinical site are available at the nurses' station in each clinic. General rules will be reviewed in class.

page 8

### THE SCHEDULE OF FEES

Registration, malpractice, STRF, & certificates.....	\$ 150.00
Lecture only.....	\$2500.00
Lecture and clinical both.....	\$4850.00
Total charges. (see below for government charges).....	\$5000.00

(payment plan is \$808.33/month X 5 months, last payment (6<sup>th</sup>) is \$808.35) Price is subject to change without notice dependent on current government regulations and any changes in the length of hours required by State of California.

#### Items handled directly by the student:

Books are less than 100.00 ordered by the student	
Direct from the publisher.....	\$ < 100.00 optional
Scrubs/medical uniforms.....	\$ optional
Shoes (REQUIRED must be leather).....	\$ varies
Student can wear leather tennis shoes if they have them.	
Watch with a second hand.....	\$ optional
Lab coat. (new rules now required clinic cover gowns/PPE which is provided on site by the dialysis clinic per their policies).....	\$ not optional no cost

Transportation, housing, and meals are the students responsibility.

### FINANCIAL AID

Plush Systems Inc. does not currently have a financial aid office for this 1 course. In addition, the Federal Government took over control of student loans. We encourage students to investigate opportunities on their own. If a student obtains a loan of any kind, the student will have to repay the full amount of the loan plus any interest, less the amount of any refund, and if the student receives federal student financial aid funds from some other source the student must comply with the terms of conditions from those other sources.

### STUDENT TUITION RECOVERY FUND (STRF)

was established by Law to protect any California resident who attends a private post secondary 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 a "California resident" and reside in California at the time the enrollment agreement is signed or when you received lessons at a California mailing address from an approved institution.

page 9

To qualify for STRF reimbursement you must file a STRF application within 1 year of receiving notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents moneys paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education  
2535 Capita I Oaks Drive, Suite 400, Sacramento, California 95833  
(916) 431 6959. Mailing address: P.O. BOX 980818, West Sacramento,  
CA 95798-0818. [www.bppve.gov](http://www.bppve.gov).

#### **NOTICE OF TRANSFERABILITY OF CREDITS/CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at Plush Systems Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Basic Hemodialysis Course is also at the complete discretion of the institution to which you may seek to transfer. If the continuing education hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending Plush Systems Inc. to determine if your certificate will transfer.

#### **CONTINUING EDUCATION INFORMATION**

**California Board of Registered Nursing**, Provider number CEP 10496 for 300 contact hours. Please note that this course exceeds 400 clock hours, however under the rules and guidelines of the BRN clinical hours and lecture hours are counted differently. Therefore, after applying the rules to this course we can only offer 300 continuing education hours under the BRN.

**Department of Health Services**, provider of hemodialysis training, school program number CHP 250

**Bureau for Private Post Secondary Education:** Plush Systems Inc's is approved through the Bureau for Private Post Secondary Education to operate. The Institutional BPPE School code is: 1935321.

**Recognized Provider of Nephrology Education by BONENT.**

BONENT= Board of Nephrology Examiners Nurses & Technicians

Page 10

## NOTICE OF REFUND REQUIREMENTS

THIS NOTICE IS IMPORTANT KEEP FOR YOUR RECORDS

Amount student has paid for instruction to date: \_\_\_\_\_

Hours of instruction student has received: \_\_\_\_\_

Hours of instruction student has paid for but not yet received, or if correspondence course number of lessons for which the student has paid but not completed and submitted:..... \_\_\_\_\_

Equipment costs, if any apply ..... \_\_\_\_\_

Method of calculation used: (any pertinent details)

TOTAL AMOUNT REFUNDED: \_\_\_\_\_

Refund was sent to:

\_\_\_\_\_

(name)

\_\_\_\_\_  
(address)  
\_\_\_\_\_  
\_\_\_\_\_

DATE REFUND SENT:

page 11

## NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligations on the seventh business day following the first day of class session as described in the NOTICE OF CANCELLATION FORM that will be given to you the first night of class. A different cancellation policy applies for home study or correspondence courses. READ the NOTICE of CANCELLATION form for an explanation of your rights and responsibilities. If you have lost your form, ask the school office for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at anytime, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate or complete the course instruction, you may be entitled to a refund. Contract the:

### BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capital Drive, Suite 400  
Sacramento, CA 95833  
(Mailing address)  
P.O. BOX 980818  
West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

4. If you have any complaints, question, or problems which you can not work out with the school, write or call the Bureau for Private Post Secondary

Education. A student of any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the BPPE's internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

5. As a prospective, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

page 12

## NOTICE OF CANCELLATION

---

(Enter date of first class, date of first lesson or date of first lesson mailed, whichever is applicable)

You may cancel this contract for school, without penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 10 working days following the school's receipt of your cancellation notice.

But if the school gave you any equipment, you must return the equipment within 10 working days of the date you signed a cancellation notice. If you do not return the equipment within the 10 working day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided, and you may keep the equipment.

To cancel the contract for school, MAIL or DELIVER a signed and DATED copy of this cancellation notice, or any written notice, or send a TELEGRAM to:

Plush Systems Inc.  
43932 15<sup>th</sup> Street West suite 105  
Lancaster, CA 93534

NO LATER  
THAN: \_\_\_\_\_

(Midnight of the date that is the 7th business day following the day of the first class, or the day the first lesson was

received, or if the lesson was sent by mail, the 8th business day following the date of the mailing which ever is applicable.)

"I cancel the contract for school" \_\_\_\_\_DATE

\_\_\_\_\_  
(Student's Signature)

REMEMBER YOU MUST CANCEL IN WRITING. You do not have the right to cancel just by telephoning the school or by not coming to class. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

**Bureau for Private Postsecondary Education**

**P.O. BOX 980818**

**phone:**

**West Sacramento, CA 95798-0818**

**(916) 431-6959**

page 13

Selective policies on student rights, including procedures for addressing grievances and retention of records as well as other policies are attached to this catalog as required.

If you have any other questions, you may call our office. Office personnel can be paged by calling (661) 949 6780 (24 hrs) ask the service to page either Rose Haight or Linda Plush. Plush Systems Inc. is an adult school with modified hours to meet the needs of working adults. Our hours are by appointment due to training in the clinical areas and lecturing. If you need to FAX use (661) 949 7292 (available 24/7- always on).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post Secondary Education at:

BPPE

2535 Capital Oaks Drive

Suite 400

Sacramento, CA 95833

toll free (888) 370 7589

or by FAX (916) 263 1897

