



# Kaiser Permanente School of Allied Health Sciences 2020 Academic Catalog

**Effective Dates: January 1, 2020 – December 31, 2020**

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## About this Catalog

Students are expected to be familiar with the information in the catalog and other publications related to student attendance and conduct. An index provides page numbers for information or policies cross-referenced in the catalog.

This catalog is prepared in advance of the period of time it covers, and therefore changes in programs and policies may occur. These changes will be published quarterly (or more frequently if needed) in an addendum appended to the end of the catalog and published on [www.kpsahs.edu](http://www.kpsahs.edu). This catalog is revised annually.

Prospective students and the general public can access this catalog on the college's website at [www.kpsahs.edu](http://www.kpsahs.edu).

Catalog content is supplemented by information available on the KPSAHS website and the *Student Handbook*, also located on [www.kpsahs.edu](http://www.kpsahs.edu).

## Catalog Rights

Graduation requirements are determined according to the catalog in effect at the time of initial program enrollment, provided the student remains continuously enrolled at the Kaiser Permanente School of Allied Health Sciences.

## Questions

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

Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834.  
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax Numbers: Toll Free (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897

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## General Information

### Location, Contact Information, Web Address

#### *Location – Main Campus*

938 Marina Way South  
Richmond, California 94804  
Didactic and laboratory classes are held at this location.

#### *Location – Satellite Location*

Kaiser Permanente Medical Offices  
200 Muir Rd  
Martinez, CA 94553  
Didactic and clinical instruction for the Breast Ultrasound Fellowship will take place at this location.

#### *Contact Information*

Phone: (510) 231-5000  
Toll Free: (888) 299-0077  
Fax: (510) 231-5001

#### *Web Address*

[www.kpsahs.edu](http://www.kpsahs.edu)

## Organizational Structure

### *Kaiser Permanente Medical Group, Inc.*

Kaiser Permanente was founded in 1945 and offers the nation's largest nonprofit health plan, extending across eight states and the District of Columbia. Kaiser Permanente serves over three million members in Northern California and is a clinical partner 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 from other health care providers.

### *Ownership*

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

## Course Numbering System

1-99	Lower-division (Freshman and Sophomore) level
100-999	Upper-division (Junior and Senior) level
1000-1999	Graduate level

## Quarter System

KPSAHS operates on a quarter system, and all academic credits awarded are quarter credits.

## Credit Hour Policy

KPSAHS awards one quarter credit for one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work per week for ten weeks of didactic coursework. Laboratory, clinical, seminar, hybrid, and online courses require an equivalent amount of work (30 hours) for each quarter credit assigned.

## History of Kaiser Permanente School of Allied Health Sciences

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 Review Committee on Education in Radiologic Technology (JRCERT). The first campus was located at 1025 MacDonald Avenue in Richmond, California, and was founded to meet the demands of technologist shortages and to provide community outreach and vocational training. In response to Kaiser Permanente's needs and regulatory changes, advance certificate programs in mammography, fluoroscopy, and venipuncture were developed in 1995.

Due to the growth of enrollment, in 2001 KPSAHS relocated to 325 Harbour Way in Richmond, California, and shortly thereafter in 2003 relocated again to its present location at 938 Marina Way South, also in Richmond. The name of the school changed from the School of Radiology to Kaiser Permanente School of Allied Health Sciences (KPSAHS) to reflect a changing program mix and long-term strategic plans.

KPSAHS underwent significant changes in the decade 2000 - 2010. In 2000, a diagnostic medical sonography program (general concentration) was developed and implemented, followed by a nuclear medicine technology program in 2002. In 2003, KPSAHS was granted approval to operate as a vocational school by the California Bureau of Private Post-Secondary and Vocational Education (now known as the California Bureau for Private Postsecondary Education (the "BPPE"). A phlebotomy certificate program was also developed and implemented that year. In 2004, a radiation therapy program was implemented (and later discontinued in 2012) and a diagnostic medical sonography program, cardiac concentration, was implemented in 2010.

In 2011, KPSAHS opened a satellite campus in Stockton, California, to better serve students from the Central Valley and San Joaquin communities. The Stockton branch campus offered educational programs

in radiologic technology, diagnostic medical sonography, and phlebotomy. The branch campus was closed in 2015.

KPSAHS began the process of obtaining regional accreditation through the WASC Senior College and University Commission (WSCUC) in 2011. In 2012, an independent board of directors was formed. Also in that year, students enrolled in the core imaging programs (radiologic technology, nuclear medicine, and diagnostic medical sonography) were able to earn bachelor of science degrees, which the BPPE had approved in 2007. Eligibility was granted by WSCUC in 2012, and initial accreditation was granted effective September 10, 2014.

New programs added since granting of regional accreditation include Health Care Ethics (2016, discontinued 2019) and Medical Assisting (2017).

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## Mission, Vision, Values Statements

### *Mission Statement*

We advance health care and improve lives by inspiring our students to be active, successful leaders in their careers and communities.

### *Vision Statement*

Our vision is to be recognized as a leader in health sciences education.

### *Values Statement*

Our values center on a commitment to a diverse student body—and in turn the field of health care and the communities we serve. Through our exceptional faculty, staff, and program directors, our students learn to become pioneering and ethical leaders in their careers and communities, exemplifying the values of our comprehensive education.

### **KPSAHS Values**

- *Student-Centric Culture.* Our students are at the heart of what we do. We give them the skills, confidence, and support to succeed, both as scholars and health care professionals. Student success is the truest measure of our success.
- *Excellence.* We are committed to the highest standards of academic excellence. Our graduates are the best-educated professionals and the future leaders of the health care industry.
- *Innovation.* Our culture embraces change and innovation. We lead. We improve. We evolve.
- *Integrity.* We hold our students and ourselves accountable to the highest standards of honesty, ethics, and compassion.
- *Passion.* Our passion is reflected in our teaching, culture, and a love for our professions. The work we do is important and has a positive, lasting impact on the lives of our students and the patients they serve.

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## Public Good Statement

KPSAHS serves the public good, without profit, by...

- *Economic Development.* Providing career-focused education to a diverse student population to improve graduates' socioeconomic mobility.
- *Advancing Health Care.* Educating high-quality, health care professionals who serve the health care needs of their communities with compassion.
- *Civic Engagement.* Preparing graduates for civic engagement through development of ethical reasoning, critical thinking, and an appreciation for diversity.
- *Community Engagement.* Engaging with local communities through outreach events, community service, skills training, in-class projects, and continuing education.

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## Institutional Learning Outcomes

- *Ethics.* Graduates independently apply ethical standards.
- *Written Communication.* Graduates demonstrate proficiency in written communication.
- *Diversity.* Graduates can function as professionals when interacting with people who have ideas, beliefs, attitudes, and behaviors that are different from their own in their field of practice.
- *Oral Communication.* Graduates demonstrate effective oral communication skills.
- *Critical Thinking.* Graduates reach well-reasoned conclusions by analyzing problems and issues.
- *Quantitative Reasoning.* Graduates reason and solve quantitative problems.
- *Information Competence:* Graduates demonstrate the ability to locate and use information appropriately.

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## Accreditation and Approvals

### Institutional Accreditation

#### *WASC Senior College and University Commission (WSCUC)*

Kaiser Permanente School of Allied Health Sciences is accredited by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001.

### Institutional Approval

#### *California Bureau for Private Postsecondary Education (BPPE)*

Kaiser Permanente School of Allied Health Sciences is a private institution and has received institutional approval to operate as a degree and certificate granting institution from the Bureau for Private Postsecondary Education (BPPE) ([www.bppe.ca.gov](http://www.bppe.ca.gov)). The approval means that this institution complies with minimum standards contained in the California Education Code and the California Code of Regulations.

### Programmatic Accreditation

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

The Kaiser Permanente School of Allied Health Sciences Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) ([www.jrcdms.org](http://www.jrcdms.org))

Commission on Accreditation of Health Education Programs  
25400 US Highway 19N, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

#### *Nuclear Medicine*

The Nuclear Medicine program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) ([www.jrcnmt.org](http://www.jrcnmt.org)) (Program #905860). The address follows:

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 820 W. Danforth Rd., #B1, Edmond, OK, 73003. (415) 285-0547.

#### *Radiologic Technology*

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) ([www.jrcert.org](http://www.jrcert.org)) (Program #47850000). The address follows:

Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Ste. 2850, Chicago, IL 60606-3182. (312) 704-5300. [mail@jrcert.org](mailto:mail@jrcert.org).

### Programmatic Approvals

#### *Basic and Advanced Phlebotomy*

The Basic and Advanced Phlebotomy program is approved by the California Department of Public Health (CDPH) – Laboratory Field Services ([cdph.ca.gov/programs/lfs](http://cdph.ca.gov/programs/lfs)). The address follows:

Laboratory Field Services, 850 Marina Bay Parkway, Building P, 1<sup>st</sup> Floor, Richmond, CA 94804. (510) 620-3800.

The National Center for Competency Testing (NCCT) has approved students/graduates from the KPSAHS basic and advanced phlebotomy program to take the National Certified Phlebotomy Technician (NCPT) certification exam. The address follows: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404. [www.ncctinc.com](http://www.ncctinc.com).



### ***Fluoroscopy***

KPSAHS is a recognized provider of education in fluoroscopy by the California Department of Public Health (CDPH) – Radiologic Health Branch ([www.cdph.ca.gov/rhb](http://www.cdph.ca.gov/rhb)). The address follows:

California Department of Public Health (CDPH) – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School code: Fluoroscopy #1099*

### ***Medical Assisting***

The National Center for Competency Testing (NCCT) has approved graduates from the KPSAHS medical assisting program to complete the following certification exams:

- National Certified Medical Assistant (NCMA)
- National Certified ECG Technician (ECG)

The address follows: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404. [www.ncctinc.com](http://www.ncctinc.com).

### ***Nuclear Medicine***

KPSAHS is a recognized provider of education in nuclear medicine technology by the American Registry of Radiologic Technologists (ARRT). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048. [www.arrt.org](http://www.arrt.org)

KPSAHS is a recognized provider of education in nuclear medicine technology by the Nuclear Medicine Technology Certification Board (NMTCB). Address: NMTCB, 3558 Habersham at Northlake, Building I, Tucker, GA 30084-4009. (404) 315-1739. *School code #905860*

### ***Radiologic Technology***

KPSAHS is a recognized provider of education in radiologic technology by the California Department of Public Health (CDPH) – Radiologic Health Branch ([www.cdph.ca.gov/rhb](http://www.cdph.ca.gov/rhb)). Address:

California Department of Public Health (CDPH) – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School code: Radiology #1028*

KPSAHS is a recognized provider of education in radiologic technology by the American Registry of Radiologic Technologists (ARRT). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048. [www.arrt.org](http://www.arrt.org)

See also program approvals for *fluoroscopy*.

### ***Venipuncture***

KPSAHS is a recognized provider of venipuncture training by the American Society of Radiologic Technologists (ASRT). Address: ASRT, 15000 Central Ave. SE, Albuquerque, NM 87123-3989. (800) 444-2778. [www.asrt.org](http://www.asrt.org).

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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 32 private offices for administrators, program directors and instructors, two cubicles for support staff, locked student file storeroom, two general storerooms, mailroom, bathrooms, and conference room.

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

Classrooms can accommodate from 12 to 48 students. Classrooms are equipped with a range of equipment, including state of the art interactive video conference equipment, DVD player, dry-erase writing boards, LCD projectors, document camera, and computers that link to Kaiser Permanente's internal network and the internet. The computer lab contains 40 computers connected to Kaiser Permanente's internal network and the internet.

Skeletal, torso and organ models are utilized 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.

The Breast Ultrasound Fellowship's didactic instruction occurs at the Kaiser Permanente Medical Offices located at 200 Muir Rd, Martinez, California. Instruction occurs in the offices of program faculty, which are approximately 120 square feet. Students can access library facilities and student services at the main KPSAHS campus, approximately 21 miles away.

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## General Education

### Program Director

**Bert Christensen**, R.T. (R)(T)

M.B.A.; Golden Gate University, San Francisco, CA; Business Administration

B.S.; Weber State University, Ogden, UT; Radiation Therapy

A.S.; Weber State University, Ogden, UT; General Education

### Faculty

Faculty are listed in *Faculty* section of this catalog.

### Admissions Requirements

Students cannot enroll directly into the general education program; instead, general education is a required component of degree programs. Only students admitted to degree programs will complete general education courses.

### Mission Statement and Philosophy

The purpose of the general education at KPSAHS is to develop the essential skills and outcomes that students will need for success in health care fields in the 21st century. The general education requirements have been designed to complement and complete the specialized education students receive in their particular area of study. The general education offered at KPSAHS provides an upper-division experience only, for it is assumed that students have completed lower-division general education requirements at another institution prior to arriving. KPSAHS general education aspires to take students to the next level: expanding the broad, foundational knowledge that students have upon entrance and applying that learning in deeper and more meaningful ways, both theoretically and practically, within the context of health science studies. Core baccalaureate competencies in critical thinking, written and oral communication, information literacy, and quantitative reasoning are reinforced, developed and practiced in real world, clinical health care situations. Knowledge gained from the upper-division general education coursework will enable students to make ethical decisions that reflect knowledge of and respect for diverse peoples, ideas and cultures. Leadership and management skills are also instilled, broadening the possible career paths for KPSAHS students who wish to pursue administrative positions in health science fields. Students also develop the ability to comprehend and contribute to diverse and global perspectives. General education at KPSAHS will encourage the pursuit of lifelong learning, placing students on the path to academic, personal, and professional success.

### Learning Outcomes

General Education Learning Outcomes have been aligned to the *Institutional Learning Outcomes*. This alignment reinforces the breadth of knowledge and skills students' gain outside the specialized knowledge gained from their chosen area of study.

### Course Credit Requirements – Associate of Science Degrees

Students graduating with an associate degree from KPSAHS are required to earn minimum course credits distributed among several general education areas, as reflected below:

General Education Area	Minimum Credit Requirements
Oral Communication	4 quarter or 3 semester
Written Communication	4 quarter or 3 semester
Natural Sciences	8 quarter or 6 semester

General Education Area	Minimum Credit Requirements
Arts/Humanities	4 quarter or 3 semester
Social or Behavioral Sciences	4 quarter or 3 semester
Mathematics (Intermediate Algebra or Higher)	4 quarter or 3 semester
<b>Total General Education Credits</b>	<b>28 quarter or 21 semester</b>

Refer to the associate degree program pages for specific courses which fulfill these requirements.

## Course Credit Requirements – Bachelor of Science Degrees

All students graduating with a KPSAHS Bachelor of Science degree are required to complete twelve (12) quarter credits of upper-division general education coursework in addition to those general education courses completed as part of an associate degree. Specific courses required vary by degree; refer to the relevant Academic Requirements by subject area for additional information.

### Upper-division General Education - Course Meeting Format

General education courses required in Bachelor of Science degrees are offered in an online learning environment. Students will complete forum discussions, assignments, and tests in an asynchronous manner. Students will meet regularly with the course instructor and classmates through synchronous online meetings and/or face to face meetings. These meetings will be held a minimum of twice per month, typically on Sundays.

Refer to the *Online Course Requirements* section of this catalog for technology requirements.

### Course Descriptions

#### **GE 481 Scientific Inquiry**

4.0 credits

This course explores the logic, method, variation and precision of thought required in the practice and/or consumption of research. Discussion will include research design, data collection, analysis, validity, and report writing. Students will also examine the ethical implications of scientific research. *Offered online only*

#### **GE 482 Ethics - Real Choices, Right Decisions**

4.0 credits

This course will challenge the student to look at ethics as a human experience across all social contexts. This course comprises a series of units grouped into four parts: Value theory, Normative Ethics, Metaethics and Moral Problems. The course poses the question, "What is the right act?" a basic question of ethics, encouraging students to think logically about ethical dilemmas of human experience using critical thinking tools to come to well-reasoned conclusions. *Offered online only.*

#### **GE 483 Cultural Diversity in the 21st Century**

4.0 credits

This course is designed to prepare students to better understand and interact with people they will encounter who are different from themselves. Populations will be examined based on their value systems, cultural and ethnic influences, communication styles, and socio-economic influences including gender, sexual orientation, and life stages. Focus will be placed on commonalities and differences between the diverse populations, development of interpersonal relationships, and factors that affect them. *Offered online only.*

#### **GE 484 Health Services Administration**

4.0 credits

This course comprises a thorough examination of management topics and health care situations. The student will explore the skills and knowledge necessary to be successful in a diverse health care environment. Topics include health care leadership, organizational design as it relates to the uniqueness of health care organizations, managing professionals, and diversity in the workplace. *Offered online only.*

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# Basic and Advanced Phlebotomy Technician (Certificate of Completion)

## Program Director

### C. Darryl Jones, M.D.

*Program Director, Phlebotomy*

M.D.; University of California, San Francisco, CA; Medical Doctor

B.S.; Stanford University, Palo Alto, CA; Biological Sciences

## Faculty

Faculty are listed in *Faculty* section of this catalog.

## Admissions Requirements

For admissions to the Basic and Advanced Phlebotomy Program, applicants must:

- Be 18 years of age or older.
- Possess a high school diploma or GED.
- Pass an assessment test.
- Have a valid CPR card or e-card issued by the American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals 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.

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 of California for CPT I certification.

## Mission Statement

The mission of the basic and advanced phlebotomy technician program is to graduate professional and compassionate phlebotomy technicians. The basic and advanced phlebotomy technician program is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The primary goal of this 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 Amendments of 1988 (CLIA), Clinical and Laboratory Standards Institute (CLSI), OSHA and Joint Commission Review Committee.

## Educational Goals

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.

### Program Length

The Certificate of Completion in Basic and Advanced Phlebotomy requires three months of study completed during one academic quarter. Refer to the *Academic Calendar* major holidays and break periods.

### Program Structure

The basic and advanced phlebotomy technician program requires 80 hours theory didactic, 80 hours in-class practicum, and 160 hours of clinical education for a total of 320 hours. Clinical education occurs at partnering medical centers and medical offices in Northern California. Students typically complete didactic, practicum, and clinical requirements within a 12-week academic quarter.

All students accepted into the program are required to complete all didactic and clinical hours, regardless of previous experience.

### Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

### Graduation Requirements

Students are required to successfully complete all hours of didactic, practicum, and clinical education. In addition, all financial obligations to KPSAHS must be fulfilled.

### Job Classification/Employment Positions/Salary

*U.S. Department of Labor's Standard Occupational Classification (SOC) Code:*  
31-9097

*Employment Position(s):*  
Phlebotomist

*Sources to Substantiate Salary Disclosures (if applicable):*

- State of California Employment Development Department: <http://www.labormarketinfo.edd.ca.gov/OccGuides>
- U.S. Department of Labor Bureau of Labor Statistics: <https://www.bls.gov/bls/blswage.htm>

### Phlebotomist Duties

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

## Physical Requirements

Students should be physically able to:

- Stand and/or walk up to 6½ hours throughout an eight-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

## Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

### *Certified Phlebotomy Technician I (CPT I)*

To achieve licensure as a Certified Phlebotomy Technician I (CPT I) in the State of California, applicants must:

1. Be a high school graduate, possess a GED, or demonstrate completion of general education courses at an accredited college or university.
2. Successfully complete training in a phlebotomy program approved by the California Department of Public Health.
3. Pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health. Students enrolled in the program are eligible to take the National Certified Phlebotomy Technician (NCPT) exam offered through the National Center for Competency Testing (NCCT) ([www.ncctinc.com](http://www.ncctinc.com)). Test takers will be required to present a valid, current, government-issued photo ID to sit for the NCCT exam.

The California Department of Public Health – Laboratory Field Services (<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Home.aspx>) oversees phlebotomy licensure in the State of California; refer to their web site at for the most up to date information on application processes and costs.

## Program Accreditation and/or Approvals

The Basic and Advanced Phlebotomy program is approved by the California Department of Public Health (CDPH) – Laboratory Field Services ([cdph.ca.gov/programs/lfs](http://cdph.ca.gov/programs/lfs)). Address:

Laboratory Field Services, 850 Marina Bay Parkway, Building P, 1<sup>st</sup> Floor, Richmond, CA 94804. (510) 620-3800.

The National Center for Competency Testing (NCCT) has approved students/graduates from the KPSAHS basic and advanced phlebotomy program to take the National Certified Phlebotomy Technician (NCPT) certification exam. Address: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404. [www.ncctinc.com](http://www.ncctinc.com).

## Certificate in Basic and Advanced Phlebotomy Completion Requirements

	<b>Clock Hours</b>
Didactic Training	80
In-class Practicum	80
Clinical Education	160
<b>Total Clock Hours</b>	<b>320*</b>

\* 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.



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## Breast Ultrasound Fellowship (Certificate of Completion)

### Program Director

**Amy Cole, D.O.**

D.O.; Des Moines University, Des Moines, IA; Osteopathic Medicine

M.S.; University of Tennessee, Knoxville, TN; Entomology

B.S.; Heidelberg College, Tiffin, OH; Biology

### Faculty

Faculty are listed in *Faculty* section of this catalog.

### Admissions Requirements

- Be a graduate of the KPSAHS Diagnostic Medical Sonography – General Concentration program
- Hold an active Registered Diagnostic Medical Sonographer (RDMS) credential

### Program Description

The post-graduate program provides instruction and clinical training in the specialty of breast ultrasound. The sonographer will be prepared to excel in a modern diagnostic breast imaging facility and be equipped with the resources to earn the ARDMS breast registry. The program provides ample opportunity for the student to scan symptomatic patients under the close supervision of subspecialty trained breast radiologists. The student observes and assists with minor procedures within a sonographer's scope of practice. The comprehensive didactic component includes video lecture assignments, textbook reading assignments, case review discussions and two written exams to serve as registry review for preparation to sit for the ARDMS breast registry.

### Mission Statement

The breast ultrasound fellowship program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The breast ultrasound fellowship program is committed to providing students with academic excellence. The administration and faculty provide the highest quality education through didactic, laboratory, and clinical instruction. The program prepares sonographers who will provide quality patient care, contribute to their profession, and dedicate themselves, as professionals, to life-long learning. These are the foundations of the sonography profession and the program is committed to the education of our students and sonographers in the community.

### Educational Goals

- Continue practice of ultrasound technique and ergonomics
- Describe the normal breast anatomy including the sonographic appearance
- Demonstrate knowledge and understanding of the anatomy, physiology, pathology and pathophysiology relevant to the breast specialty
- Demonstrate the ability to properly adjust the ultrasound unit for breast examination and use of Doppler technique
- Recognize significant clinical and historical facts that may impact the diagnostic breast examination
- Recognize, identify and document the abnormal sonographic patterns of disease and ability to modify the ultrasound protocol based on breast pathology findings

- Compare the role of mammography, sonography, computerized tomography and magnetic resonance imaging
- Discuss the various interventional procedures utilized in breast pathology diagnosis

### Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- Expand good patient care techniques
- Learn new scanning techniques
- Develop independent clinical reasoning skills specific to breast ultrasound
- Learn the typical clinical presentation of male and female breast and axillary problems
- Learn standard accredited breast exam protocols
- Develop professional technique for patient case presentation to radiologist that includes all pertinent laboratory data, symptoms and physical exam findings

### Program Length

The Certificate of Completion in Breast Ultrasound Fellowship can be completed over six months. Refer to the *Academic Calendar* for major holidays and break periods.

### Program Structure

The Certificate of Completion in Breast Ultrasound requires 20 didactic hours and 100 clinical hours for a total of 120 hours. Clinical experience occurs at clinical facilities in Northern California.

Didactic course work may be scheduled at the Kaiser Permanente Medical Offices in Martinez, California.

### Graduation Requirements

Students are required to successfully complete required didactic and clinical education hours. In addition, all financial obligations to KPSAHS must be fulfilled.

### Job Classification/Employment Positions/Salary

*U.S. Department of Labor's Standard Occupational Classification (SOC) Code:*

Not applicable

*Employment Position(s):*

Not applicable

The breast ultrasound fellowship program provides specialty training to certified sonographers; the program does not lead to employment as a diagnostic medical sonographer.

*Sources to substantiate salary disclosures:*

Not applicable

### Physical Requirements

You must be physically able to:

- Stand/walk up to eight hours during an eight-hour shift
- Lift/move a maximum of a 290-pound patient in a two-person/three-person transfer
- 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

### Certification Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independence of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

This program is designed to support Registered Diagnostic Medical Sonographers (RDMS) train for and receive a Breast (BR) specialty certification through the American Registry for Diagnostic Medical Sonography (ARDMS) under pre-requisite five, which requires the following:

1. A current Registered Diagnostic Medical Sonographer (RDMS) credential.
2. Original signed and completed clinical verification (CV) form for the BR specialty.
3. Pass an examination in Breast (BR).

Certification requirements and examination costs can be confirmed at [www.ardms.org](http://www.ardms.org).

### Certificate in Breast Ultrasound Completion Requirements

	<b>Clock Hours</b>
Didactic Training	20
Clinical Education	100
<b>Total Clock Hours</b>	<b>120</b>

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# Diagnostic Medical Sonography (Bachelor of Science)

## Program Director

**Susan D. Heppell, R.D.M.S.**

B.S.; University of San Francisco, San Francisco, CA; Organizational Behavior and Leadership Development

Certificate; Foothill College, Los Altos, CA; Sonography

Certificate; Kaiser Permanente School of Radiology, Richmond, CA; Radiography

## Faculty

Faculty are listed in *Faculty* section of this catalog.

## Admissions Requirements

All admissions requirements must be met and documented prior to application deadlines.

- Complete a minimum of eight job shadow hours in the modality (general and/or cardiac sonography) for which the student is applying.
- Academic requirements specified below must be completed at a regionally accredited institution:
  - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
  - A 3.0 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
  - Successful completion (defined as receiving a grade of “C” or higher) of college-level coursework in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of three semester or four quarter credits. Prerequisite course descriptions are provided in the *Admissions Prerequisites: Course Descriptions (General)* section of this catalog.
    - Human Anatomy & Physiology with a lab
    - Medical Terminology
    - General Physics (topics must include sound waves, heat, light, and motion)
    - Oral Communication (i.e. Speech)
    - Written Communication
    - College Algebra or higher-level mathematics

See addendum at end of catalog for updated job shadowing requirements.

## Program Description

The diagnostic medical sonography program provides a didactic and clinical learning experience to enable students to enter the workforce as entry-level sonographers.

All major courses must be completed to receive a certificate of completion, making the graduate eligible to sit for the American Registry of Diagnostic Medical Sonographers, American Registry of Radiologic Technologists (General Concentration), and/or Cardiovascular Credentialing International (Cardiac Concentration) boards.

Students will perform their clinical education in partnering hospital and medical office centers throughout Northern California. Travel is an inherent aspect of programs; students should be prepared to spend considerable time traveling to clinical facilities.

Information regarding accredited sonography programs may be obtained from the Joint Review Committee on Diagnostic Medical Sonography (JRC-DMS) 6021 University Boulevard, Suite 500, Ellicott City, MD, 21043; 443-973-3251.

### **Mission Statement**

The diagnostic medical sonography program mission is consistent with the mission and goals of the 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 on the responsibilities of sonographers, who will provide quality patient care, contribute to their profession and dedicate themselves, as professionals, to life-long learning. These are the foundations of the sonography profession and the program is committed to the education of our students and sonographers in the community.

### **Educational Goals**

- Produce qualified graduates, prepared for entry level careers as diagnostic medical sonographers.
- Equip students to achieve professional and academic excellence throughout their careers.
- Prepare graduates to successfully pass the ARDMS examination.
- Instill 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.
- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains [DMS – General Centration].
- To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains [DMS – Cardiac Concentration].

### **Program Learning Outcomes**

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to successfully and professionally communicate with a patient (and with other health care professionals)
- *Critical Thinking:* Graduates will be able to apply critical thinking while critiquing normal as well as pathological exams
- *Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care
- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in Diagnostic Medical Sonography.
- *Safety:* Graduates will be able to demonstrate proper safety skills for their patient and themselves.
- *Information Literacy:* Graduates will be able to apply information from a variety of sources, including models, graphs and mathematics.

## Program Length

The Bachelor of Science in Diagnostic Medical Sonography, both general and cardiac concentrations, requires 18 months of study completed during six academic quarters. Refer to the *Academic Calendar* for major holidays and break periods.

Should students fail or decide to postpone or withdraw from a general education course, they will be allowed an additional 12 months from the time of graduation to complete the Upper Division General Education courses to complete the Bachelor of Science degree.

## Program Structure

The Diagnostic Medical Sonography program provides didactic and clinical education for sonography students. Clinical experience occurs at partnering medical centers and medical offices throughout Northern California. Students can expect substantial off-campus study and preparation for classroom lecture and lab exercises.

## Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

## Graduation Requirements

Students are required to successfully complete all coursework required in the Diagnostic Medical Sonography degree. In addition, all financial obligations to KPSAHS must be fulfilled.

## Job Classification/Employment Positions/Salary

*U.S. Department of Labor's Standard Occupational Classification (SOC) Code:*  
29-2032

*Employment Position(s):*  
Diagnostic Medical Sonographer

*Sources to Substantiate Salary Disclosures (if applicable):*

- State of California Employment Development Department: <http://www.labormarketinfo.edd.ca.gov/OccGuides>
- U.S. Department of Labor Bureau of Labor Statistics: <https://www.bls.gov/bls/blswage.htm>

## Diagnostic Medical Sonographer Duties

Diagnostic medical sonographers 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 formats and are used in interpretation and diagnosis by physicians. The technology is advancing rapidly which requires sonographers to be flexible, adaptable team players who are committed lifelong learners.

## Physical Requirements

You must be physically able to:

- Stand/walk up to eight hours during an eight-hour shift
- Lift/move a maximum of a 290-pound patient in a two-person/three-person transfer
- 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

### **Certification Requirements**

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

### **Credentialing Organizations**

Most employers require the applicable certification through the American Registry for Diagnostic Medical Sonography (ARDMS) ([www.ardms.org](http://www.ardms.org)) and/or Cardiovascular Credentialing International (CCI) ([www.cci-online.org](http://www.cci-online.org)). The State of California does not license diagnostic medical sonographers.

### **Certification through ARDMS**

Certification through ARDMS ([www.ardms.org](http://www.ardms.org)) can be accomplished through multiple pathways; the KPSAHS program is designed to meet the requirements categorized by ARDMS as "Pre-requisite #2," which must be completed five years prior to certification:

1. Pass the Sonography Principles & Instrumentation (SPI) examination upon completion of a general, medical, or sonography physics class. This is typically completed in the student's third quarter.
2. Graduate from a program accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDOE) that specifically conducts programmatic accreditation for diagnostic medical sonography.
3. Pass the applicable specialty examination(s).
  - a. Cardiac concentration graduates: to earn a credential as a Registered Diagnostic Cardiac Sonographer (RDCS), students must pass a specialty examination in Adult Echocardiography (AE).
  - b. General concentration graduates: to earn a credential as a registered Diagnostic Medical Sonographer (RDMS) with Abdomen (AB) and Obstetrics and Gynecology (OB/GYN) specialties, students must pass two specialty examinations in Abdomen (AB) and Obstetrics and Gynecology (OB/GYN).

### **Certification through CCI [Cardiac Concentration Only]**

Earning a Registered Cardiac Sonography (RCS) credential through the Cardiovascular Credentialing International (CCI) ([www.cci-online.org](http://www.cci-online.org)) can be accomplished through multiple pathways. The KPSAHS program meets the qualification requirements for RCS4:

1. Have a high school diploma or general education diploma (GED) at time of application.
2. Be a graduate of a programmatically accredited program in cardiac ultrasound (echocardiography).
3. Pass the Cardiac Ultrasound Certification Examination.

## Program Accreditation and/or Approvals

The Kaiser Permanente School of Allied Health Sciences Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) ([www.jrcdms.org](http://www.jrcdms.org))

Commission on Accreditation of Health Education Programs  
25400 US Highway 19N, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

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## Bachelor of Science in Diagnostic Medical Sonography, General Concentration Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower- division coursework is required in the following areas prior to admission:</i>		
Human Anatomy & Physiology with a lab		
Medical Terminology		
General Physics (topics must include sound waves, heat, light, and motion)		
Oral Communication (i.e. Speech)		
Written Communication		
College Algebra or higher-level mathematics		
<b>Major Courses (Upper-division)</b>		<b>98.0</b>
DMS 311 Ultrasound Physics I	1	5.0
DMS 312 Introduction to Abdomen and Pelvic Sonography	1	3.0
DMS 312L Introduction to Abdomen and Pelvic Sonography Lab	1	2.0
DMS 313 Patient Care and Ergonomics	1	2.5
DMS 314 Medical and Legal Ethics	1	2.0
DMS 315 General Lab	1	3.0
DMS 321 Ultrasound Physics II	2	4.5
DMS 322 Abdominal Sonography I	2	3.0
DMS 322L Abdominal Sonography I Lab	2	2.0
DMS 323 GYN Sonography	2	3.0
DMS 323L GYN Sonography Lab	2	2.0
DMS 325 Clinical Lab	2	3.0
DMS 330 Critical Thinking I	3	2.0



	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
DMS 332 Abdominal Sonography II	3	3.0
DMS 332L Abdominal Sonography II Lab	3	2.5
DMS 333 OB Sonography I	3	3.0
DMS 335 Clinical Education I	3	8.5
DMS 443 OB Sonography II	4	3.0
DMS 444 Vascular Sonography	4	3.0
DMS 444L Vascular Sonography Lab	4	2.0
DMS 445 Clinical Education II	4	8.5
DMS 451 Selected Topics	5	4.5
DMS 455 Clinical Education III	5	8.5
DMS 460 Critical Thinking II	6	2.0
DMS 462 Abdomen Registry Review	6	2.0
DMS 463 OB/GYN Registry Review	6	2.0
DMS 465 Clinical Education IV	6	8.5
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 481 Scientific Inquiry*	6	4.0
<i>Students will complete two courses from the list below.</i>		
GE 482 Ethics – Real Choices, Right Decisions*	5	4.0
GE 483 Cultural Diversity in the 21st Century*	4	4.0
GE 484 Health Services Administration*	n/a	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>200.0</b>
<b>Total Credits Completed at KPSAHS</b>		<b>110.0</b>

*\*Offered online*

*Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Diagnostic Medical Sonography, General Concentration. The certificate allows students to sit for discipline-specific exams.*

## Bachelor of Science in Diagnostic Medical Sonography, Cardiac Concentration Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower-division coursework is required in the following areas prior to admission:</i>		
Human Anatomy & Physiology with a lab		
Medical Terminology		
General Physics (topics must include sound waves, heat, light, and motion)		
Oral Communication (i.e. Speech)		
Written Communication		
College Algebra or higher-level mathematics		
<b>Major Courses (Upper-division)</b>		<b>100.0</b>
DCS 312 Introduction to Echocardiography	1	3.0
DCS 312L Introduction to Echocardiography Lab	1	2.0
DCS 315 Cardiac Lab I	1	3.0
DCS 322 Echocardiography I	2	3.0
DCS 322L Echocardiography I Lab	2	2.0
DCS 324 Cardiac Physiology I	2	4.0
DCS 325 Cardiac Lab II	2	3.0
DCS 330 Critical Thinking I	3	2.0
DCS 332 Echocardiography II	3	3.0
DCS 332L Echocardiography II Lab	3	2.0
DCS 334 Cardiac Physiology II	3	3.5
DCS 335 Clinical Education I	3	8.5
DCS 442 Echocardiography III	4	3.0
DCS 442L Echocardiography III Lab	4	2.0
DCS 445 Clinical Education II	4	8.5
DCS 453 Pediatric Echocardiography	5	4.5
DCS 455 Clinical Education III	5	8.5
DCS 460 Critical Thinking II	6	2.0
DCS 461 Advances in Echocardiography	6	2.0
DCS 462 Echo Registry Review	6	3.0
DCS 465 Clinical Education IV	6	8.5
DMS 311 Ultrasound Physics I	1	5.0

	Quarter Completed (Estimated)	Quarter Credits
DMS 313 Patient Care and Ergonomics	1	2.5
DMS 314 Medical and Legal Ethics	1	2.0
DMS 321 Ultrasound Physics II	2	4.5
DMS 444 Vascular Sonography	4	3.0
DMS 444L Vascular Sonography Lab	4	2.0
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 481 Scientific Inquiry*	6	4.0
<i>Students will complete two courses from the list below.</i>		
GE 482 Ethics – Real Choices, Right Decisions*	5	4.0
GE 483 Cultural Diversity in the 21st Century*	4	4.0
GE 484 Health Services Administration*	n/a	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>202.0</b>
<b>Total Credits Completed at KPSAHS</b>		<b>112.0</b>

\*Offered online

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Diagnostic Medical Sonography, General Concentration. The certificate allows students to sit for discipline-specific exams.

## Course Descriptions

### DCS 312 Introduction to Echocardiography

3.0 credits

This course provides a basic foundation for the core principles of cardiovascular sonography along with the recognition of normal cardiovascular anatomy. This course will provide detailed understanding and assessment of systolic and diastolic function, including LV measurements and assessment of ejection fraction, fractional shortening, stroke volume, and cardiac output. Concentrated areas of study will include cardiac embryology, walls and layers of the heart, cardiac conduction cycles, pressure gradients and cardiac valves and chambers. Additionally, this course discusses the application and techniques of 2D cardiac imaging, basic protocols and introduction of M-

mode of the heart. DCS 312L will provide the laboratory application of techniques studied in DCS312.

### DCS 312L Introduction to Echocardiography Lab

2.0 credits

DCS 312L provides the skills lab as the basis for the foundation for the core principles of echocardiography imaging along with the recognition of normal cardiovascular anatomy. This lab will introduce the application and techniques of 2D cardiac imaging, basic protocols, and M-mode of the heart at various levels of interrogation. Concentration will be hands-on scanning of the Parasternal Views of the heart including 2D and M-Mode measurements.

### **DCS 315 Cardiac Lab I**

3.0 credits

DCS 315 provides the skills lab as the companion course to DCS 312L to reinforce the core principles of echocardiography imaging along with the recognition of normal cardiovascular anatomy. Concentration will be hands-on scanning of the Apical Views of the heart to evaluate global left ventricular systolic function including measurements of masses and volumes, ejection fraction and clinical significance and potential limitations of left ventricular quantification. This course provides the application and techniques of 2D cardiac imaging, basic protocols, and methods of interrogation of structures in the heart. This lab section also provides hands on experience in the application of basic Ultrasound Physics principles as an adjunct to Ultrasound Physics I course.

### **DCS 322 Echocardiography I**

3.0 credits

This course covers normal valvular anatomy, pathological process of valvular diseases of the heart and associated calculations to include continuity equation, Bernoulli's equation and variable Color and Spectral Doppler formulas and equations. This course provides a foundation in the principles of preload and after load and the causes of pressure overload/volume overload in relation to valvular pathology. This course will also cover prosthetic valves and accompanying surgeries. Discussion is both detailed and concise for understanding and comprehension.

### **DCS 322L Echocardiography I Lab**

2.0 credits

DCS 322L lab course applies an experiential hands-on component that applies techniques utilized in the echocardiography clinical lab. During this course, practice of obtaining accurate and necessary valvular echocardiographic views and utilizing equipment measurement packages to quantify/qualify valvular processes and diseases by incorporating measurements and equations learned in the accompanying didactic course. This course concentrates on the valvular assessment done in the parasternal views of the

heart. Color and Spectral Doppler are introduced and practiced by the student.

*Prerequisite*

DCS 312L Introduction to Echocardiography Lab

### **DCS 324 Cardiac Physiology I**

4.0 credits

This course provides understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events. This course discusses mechanical and electrical events in cardiovascular hemodynamics. The course also provides understanding of electrical and mechanical events of cardiac cycle. This course also demonstrates correlation of EKG in relation to cardiac events and echocardiographic findings in the lab. This course allows students to identify and interpret individual rhythm strips and 12-lead EKGs. This Course involves understanding how f cardiac medications can relate to certain EKG and echocardiographic findings.

### **DCS 325 Cardiac Lab II**

3.0 credits

This course prepares students to transition from the laboratory to clinical education in a cardiovascular department of an affiliated clinical facility. This course concentrates on the valvular assessment done in the apical views of the heart. Color and Spectral Doppler are introduced and practiced by the student. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The student will practice sound ergonomics in preparation for the clinical setting.

*Prerequisite*

DCS 315 Cardiac Lab I

### **DCS 330 Critical Thinking I**

2.0 credits

This course provides the opportunity to integrate the physical and technological concepts of Echocardiography 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 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 332 Echocardiography II**

3.0 credits

This course covers myocardial, endocardial, pericardial processes to include diseases and sonographic findings associated with each. Also examined are the diseases of the Aorta and types of dissections. Each section will be discussed in detail regarding causes, signs, symptoms and echocardiographic findings. This course also encourages quantitative & qualitative analysis of cardiac functions in relation to different pathologies. Discussion is both detailed and concise for understanding and comprehension.

*Prerequisite*

DCS 322 Echocardiography I

### **DCS 332L Echocardiography II Lab**

2.0 credits

DCS332L provides an opportunity for the student to coordinate the combination of both Parasternal and Apical views of the heart and associated 2D, M-mode, Color and Spectral Doppler together into one comprehensive echocardiogram. Included will be the addition of Subcostal and Suprasternal notch views along with learning to operate the Pedoff transducer. The focus of this course is to perform complete echocardiograms with minimal assistance and address student limitations or challenges found during Clinical Education I.

*Prerequisite*

DCS 322L Echocardiography I Lab

### **DCS 334 Cardiac Physiology II**

3.5 credits

This Course involves understanding of cardiac physiology. An in-depth study of systolic function, symptomatology, stress echocardiography, complications of a myocardial infarction, and pharmacology are

studied in relation to the echocardiographic exam. Pharmacology, indications and contraindications of common drugs used in cardiac patients. 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 along with systolic function, coronary artery disease and complications of coronary artery disease.

*Prerequisite*

DCS 324 Cardiac Physiology I

### **DCS 335 Clinical Education I**

8.5 credits

This course transitions from the laboratory to clinical education in a medical imaging department of an affiliated clinical facility. 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. Assessment competencies will concentrate on individual echocardiographic views/windows and equipment operation proficiency.

### **DCS 442 Echocardiography III**

3.0 credits

This course covers cardiac tumors and masses, transesophageal echo (TEE), echocardiography contrast agents, and detailed diastolic dysfunction. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings and complications. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies.

*Prerequisite*

DCS 332 Echocardiography II

### **DCS 442L Echocardiography III Lab**

2.0 credits

DCS442L provides lab time to perfect echocardiographic skill techniques while also increasing speed. All aspects of a complete echocardiogram will be addressed and evaluated. Application of alternate scanning techniques will be covered.

*Prerequisite*

DCS 332L Echocardiography II Lab

### **DCS 445 Clinical Education II**

8.5 credits

This course is the second in continuation of Clinical Education courses and the concentration is on performing basic echocardiographic views with or without assistance from clinical preceptors. Understanding specific lab protocols, rules, schedules and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal echocardiograms.

*Prerequisite*

DCS 335 Clinical Education I

### **DCS 453 Pediatric Echocardiography**

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 congenital heart disease. This course encourages quantitative and qualitative analysis of cardiac functions in relation to different congenital pathologies.

### **DCS 455 Clinical Education III**

8.5 credits

This is the third in a continuation of Clinical Education courses and the concentration is on performing complex echocardiographic views with little assistance from clinical preceptors. Students are expected to pass vigorous competencies involving more routine and abnormal echocardiograms in a less amount of time. *Prerequisite*

DCS 445 Clinical Education II

### **DCS 460 Critical Thinking II**

2.0 credits

This course provides further opportunity to integrate the physical and technological concepts of cardiac 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 image and video 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.

*Prerequisite*

DCS 330 Critical Thinking I

### **DCS 461 Advances in Echocardiography**

2.0 credits

This course also involves understanding the indications and utility of advances in echocardiography such as Intraoperative Echocardiography, Intravascular Echocardiography, Strain, Elastography, Contrast Echocardiography, as well as 3D Echocardiography and any new/updated procedures or techniques.

### **DCS 462 Echocardiography Registry Review**

3.0 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 465 Clinical Education IV**

8.5 credits

This is the fourth and final in a continuation of Clinical Education courses and the concentration is on performing complex echocardiographic views without assistance from clinical preceptors. Students are expected to pass vigorous competencies involving more routine and abnormal echocardiograms within the scheduled appointment time of the lab. Student is expected to be able to explain detailed clinical findings, write preliminary reports and process the echocardiogram through the PACs system. Student should be able to perform almost all scheduled echocardiograms each day without errors or omissions.

*Prerequisite*

DCS 455 Clinical Education III

### **DMS 311 Ultrasound Physics I**

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. 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 312 Introduction to Abdomen & Pelvic Sonography**

3.0 credits

This didactic course will introduce students to the fundamentals of sonography such as terms, anatomy, and scanning skills. The course provides a basic overview of the normal anatomy and physiology of the abdomen, including but not limited to the peritoneal cavity, liver, biliary system, pancreas, spleen and urinary systems. Sonographic anatomy of the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on basic anatomy and scanning techniques. DMS 312L laboratory course offers sonography students' hands-on and experiential learning in the basics of selected sonographic examinations. Under direct supervision of faculty, students' will apply

the didactic information presented in the classroom.

### **DMS 312L Introduction to Abdomen & Pelvic Sonography Lab**

2.0 credits

This laboratory course will introduce students to the fundamentals of sonography such as terms, anatomy, and scanning skills. DMS312L laboratory course provides students hands on experiential learning and a basic overview of the normal anatomy of the abdomen, including but not limited to the peritoneal cavity, liver, biliary system, pancreas, spleen and urinary systems. Sonographic anatomy of the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on basic anatomy and scanning techniques, provided under direct supervision of faculty, students will apply the didactic information presented in the classroom.

### **DMS 313 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 314 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. This course covers

clinical policies and procedures, HIPAA and the patient's bill of rights. This course focuses on the sonographer's role as a health care team member.

### **DMS 315 General Lab**

3.0 credits

This laboratory course will introduce students to the fundamentals of sonography such as terms, anatomy, and scanning skills. DMS315 laboratory course provides students hands on experiential learning and a basic overview of the normal anatomy of the abdomen, including but not limited to the peritoneal cavity, liver, biliary system, pancreas, spleen and urinary systems. Sonographic anatomy of the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on basic anatomy and scanning techniques, provided under direct supervision of faculty, students will apply the didactic information presented in the classroom.

### **DMS 321 Ultrasound Physics II**

4.5 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's law, Poiseuille's law, pressure gradients and Reynold's number. This course also explains instrumentation and image manipulation of different types of display.

*Prerequisite*

DMS 311 Ultrasound Physics I

### **DMS 322 Abdominal Sonography I**

3.0 credits

This course is an in-depth study of the normal and common pathologic processes of the abdomen, including but not limited to the peritoneal cavity, liver, biliary system, pancreas, and spleen. Sonographic significant abnormalities affecting the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on the

interpretation of clinical tests and basic scanning techniques relative to the development of a differential diagnosis.

### **DMS 322L Abdominal Sonography I Lab**

2.0 credits

DMS 322L laboratory course offers sonography students hands-on experiential learning on the basics of selected sonographic examinations with emphasis on pathology. This lab course provides an in-depth study of the normal and common pathologic processes of the abdomen, including but not limited to the peritoneal cavity, liver, biliary system, pancreas, and spleen. Sonographic significant abnormalities affecting the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on the interpretation of clinical tests and basic scanning techniques relative to the development of a differential diagnosis. DMS 322L is provided under the direct supervision of faculty; students will apply the didactic information presented in the classroom to the laboratory setting.

*Prerequisite*

DMS 312L Introduction to Abdomen & Pelvic Sonography Lab

### **DMS 323 GYN Sonography**

3.0 credits

This course is a study of the principles and practices of diagnostic medical sonography in gynecology. 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 323L GYN Sonography Lab**

2.0 credits

This course provides students hands on experiential learning studying the principles and practices of diagnostic medical sonography in gynecology. 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 and clinical changes that occur in early pregnancy and the in the postmenopausal patient.

*Prerequisite*

DMS 312L Introduction to Abdomen & Pelvic Sonography Lab

**DMS 325 Clinical Lab**

3.0 credits

This course continues laboratory education with an emphasis on clinical education in a medical imaging department. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta, spleen urinary bladder, diaphragm, uterus, and ovaries. Basic normal structural anatomy identification and demonstration as well as recognition of gross abnormalities will be emphasized.

*Prerequisite*

DMS 315 General Lab

**DMS 330 Critical Thinking I**

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 332 Abdominal Sonography II**

3.0 credits

This course is an in-depth study of the normal and common pathologic processes of the abdomen, including but not limited to the biliary system, pancreas, spleen, and renals. Sonographic significant abnormalities affecting the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on the interpretation of clinical tests relative to the development of a differential diagnosis.

*Prerequisite*

DMS 322 Abdominal Sonography I

**DMS 332L Abdominal Sonography II Lab**

2.5 credits

This course provides students hands on experiential learning and in-depth study of the normal and common pathologic processes of the abdomen, including but not limited to the biliary system, pancreas, spleen, and renals. Sonographic significant abnormalities affecting the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on the interpretation of clinical tests and basic scanning techniques relative to the development of a differential diagnosis. This laboratory course offers sonography students' hands-on and experiential learning in the basics of selected sonographic examinations with emphasis on pathology. Under direct supervision of faculty, students will apply the didactic and clinical information to the laboratory setting.

*Prerequisite*

DMS 322L Abdominal Sonography I Lab

**DMS 333 OB Sonography I**

3.0 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 first, 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.

*Prerequisite*

DMS 323 GYN Sonography

**DMS 335 Clinical Education I**

8.5 credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical facility. 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.

*Prerequisite*

DMS 325 Clinical Lab

**DMS 443 OB Sonography II**

3.0 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.

*Prerequisite*

DMS 333 OB Sonography I

**DMS 444 Vascular Sonography**

3.0 credits

This course provides the foundation in the principles of vascular sonography and gray

scale duplex imaging of arterial and venous sonography. This course involves understanding of normal extracranial vascular anatomy, peripheral vascular anatomy, abdominal vascular anatomy and the relationship of abdominal, cerebral and thoracic organs with great the vessels. This course discusses vascular techniques utilizing 2D vascular imaging, the use of Doppler techniques, spectral display analysis and alternative vascular testing methods. Students will be able to recognize normal and abnormal anatomy along with normal and abnormal ultrasonic findings.

**DMS 444L Vascular Sonography Lab**

2.0 credits

This laboratory course reinforces the foundations and principles of vascular sonography and gray scale duplex imaging of arterial and venous. DMS 444L provides students hands on experiential learning of the vascular systems by reinforcing the foundations of vascular sonography as related to the general and cardiovascular clinical labs. The main focus is on common vascular imaging, recognition of normal anatomy and normal ultrasonic findings. This course involves understanding of normal extracranial vascular anatomy, peripheral vascular anatomy, abdominal vascular anatomy and the relationship of abdominal, cerebral and thoracic organs with great the vessels, as well as the use of Doppler and spectral display analysis and an overview of alternative vascular testing

**DMS 445 Clinical Education II**

8.5 credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical facility. 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.

*Prerequisite*

DMS 335 Clinical Education I

**DMS 451 Selected Topics**

4.5 credits

This course will consist of a compilation of lectures covering a magnitude of topics that are pertinent for sonographers in the clinical setting. The sonographic appearance of normal gross anatomy, pathologic conditions, vasculature, understanding of the functions and procedures of certain modalities, and topic specific criteria outlined by faculty and guest lecturers will be emphasized. The student will learn and practice select protocols following the guidelines of the American Institute of Ultrasound in Medicine and the Regional Protocols adopted by Kaiser Permanente.

**DMS 455 Clinical Education III**

8.5 credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical facility. 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.

*Prerequisite*

DMS 445 Clinical Education II

**DMS 460 Critical Thinking II**

2.0 credits

This course provides further opportunity to integrate clinically 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. Students will present cases with sonographic images, pathologies, correlation with other imaging modalities and clinical indications.

*Prerequisite*

DMS 330 Critical Thinking I

**DMS 462 Abdomen Registry Review**

2.0 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 students' weak areas, provide guidelines for independent study and will provide a general review of all examination content areas.

**DMS 463 OB/GYN Registry Review**

2.0 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 students' weak areas, provide guidelines for independent study and will provide a general review of all examination content areas.

## **DMS 465 Clinical Education IV**

8.5 credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical facility. 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 the 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.

### *Prerequisite*

DMS 455 Clinical Education III

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## Medical Assisting (Certificate of Completion)

### Program Director

**Tammy S. Arnold**, CMA (AAMA)

B.S.; DeVry University, Fremont, CA; Technical Management with an emphasis on Health Care Administration

A.S.; Carrington College, Medical Assisting

A.A.; Chabot College, Liberal Arts Faculty

### Faculty

Faculty are listed in *Faculty* section of this catalog.

### Admissions Requirements

All admissions requirements must be met and documented prior to application deadlines:

- Be 18 years of age or older,
- Possess a high school diploma (or the equivalent), and
- Achieve a Wonderlic Scholastic Level Exam (SLE) score of 15 or higher, as administered by KPSAHS.

### Program Description

The medical assisting certificate program provides didactic, laboratory, and clinical learning experiences to enable students to enter the workforce as entry-level medical assistants after twelve (12) months of training at KPSAHS. In addition, students will be qualified to work as ECG/EKG technicians (upon successfully passing the NCET exam), or medical office assistants. Students will learn both front and back office medical office skills performed within the scope of practice of a medical assistant. Major topics include pharmacology, phlebotomy, medical law and ethics, interpersonal communications, and medical clinical procedures.

Students should expect to undergo a rigorous admissions process in which applicants must demonstrate they have met the program requirements as well as successfully passing drug tests and a physical wellness exam.

After the first three quarters of didactic and laboratory training, students will begin their clinical experience. Travel to selected health care facilities in the area is to be expected. The scheduled hours for clinical experience vary; however, students should anticipate being available during daytime business hours (e.g., 9:00am-5:00pm). Specific scheduled hours will be determined prior to the start of the fourth academic quarter and may vary based on location of health care facility.

### Mission Statement

The mission of the medical assisting program at the Kaiser Permanente School of Allied Health Sciences is to educate students with didactic, laboratory, and clinical experiences in preparation for a health career as a medical assistant. The graduate will deliver compassionate care in the health care setting and function as an integral member of the health care team with competence and confidence. The program's rigorous admissions criteria, broad scope of competencies, and academic standards produce graduates who are the most sought after medical assistants in the area.

### Educational Goals

- Educate competent and compassionate medical assistants, medical administrative assistants, and ECG technicians capable of functioning in any environment.

- Provide a complete, up-to-date competency-based curriculum.
- Prepare the student to think critically and anticipate clinical needs while developing team building skills.
- Instill appropriate attitudes and fosters affective growth in providing care and responding to the needs of a diverse service population.

### Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to successfully and professionally communicate with diverse groups and with other members of the health care team.
- *Critical Thinking:* Graduates will be able to effectively utilize critical thinking skills to recognize and problem solve situations related to the medical office environment.
- *Patient Care and Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care.
- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in medical assisting, EKG and emergency procedures while maintaining a safe work environment and staying within the ethical and legal boundaries of the Medical Assistant's scope of practice.
- *Teamwork:* Graduates will be able to function effectively as part of the health care team and understand the process and perform the duties for clinical support.
- *Administrative Skills:* Graduates will be able to perform administrative duties to manage the office and the ambulatory care environment.

### Program Length

The 12-month (4 quarters, 43 quarter credits) medical assisting certificate program provides didactic, laboratory, and clinical education. Refer to the *Academic Calendar* for major holidays and break periods.

### Program Structure

The program builds from in-person and hybrid didactic course work to laboratory training and clinical experience. 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.

### Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

### Graduation Requirements

Students are required to successfully complete all academic coursework required in the medical assisting certificate program. In addition, all financial obligations to KPSAHS must be fulfilled.

### Job Classification/Employment Positions/Salary

<i>U.S. Department of Labor's Standard Occupational Classification (SOC) Code</i>	<i>Employment Position(s)</i>
29-2057	Ophthalmic Medical Technicians
29-2031	Cardiovascular Technologist and Technician

31-1121	Home Health Aids
31-1122	Personal Care Aids
31-9092	Medical Assistant
31-9093	Medical Equipment Preparers
43-6013	Medical Secretary and Administrative Assistant

Sources to Substantiate Salary Disclosures (if applicable):

- State of California Employment Development Department: <http://www.labormarketinfo.edd.ca.gov/OccGuides>
- U.S. Department of Labor Bureau of Labor Statistics: <https://www.bls.gov/bls/blswage.htm>

### Electrocardiography (ECG or EKG) Technician Duties

Electrocardiography Technicians assess the heart by looking at its electrical activity. This entry-level position operates and maintains EKG machines. The EKG machines detect and record electronic impulses transmitted by the heart during and between heartbeats.

### Home Health Aid Duties

Home Health Aides help elderly, convalescent, or disabled persons in their own homes instead of a health facility. Some help discharged hospital patients who have relatively short-term needs. They work for licensed home care agencies and provide basic nursing care in private homes or hospice programs under the supervision of Registered Nurses. The number of people living into their eighties continues to grow, a group that usually has health problems that need at least some assisted medical care. These people prefer to stay in their own dwelling where they are more independent, comfortable, and where the cost is usually lower than nursing home rates.

Home Health Aides provide health-related services. They teach patients ways to care for themselves despite illness or disability. Home Health Aides help keep patients mentally alert by talking and listening to them. They may also care for children of their sick or disabled patient.

Source: [labormarketinfo.edd.ca.gov/occguides](http://labormarketinfo.edd.ca.gov/occguides)

### Medical Assistant Duties

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

### Medical Equipment Preparer Duties

Medical Equipment Preparers are essential to the medical field. They are responsible for sterilizing, stocking, and preparing various medical tools, supplies, and equipment in health care facilities, such as hospitals, dental offices, and outpatient care centers. They may prepare operating areas with the proper supplies and equipment. Since there are contagious infections and diseases present in health care facilities where Medical Equipment Preparers work, it is important that potential spreading of these be minimized. Preparers are crucial in preventing the spread of viruses and contamination of germs and bacteria.

Source: [labormarketinfo.edd.ca.gov/occguides](http://labormarketinfo.edd.ca.gov/occguides)

## Medical Secretary and Administrative Assistant Duties

Medical Secretaries provide administrative or clerical support to physicians or other health professionals. They schedule appointments and make sure the office runs smoothly. A good understanding of grammar, punctuation, and spelling is important because Medical Secretaries may assist physicians or medical scientists with reports, speeches, articles, and conference proceedings. Medical Secretaries' work involves knowledge and use of medical terminology and hospital or laboratory procedures. The job duties of a Medical Secretary vary depending on the size of the office. In smaller offices, Medical Secretaries may greet patients, schedule appointments, keep records, answer phone calls, and order supplies. In larger establishments, Medical Secretaries could work in the medical records department or as a personal secretary to the department head. Additionally, Medical Secretaries may handle correspondence, bill patients, complete insurance forms, and transcribe dictation. They may keep financial records and handle credits, collections, and other bookkeeping duties. They also record simple medical histories and arrange for patients to be hospitalized.

Source: [labormarketinfo.edd.ca.gov/occguides](http://labormarketinfo.edd.ca.gov/occguides)

## Ophthalmic Medical Technician Duties

Assist ophthalmologists by performing ophthalmic clinical functions. May administer eye exams, administer eye medications, and instruct the patient in care and use of corrective lenses.

Source: [labormarketinfo.edd.ca.gov/occguides](http://labormarketinfo.edd.ca.gov/occguides)

## Personal Care Aid Duties

Personal Care Aides provide housekeeping and routine personal care services. They clean the patient's house, do laundry, change bed linens, shop for food, and cook meals. Aides may drive the client to doctor's or other appointments, help them bathe, get dressed, and eat. They may advise families and clients on special diets and how to address special needs. They also provide companionship to these often lonely people. Aides keep records of services performed and of clients' condition and progress. They report changes in the client's condition to the supervisor or case manager. In carrying out their work, Aides cooperate with health care professionals, including registered nurses, therapists, and other medical staff.

Source: [labormarketinfo.edd.ca.gov/occguides](http://labormarketinfo.edd.ca.gov/occguides)

## Physical Requirements

- Stand and/or walk up to 6 ½ hours throughout an eight (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

## Certification Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independence of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.



### ***Medical Assistant or Medical Secretary and Administrative Assistant***

In the State of California, individuals with the title of medical assistant, medical secretary, or medical administrative assistant are not required to obtain certification or licensure; however, individual employers may require medical assistants pass a standardized exam.

Graduates of the medical assisting certificate program are eligible to take the National Certified Medical Assisting (NCMA) exam through the National Center for Competency Testing (NCCT) ([www.ncctinc.com](http://www.ncctinc.com)) and become certified as a Medical Assistant (NCMA). Graduates who elect to pursue this certification must:

1. Be a high school graduate or hold an equivalent credential (GED).
2. Pass the NCMA exam.
3. Graduate from an NCCT-approved medical assisting program.
4. Submit documentation within two years of successful program completion.

Evidence of completion of the NCCT-approved medical assisting program will not be issued to the student nor NCCT until the student has met all graduation requirements for the medical assisting certificate program.

Current information on the application process and costs is available from the NCCT website.

### ***Electrocardiograph (EKG or ECG) Technician (Cardiovascular Technologist/Technician)***

In the State of California, licensure is not required to work as an Electrocardiography (ECG or EKG) Technician.

Graduates of the medical assisting certificate program are eligible to take the ECG Technician (NCET) exam through the National Center for Competency Testing ([www.ncctinc.com](http://www.ncctinc.com)) and become certified as an ECG Technician. Graduates who elect to pursue this certification must:

1. Be a high school graduate or hold an equivalent credential (GED).
2. Pass the NCET exam.
3. Graduate from an NCCT-approved ECG Technician program.
4. Submit documentation within two years of successful program completion.

Evidence of completion of NCCT-approved ECG program will not be issued to the student nor NCCT until the student has met all graduation requirements for the medical assisting certificate program. Current information on the application process and costs is available on the NCCT website.

### **Program Accreditation and/or Approvals**

The National Center for Competency Testing (NCCT) has approved graduates from the KPSAHS medical assisting program to complete the following certification exams:

- National Certified Medical Assistant (NCMA)
- National Certified ECG Technician (ECG)

The address follows: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404. [www.ncctinc.com](http://www.ncctinc.com).

Updates to course modality due to COVID-19 are provided in the addendum (at the end of this catalog).

## Medical Assisting (Certificate of Completion) Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits	General Education Area, if applicable
<b>General Education Courses</b>		<b>5</b>	
AP 16 Introduction to Anatomy and Physiology*	1	2.0	Natural Sciences
AP 16L Introduction to Anatomy & Physiology Lab*	1	1.0	Natural Sciences
COMM 25 Interpersonal Communications*	2	2.0	Oral Communications
<b>Major Courses</b>		<b>38</b>	
MA 11 Introduction to Medical Assisting	1	2.0	
MA 11L Introduction to Medical Assisting Lab	1	1.5	
MA 17 Medical Terminology for Allied Health Professionals	1	2.5	
MA 19 Academic Professional Development I	1	2.0	
MA 21 Medical Assistant Diagnostic Procedures	2	2.0	
MA 21L Medical Assistant Diagnostic Procedures Lab	2	1.0	
MA 29 Academic Professional Development II	2	1.5	
MA 27 EKG Technology	2	2.0	
MA 27L EKG Technology Lab	2	1.0	
MA 31 Allied Health Career Preparation	3	1.0	
MA 33 Medical Assisting with Medical Specialties	3	2.0	
MA 33L Medical Assisting with Medical Specialties lab	3	1.0	
MA 33C Medical Specialties Overview Clinical	3	1.0	
MA 37 Medical Office Administration Practices	3	2.0	
MA 37L Medical Office Administration Practices Lab	3	2.0	
MA 39 Academic Professional Development III	3	1.5	
MA 43 Clinical Rotation	4	10.5	
MA 49 Academic Professional Development IV^	4	1.5	
<b>Total Credits in Medical Assisting Certificate</b>		<b>43</b>	
<b>Total Credits Completed at KPSAHS</b>		<b>43</b>	

\* Also a major course

^ Offered in hybrid format, defined as including both face-to-face and online course instruction.

## Course Descriptions

### AP 16 Introduction to Anatomy & Physiology

2.0 credits

### AP 16L Introduction to Anatomy & Physiology Lab

1.0 credits

This course provides instruction on the principles of human anatomy and physiology, emphasizing the integration of structure and function. The topics covered are terminology, Concepts of the human body, cytology, histology, integumentary, skeletal, muscular, nervous system, blood, circulatory, lymphatic, immune, respiratory, urinary, male and female reproduction, digestion, and endocrine systems. Courses are co-requisites.

### COMM 25 Interpersonal Communications

2.0 credits

Study of interpersonal communication principles with an emphasis on developing the self-concept through listening, verbal and nonverbal communication, language and cultural knowledge as a means of maintaining effective relationships in an increasingly diverse and interconnected global society. Skills of professional conduct and interaction for health care settings and for job-related social settings.

### MA 11 Introduction to Medical Assisting

2.0 Credits

### MA 11L Introduction to Medical Assisting

1.5 Credits

This course provides instruction on the operation of a health care facility such as a medical office with the focus on Medical Assisting. Topics the health care team, professional behavior, therapeutic communication, technology and written communication, medicine and Law, infection control, patient assessment, vital signs and nutrition. The laboratory provides a hands-on approach to the clinical role of the Medical Assistant. Topics include basic skills which are utilized when assisting the physician and performing direct patient care. Provides practice in clinical procedures including vital signs, hand washing techniques, injections, aseptic procedures, and sterilization. Courses are co-requisites.

### MA 17 Medical Terminology for Allied Health Professionals

2.5 credits

This course covers medical terminology, symbols and abbreviations, and the application of this new language in the field of health care. While terms are covered as they relate to body structure and function, the focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes. Offered in hybrid format.

### MA 19 Academic Professional Development I

2.0 credits

This course is designed to provide the students with the tools to develop the skills to become successful students and advance in their new careers. Topics include note taking, study skills, research, writing skills, APA format, and community service through video ethnography.

### MA 21 Medical Assistant Diagnostic Procedures

2.0 credits

Teaches basic clinical skills utilized in outpatient medical settings. Included administration of medications (oral and injectable), infection control, assisting with procedures and surgical set ups. Theory, including relevant anatomy and physiology, microbiology, and pharmacology, constitutes a major portion of the course work.

*Corequisite:*

- MA 21L Medical Assistant Diagnostic Procedures Lab

### MA 21L Medical Assistant Diagnostic Procedures Lab

1.0 credits

This course provides a hands-on approach to the clinical role of the Medical Assistant. Topics include basic and advanced skills which are utilized when assisting the physician and performing direct patient care. Provides practice in clinical procedures including vital signs, hand washing techniques, injections, aseptic procedures, and sterilization procedures.

*Corequisite:*

- MA 21 Medical Assistant Diagnostic Procedures

### **MA 27 EKG Technology**

2.0 credits

#### **MA 27L EKG Technology Lab**

1.0 credits

Teaches proper use of EKG equipment and determination of proper testing procedures. Equipment, techniques, patient care, safety, tests, quality assurance are covered. Includes advanced EKG skills to prepare students to recognize artifacts and cardiac irregularities, and review holter and stress testing equipment. Courses are co-requisites.

### **MA 29 Academic Professional Development II**

1.5 credits

This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include resume writing, marketing, goal setting, professional organizations, and time management, community service, and video ethnography.

### **MA 31 Allied Health Career Preparation**

1.0 credit

This course provides students with a general overview of principles and practice in allied health professions, with a goal of preparing students for medical assisting and other credentialing exams.

### **MA 33 Medical Assisting with Medical Specialties**

2.0 credits

This course continues to provide instruction on the clinical role of the Medical Assistant. Topics include more advanced skills which are utilized when assisting the physician and performing direct patient care. Emphasis is placed on preparing patients for exams, assisting in routine exams, and assuring quality control.

#### *Corequisites:*

- MA 33C Medical Specialties Overview Clinical
- MA 33L Medical Assisting with Medical Specialties Lab

### **MA 33C Medical Specialties Overview Clinical**

1.0 credit

The purpose of this course is to introduce the student to processes and procedures performed by a Medical Assistant through observation. The student will be given opportunities to gain knowledge of the overall responsibilities during a routine shift.

#### *Corequisite:*

- MA 33 Medical Assisting with Medical Specialties

### **MA 33L Medical Assisting with Medical Specialties Lab**

1.0 credit

This course continues to provide instruction on the clinical role of the Medical Assistant. Topics include more advanced skills which are utilized when assisting the physician and performing direct patient care. Emphasis is placed on preparing patients for exams, assisting in routine exams, and assuring quality control.

#### *Corequisites:*

- MA 33 Medical Assisting with Medical Specialties
- MA 33C Medical Specialties Overview Clinical

### **MA 37 Medical Office Administration Practices**

2.0 credits

#### **MA 37L Medical Office Administration Practices Lab**

2.0 credits

This course provides instruction on the management of a health care facility such as a medical office. Topics include, appointment scheduling, manual and electronic health records, bookkeeping, payments, banking, billing and coding, and practice management systems. The course will include hands-on experience with practice management software that are required for medical administrative functions. Courses are co-requisites.

### **MA 39 Academic Professional Development III**

1.5 credits

This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include skills development, cover letters, workplace communication skills, professionalism, interviewing, and community engagement through video ethnography.

### **MA 43 Clinical Rotation**

10.5 credits

The purpose of this course is to further introduce the student to procedures performed as a Medical Assistant, and to provide the student with greater opportunities to gain practical experience. During this quarter of clinical education, the student is expected to develop

the competency to perform simple clinical procedures with progressively less assistance. Specific rotation objectives will be noted in the competency lists. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care and safety practices

### **MA 49 Academic Professional Development IV**

1.5 credits

This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include professional success, career management, leadership skills, continuing education, ePortfolios, and community engagement. *Offered in hybrid format.*

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# Nuclear Medicine (Bachelor of Science)

## Program Director

**Lori Blok**, C.N.M.T.(CT), C.R.T.

M.B.A.; St. Mary's College of California, Moraga, CA; Business Administration

B.A.; California State University, Long Beach, CA; Physical Education

Certificate; VA Medical Center, Long Angeles; Nuclear Medicine Technology

## Faculty

Faculty are listed in *Faculty* section of this catalog.

## Admissions Requirements

All admissions requirements must be met and documented prior to application deadlines.

- Complete a minimum of eight nuclear medicine job shadow hours in an imaging department.
- Academic requirements specified below must be completed at a regionally accredited institution:
  - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
  - A 2.75 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
  - Successful completion (defined as receiving a grade of “C” or higher) of college-level coursework at a regionally accredited institution in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of three semester or four quarter credits. Prerequisite course descriptions are provided in the *Admissions Prerequisites: Course Descriptions (General)* section of this catalog.
    - College Algebra or higher-level mathematics
    - Chemistry with laboratory
    - General Physics with laboratory: Courses should be designed for biological science students and include topics in Kinematics, Newton’s Laws, and Atomic Laws.
    - Human Anatomy & Physiology with laboratory (2 courses required)<sup>1</sup>
    - Humanities course
    - Medical Terminology
    - Oral Communication
    - Social Science course
    - Written Communication

See addendum at end of catalog for updated job shadowing requirements.

<sup>1</sup> This could be fulfilled by one of two course combinations:

*Course combination #1.* Anatomy with Lab PLUS Physiology with Lab, OR

*Course combination #2.* Anatomy & Physiology I with Lab PLUS Anatomy & Physiology II with Lab

## Program Description

The nuclear medicine program provides a didactic and clinical learning experience to enable students to enter the workforce as entry-level nuclear medicine technologists. Students are required to obtain an Associate degree (or higher) prior to applying to the nuclear medicine program.

Upon completion of all major courses, students are eligible to sit for the American Registry of Radiologic Technologist (ARRT) and the Nuclear Medicine Technology Certification Board (NMTCB) national certification examinations. Additionally, students who complete all major coursework and pass a national registry exam will be eligible for licensure as a Nuclear Medicine Technologist (including venipuncture).

Students will perform their clinical education in partnering hospital and medical office centers throughout Northern California. Travel is an inherent aspect of programs; students should be prepared to spend considerable time traveling to clinical facilities.

Information regarding accredited nuclear medicine technology programs may be obtained from The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) at 820 W. Danforth Rd., #B1, Edmond, OK 73003. Phone: (405) 285-0546

## Mission Statement

The mission of the nuclear medicine 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.

## Educational Goals

- 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).

## Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to demonstrate effective communication skills in a Health care environment.
- *Critical Thinking:* Graduates will be able to apply critical thinking while critiquing normal as well as non-standard exams.
- *Patient Care and Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care.
- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in Nuclear Medicine.

- *Radiation Safety:* Graduates will be able to apply appropriate radiation protection practices for patients, self, and other health care professionals.
- *Information Literacy:* Graduates will be able to apply information from a variety of sources, including models, graphs and mathematics.

### Program Length

The Bachelor of Science in Nuclear Medicine requires 18 months of study completed during six academic quarters. Refer to the *Academic Calendar* for major holidays and break periods.

Should students fail or decide to postpone or withdraw from a general education course, they will be allowed an additional 12 months from the time of graduation to complete the Upper Division General Education courses to complete the Bachelor of Science degree.

### Program Structure

The nuclear medicine program provides didactic and clinical education for nuclear medicine students. Clinical experience occurs at partnering medical centers and medical offices in Northern California. The Radiopharmacy rotation requires eight clinical experience hours that fall outside the regularly scheduled clinic time. Students can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Upon completion of all major courses, students are eligible to sit for certification examinations.

### Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

### Graduation Requirements

Students are required to successfully complete all coursework required in the nuclear medicine degree. In addition, all financial obligations to KPSAHS must be fulfilled.

### Job Classification/Employment Positions/Salary

*U.S. Department of Labor's Standard Occupational Classification (SOC) Code:*  
29-2033

*Employment Position(s):*  
Nuclear Medicine Technologists

*Sources to Substantiate Salary Disclosures (if applicable):*

- State of California Employment Development Department: <http://www.labormarketinfo.edd.ca.gov/OccGuides>
- U.S. Department of Labor Bureau of Labor Statistics: <https://www.bls.gov/bls/blswage.htm>

### Nuclear Medicine Technologist Duties

The nuclear medicine technologist's duties include but are not limited to: preparing and administering radiopharmaceuticals, providing patient care, obtaining quality images, performing quality control on equipment, and practicing radiation safety.



## Physical Requirements

You must be physically able to:

- Stand and/or walk up to eight hours throughout an eight-hour shift.
- Lift and move a maximum of a 290-pound patient in a 2-person/3-person transfer.
- Operate and manipulate all nuclear medicine equipment.
- Reach above shoulders up to six hours throughout an eight-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.

## Certification/Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independence of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

To work as a nuclear medicine technologist in the State of California, program graduates must be licensed through the State of California Department of Public Health - Radiologic Health Branch (CDPH – RHB) (<https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx>) in diagnostic nuclear medicine technology procedures involving imaging, including venipuncture. The application requires that applicants be certified by ARRT and/or NMTCB in nuclear medicine. Current information on the application process and costs can be found on the CDPH-RHB website.

In addition, employment requires graduates to complete a venipuncture course and ten successful venipunctures.

### ***Certification through the American Registry of Radiologic Technologists (ARRT)***

Achieving a Nuclear Medicine Technology(N) credential through the American Registry of Radiologic Technologists (ARRT) ([www.arrt.org](http://www.arrt.org)), applicants must meet all of the following requirements:

1. Education Requirements
  - a. Earned an associate degree or higher accredited by an ARRT-recognized accrediting agency; AND
  - b. Completed an ARRT-approved educational program in nuclear medicine within three years of applying for ARRT credential.
2. Ethics Requirement
  - a. Demonstrate good moral character by meeting ARRT's ethics requirements.
3. Examination Requirement
  - a. Pass the ARRT Nuclear Medicine Technology Exam

Current information on the application process and costs is available on the ARRT website.

### ***Certification through the Nuclear Medicine Technology Certification Board (NMTCB)***

Achieving a Certified Nuclear Medicine Technologist (CNMT) credential through the Nuclear Medicine Technology Certification Board (NMTCB) ([www.nmtcb.org](http://www.nmtcb.org)), applicants must meet ONE of the following requirements within the 5-year period immediately prior to the candidate's application:

1. Completion of a NMTCB recognized nuclear medicine technology program, OR
2. Completion of an accredited nuclear medicine technology program culminating in a certificate, associate, baccalaureate, or master's degree. Educational programs must have structured clinical training sufficient to provide clinical competency in radiation safety, instrumentation, clinical procedures, and radiopharmacy. The NMTCB recognizes the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) as an organization responsible for programmatic oversight.

In addition, applicants must successfully complete an ethics review prior to sitting for the NMTCB examination.

Current information on the application process and costs is available on the NMTCB website.

### **Program Accreditation and/or Approvals**

The nuclear medicine program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) ([www.jrcnmt.org](http://www.jrcnmt.org)). The address follows:

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT): 820 W. Danforth Rd., #B1, Edmond, OK, 73003. (405) 285-0547.

KPSAHS is a recognized provider of education in nuclear medicine technology by the American Registry of Radiologic Technologists (ARRT). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048. [www.arrt.org](http://www.arrt.org)

KPSAHS is a recognized provider of education in nuclear medicine technology by the Nuclear Medicine Technology Certification Board (NMTCB). Address: NMTCB, 3558 Habersham at Northlake, Building I, Tucker, GA 30084-4009. (404) 315-1739. School code #905860

## Bachelor of Science in Nuclear Medicine Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower-division coursework is required in the following areas prior to admission:</i>		
<ul style="list-style-type: none"> <li>• College Algebra or higher-level mathematics</li> <li>• Chemistry with laboratory</li> <li>• General Physics with laboratory</li> <li>• Human Anatomy &amp; Physiology (two courses, each with a laboratory)<sup>2</sup></li> <li>• Humanities course</li> <li>• Medical Terminology</li> <li>• Oral Communication</li> <li>• Social Science course</li> <li>• Written Communication</li> </ul>		
<b>Major Courses (Upper-division)</b>		<b>91.0</b>
NM 311 Radiation Physics	1	3.5
NM 313 Nuclear Medicine Mathematics	1	3.5
NM 314 Introduction to Nuclear Medicine and Patient Care	1	3.5
NM 314L Introduction to Nuclear Medicine Lab	1	0.5
NM 315 Radiation Safety and Radiobiology	1	3.5
NM 315L Radiation Safety and Radiobiology Lab	1	0.5
NM 320 Nuclear Cardiology Imaging	2	3.5
NM 321 Diagnostic Imaging I	2	3.5
NM 325 Clinical Education I	2	8.5
NM 333 Instrumentation	3	3.5
NM 333L Instrumentation Lab	3	0.5
NM 334 Radiopharmaceuticals	3	3.5
NM 334L Radiopharmaceuticals Lab	3	0.5
NM 335 Clinical Education II	3	8.5
NM 440 Positron Emission Tomography Imaging	4	3.5

<sup>2</sup> This could be fulfilled by one of two course combinations:

*Course combination #1.* Anatomy with Lab PLUS Physiology with Lab, OR

*Course combination #2.* Anatomy & Physiology I with Lab PLUS Anatomy & Physiology II with Lab

	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
NM 441 Diagnostic Imaging II	4	3.5
NM 445 Clinical Education III	4	8.5
NM 450 Computed Tomography Imaging	5	3.5
NM 451S Emerging Technologies with Health Science Research Seminar	6	3.5
NM 455 Clinical Education IV	5	8.5
NM 460 Management and Ethical Law	6	3.5
NM 461 Registry Review	6	3.5
NM 465 Clinical Education V	6	2.5
RD 451 Sectional Anatomy for Radiographers	5	3.5
VENI Venipuncture	1	0
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 482 Ethics – Real Choices, Right Decisions*	3	4.0
GE 483 Cultural Diversity in the 21st Century*	2	4.0
GE 484 Health Services Administration*	5	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>193.0</b>
<b>Total Credits Completed at KPSAHS</b>		<b>103.0</b>

\*Offered online

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Nuclear Medicine. The certificate allows students to sit for discipline-specific exams.

## Course Descriptions

### NM 311 Radiation Physics

3.5 credits

This course covers concepts and physical principles that govern radioactivity and the interactions of ionizing radiation with matter. This includes radiation quantities, protection standards, dosimetry, radioactive decay, and the biological effects of radiation.

### NM 313 Nuclear Medicine Mathematics

3.5 credits

This course is an essential tool for students to help enhance basic math skills within nuclear medicine technology and general knowledge of

statistics, radiation safety, instrumentation, radiotherapy and clinical procedures.

### NM 314 Introduction to Nuclear Medicine and Patient Care

3.5 credits

### NM 314L Introduction to Nuclear Medicine Lab

0.5 credits

This course provides a comprehensive introduction to the field of Nuclear Medicine. Topics include a general overview of the profession, accreditation and licensure, medical terminology, ethics and legal issues, departmental organization and radiation safety practices. Upon completion, students should be

able to demonstrate an understanding of patient care and safety, radiation protection and safety, and the importance of ethical, professional conduct.

As the role of the medical imaging professional continues to expand, more knowledge is needed in all areas. Patient care is no exception. Advanced patient care skills are essential elements of providing high-quality patient care. This section addresses patient care and safety, patient-technologist communication, age-specific needs, emergency care, and venipuncture. All students should be certified in cardiopulmonary resuscitation or basic life support.

Courses are co-requisites.

### **NM 315 Radiation Safety and Radiobiology**

3.5 credits

#### **NM 315L Radiation Safety and Radiobiology Lab**

0.5 credits

This course is an introductory course that familiarizes the student to the fundamentals of Radiobiology and Radiation Safety. 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 exposure; risk factors; containment and proper handling of radiation sources; reduction of exposure; radiation monitoring; applicable state and federal regulations; proper procedures for emergency spills. Courses are co-requisites.

### **NM 320 Nuclear Cardiology Imaging**

3.5 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 321 Diagnostic Imaging I**

3.5 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 central nervous systems.

### **NM 325 Clinical Education I**

8.5 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, quality assurance, equipment, department safety, Nuclear Medicine procedures and other imaging areas.

### **NM 333 Instrumentation**

3.5 credits

#### **NM 333L Instrumentation Lab**

0.5 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 function, operation, limitations, and application of the imaging and non-imaging detection instruments used in the current practice of nuclear medicine. Courses are co-requisites.

### **NM 334 Radiopharmaceuticals**

3.5 credits

#### **NM 334 Radiopharmaceuticals Lab**

0.5 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 and generator elution competency is included along with a practical experience at an offsite radiopharmaceutical laboratory. Courses are co-requisites.

### **NM 335 Clinical Education II**

8.5 credits

This course is a clinical practicum in a medical imaging department of an affiliated clinical facility. Nuclear pharmacy rotation is included.

### **NM 440 Positron Emission Tomography Imaging**

3.5 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 441 Diagnostic Imaging II**

3.5 credits

This course is designed to provide the student with preparation, performance, and evaluation of procedures and pathology related to the endocrine, uterogenital, tumor, radionuclide therapy, oncology, hematology, 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 445 Clinical Education III**

8.5 credits

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

### **NM 450 Computed Tomography Imaging**

3.5 credits

This course is designed to give the student an overall understanding of the basic principles and theories of Computed Tomography (CT). Aspects of CT imaging that will be discussed include instrumentation, quality control, radiation safety concerns, and contrast media agents.

### **NM 451S Emerging Technologies w/Health Science Research Seminar**

3.5 credits

This course is designed as both an introduction and an examination of recent trends, research, and technological advances in the field of Nuclear Medicine. This will include the future of instrumentation, radiopharmaceuticals, diagnostic and therapeutic procedures. Students will be incorporating emerging technologies with the foundation of research methodology, determine the accuracy and validity and compose and present research findings.

### **NM 455 Clinical Education IV**

5.5 credits

This course is a clinical practicum in a medical imaging department of an affiliated clinical facility. A two-week rotation in Positron Emission Tomography (PET) is included in this course.

### **NM 460 Management & Ethical Law**

3.5 credits

This course focuses on the ethical standards and laws of the health care professional and management fundamentals. As the role of the health care professional continues to expand and systems-based practice continues to evolve, the fundamentals of health care policy and regulations are essential. From Joint Commission Standards to HIPAA regulations, students will be exposed to various managerial functions, operational procedures, patient information systems, compliance issues, unions, and finance.

### **NM 461 Registry Review**

3.5 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 Certification.

### **NM 465 Clinical Education V**

5.5 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 JRCNMT.

### **RD 451 Sectional Anatomy for Radiographers**

3.5 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.

### **VENI Venipuncture**

This two-day course provides training in venipuncture required to insert an indwelling catheter for the purposes of administering contrast media. Content includes information on puncture techniques, fluid and electrolyte balance, legal considerations, anatomy of vascular system, management and care of the site (both pre- and post-insertion), and Universal Precautions. Training is accomplished through didactic presentation, demonstration, and practical exercise in a laboratory setting.

In addition, the student is required to complete ten (10) successful IV starts. These are to be accomplished in the clinical setting on live people and are to be supervised and signed off by a licensed health care professional (either a MD or RN). Venipunctures are not valid if observed/signed-off by another technician.

At the conclusion of the student's academic program of study, students who meet all VENI requirements receive a certificate of venipuncture certification, confirming ten (10) hours of training and ten (10) successful venipunctures on live subjects, in accordance with Section 106985 of the California Health and Safety Code.

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## Pediatric Ultrasound (Certificate of Completion)

### Program Director

**Amy Cole, D.O.**

D.O.; Des Moines University, Des Moines, IA; Osteopathic Medicine

M.S.; University of Tennessee, Knoxville, TN; Entomology

B.S.; Heidelberg College, Tiffin, OH; Biology

### Faculty

Faculty are listed in *Faculty* section of this catalog.

### Admissions Requirements

- Be a graduate of the KPSAHS Diagnostic Medical Sonography – General Concentration program
- Hold an active Registered Diagnostic Medical Sonographer (RDMS) credential

### Program Description

The pediatric ultrasound program provides instruction and clinical training in the specialty of pediatric ultrasound. The sonographer will be prepared to improve scanning technique and knowledge of pediatric pathology in a busy modern clinical facility with emphasis on covering topics that may be prominent on the ARDMS pediatric ultrasound (PS) registry exam. The program provides ample opportunity for the student to scan symptomatic and asymptomatic pediatric patients and those requiring imaging follow up under the close supervision of ARDMS certified sonographers and specialty trained pediatric radiologists. The student may observe and assist with minor procedures within a sonographer's scope of practice. The didactic component includes in-person observation and discussion of pediatric cases in real time as the pediatric radiologist interprets images. Other optional didactic tools include online video review, lecture assignments, text book reading assignments, journal article review, written case review and written exams, which may be required at the discretion of the course instructors.

### Mission Statement

The pediatric ultrasound program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The pediatric ultrasound program is committed to providing students with academic excellence. The administration and faculty provide the highest quality education through didactic and clinical instruction. The program prepares sonographers, who will provide quality patient care, contribute to their profession and dedicate themselves, as professionals, to life-long learning. These are the foundations of the sonography profession and the program is committed to the education of our students and sonographers in the community.

### Educational Goals

- Continue practice of ultrasound technique and ergonomics.
- Describe the normal pediatric anatomy including the sonographic appearance.
- Demonstrate knowledge and understanding of the anatomy and basic physiology, pathology and pathophysiology relevant to the pediatric specialty.
- Demonstrate the ability to properly adjust the ultrasound unit for use on pediatric patients and use of Doppler technique.
- Recognize significant clinical and historical facts that may impact the ultrasound exam.
- Recognize, identify and document the abnormal sonographic patterns of disease and ability to modify the ultrasound protocol based on findings.



- Compare the role of pediatric sonography to fluoroscopy, computerized tomography and magnetic resonance imaging for pediatric patients.
- Discuss the ultrasound guided interventional procedures performed on pediatric patients.

### Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- Practice good patient care techniques
- Learn new scanning techniques particular to pediatric patients
- Develop independent clinical reasoning skills specific to pediatric ultrasound
- Learn the typical clinical presentation of the most commonly ultrasound evaluated pediatric problems
- Learn standard accredited pediatric ultrasound protocols
- Develop professional technique for patient case presentation to radiologist that includes all pertinent laboratory data, symptoms and physical exam findings.

### Program Length

The Certificate of Completion in Pediatric Ultrasound can be completed over six months. Refer to the *Academic Calendar* for major holidays and break periods.

### Program Structure

The Certificate of Completion in Pediatric Ultrasound requires 20 didactic hours and 276 clinical hours for a total of 296 hours. Clinical experience occurs at clinical facilities in Northern California.

Didactic course work may be scheduled at the Kaiser Permanent Medical Center, Roseville, 1600 Eureka Rd., Roseville, CA 95661. Graduation Requirements

Students are required to successfully complete required didactic and clinical education hours. In addition, all financial obligations to KPSAHS must be fulfilled.

### Job Classification/Employment Positions/Salary

*U.S. Department of Labor's Standard Occupational Classification (SOC) Code:*

Not applicable

*Employment Position(s):*

Not applicable

The pediatric ultrasound program provides specialty training to certified sonographers; the program does not lead to employment as a diagnostic medical sonographer.

*Sources to substantiate salary disclosures:*

Not applicable

### Physical Requirements

You must be physically able to:

- Stand/walk up to eight hours during an eight-hour shift
- Lift/move a maximum of a 290-pound patient in a two-person/three-person transfer
- 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

### Certification Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independence of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student’s responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student’s certification eligibility.

This program is designed to support Registered Diagnostic Medical Sonographers (RDMS) to train for and receive a Pediatric Sonography (PS) specialty certification through the American Registry for Diagnostic Medical Sonography (ARDMS) under prerequisite five, which requires the following:

1. A current Registered Diagnostic Medical Sonographer (RDMS) credential.
2. Original signed and completed clinical verification (CV) form for the PS specialty.
3. Pass an examination in Pediatric Sonography (PS).

Certification requirements and examination costs can be confirmed at [www.ardms.org](http://www.ardms.org).

### Certificate in Pediatric Ultrasound Completion Requirements

	<b>Clock Hours</b>
Didactic Training	20
Clinical Education	276
<b>Total Clock Hours</b>	<b>296</b>

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# Radiologic Technology (Bachelor of Science)

## Program Director

**Kelly Angel, R.T.(R)(M)(CT)(MR)(ARRT)(CRT)(M)(F)**

*Program Director*

Radiologic Technology

Nuclear Medicine

M.Ed.; Norwich University, Northfield, VT; Educational Leadership

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

A.S.; Fresno City College, CA; Radiology Sciences

## Faculty

Faculty are listed in *Faculty* section of this catalog.

See addendum  
at end of  
catalog for  
updated job  
shadowing  
requirements.

## Admissions Requirements

All admissions requirements must be met and documented prior to application deadlines.

- Complete a minimum of eight job shadow hours in any relevant imaging department.
- Academic requirements specified below must be completed at a regionally accredited institution:
  - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
  - A 3.0 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
  - Successful completion (defined as receiving a grade of “C” or higher) of college-level coursework in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of three semester or four quarter credits. Prerequisite course descriptions are provided in the *Admissions Prerequisites: Course Descriptions (General)* section of this catalog.
    - College Algebra or higher-level mathematics
    - Human Anatomy & Physiology with a lab
    - Introduction to Computers
    - Oral Communication (i.e. Speech)
    - Written Communication

It is recommended, though not required, that students complete a medical terminology and a human biology course prior to enrollment.

## Program Description

The radiologic technology program provides a didactic and clinical learning experience to enable students to enter the workforce as entry-level radiologic technologists.

Students will perform their clinical education in partnering hospital and medical office centers throughout Northern California. Travel is an inherent aspect of programs; students should be prepared to spend considerable time traveling to clinical facilities.

After successful completion of all major courses, the graduate will be eligible to sit for the State of California and American Registry of Radiologic Technologists (ARRT) certification examinations.

### Mission Statement

We are committed to shaping compassionate radiographers dedicated to a future of meeting diverse health care needs within the community.

### Educational Goals

- Prepare students to pass the state and national certification 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.

### Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to communicate effectively with patients and health care professionals.
- *Critical Thinking:* Graduates will be able to effectively utilize critical thinking skills in their performance in individual and team scenarios.
- *Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care.
- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in radiography.
- *Radiation Safety:* Graduates will be able to apply appropriate radiation protection practices.
- *Teamwork:* Graduates will be able to work collaboratively in health care teams.

### Program Length

A Bachelor of Science in Radiologic Technology requires 24 months of study completed during eight academic quarters for students enrolled in the day program (the “day track”). Students enrolled in the evening track will be scheduled to complete the program in 27 months of study over nine academic quarters. Refer to the *Academic Calendar* for major holidays and break periods.

Should students fail or decide to postpone or withdraw from a general education course, they will be allowed an additional 12 months from the time of graduation to complete the Upper Division General Education courses to complete the Bachelor of Science degree.

### Program Structure

Students complete didactic major course requirements at the KPSAHS campus in Richmond, California.

Scheduling varies based on track:

- *Day Track:* Didactic and clinical courses are scheduled Monday through Friday.
- *Evening/Weekend Track:* This full-time radiologic technology program is designed for the working adult. Didactic courses are offered Monday through Friday in the evenings with clinical rotations generally scheduled for weekday evenings and Saturdays. This schedule will vary in quarter six, weeks one through six, when clinical rotations will be scheduled during daytime hours. In

addition, students will be expected to attend significant school events scheduled during daytime hours.

Clinical experience occurs at hospital and medical office facilities in Northern California. Average one-way distance between KPSAHS and clinical sites is 44 miles, within a range of three miles to 92 miles. Travel times may be impacted by traffic conditions.

### **Clinical Education Requirements**

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

### **Graduation Requirements**

Students are required to successfully complete all coursework required in the radiologic technology degree as well as obtain certification from the State of California in Venipuncture. In addition, all financial obligations to KPSAHS must be fulfilled

### **Job Classification/Employment Positions/Salary**

*U.S. Department of Labor's Standard Occupational Classification (SOC) Code:*  
29-2034

*Employment Position(s):*  
Radiologic Technologists and Technicians

*Sources to Substantiate Salary Disclosures (if applicable):*

- State of California Employment Development Department: <http://www.labormarketinfo.edd.ca.gov/OccGuides>
- U.S. Department of Labor Bureau of Labor Statistics: <https://www.bls.gov/bls/blswage.htm>

### **Radiologic Technologist Duties**

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

### **Physical Requirements**

- Stand and/or walk up to eight hours throughout an eight-hour shift.
- Lift and move a maximum of a 290-pound patient in a two-person/three-person transfer.
- Operate and manipulate all radiography equipment.
- Reach above shoulders up to six hours throughout an eight-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.

### **Certification/Licensure Requirements**

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independence of and may differ from KPSAHS. KPSAHS

assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

To work as a radiologic technologist in the State of California, program graduates must be licensed through the California Department of Public Health - Radiologic Health Branch (CDPH-RHB) (<https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx>). Licensure through CDPH-RHB in Diagnostic Radiologic Technology can be accomplished through multiple pathways:

1. Achieve national certification in Radiologic Technology through the American Registry of Radiologic Technologists (ARRT), OR
2. If **not** nationally certified by ARRT, applicants must graduate from a CDPH-RHB approved school and pass the appropriate examination.

The most current information on the application process and costs is available at the CDPH-RHB website.

### ***Certification through the American Registry of Radiologic Technologists (ARRT)***

Achieving a Radiography (R) credential through the American Registry of Radiologic Technologists (ARRT) ([www.arrt.org](http://www.arrt.org)), applicants must meet all of the following requirements:

1. Education Requirements
  - a. Earned an associate degree or higher accredited by an ARRT-recognized accrediting agency; AND
  - b. Completed an ARRT-approved educational program in Radiography within three years of applying for ARRT credential.
2. Ethics Requirement
  - a. Demonstrate good moral character by meeting ARRT's ethics requirements.
3. Examination Requirement
  - a. Pass the ARRT Radiography Exam

The most current information on the application process and costs is available at the ARRT website.

### ***Additional Certifications***

#### **Fluoroscopy**

In order to perform (or assist) in fluoroscopy, the State of California requires the radiologic technologist to hold a California Radiologic Technologist Fluoroscopy Permit, issued by the California Department of Public Health – Radiologic Health Branch (CDPH-RHB). The application requires evidence of one of the two requirements below:

- Current California Diagnostic Radiologic Technology Certificate, OR
- A completed application for a Diagnostic Radiologic Technology Certificate with the applicant's American Registry for Radiologic Technologist (ARRT) Certificate in Radiography.

Once CDPH-RHB confirms the applicant's eligibility, applicant will receive additional instructions to complete a fluoroscopy exam through ARRT.

The most current information on the fluoroscopy application process and costs can be found on the CDPH-RHB and ARRT websites.

### ***Program Accreditation and/or Approvals***

The radiologic technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) ([www.jrcert.org](http://www.jrcert.org)) (Program #47850000). The address follows:

Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Ste. 2850, Chicago, IL 60606-3182. (312) 704-5300. [mail@jrcert.org](mailto:mail@jrcert.org).

KPSAHS is a recognized provider of education in radiologic technology by the California Department of Public Health (CDPH) – Radiologic Health Branch ([www.cdph.ca.gov/rhb](http://www.cdph.ca.gov/rhb)). Address:

California Department of Public Health (CDPH) – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School codes: Radiology #1028*

KPSAHS is a recognized provider of education in radiologic technology by the American Registry of Radiologic Technologists (ARRT). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048. [www.arrt.org](http://www.arrt.org)

## Bachelor of Science in Radiologic Technology – Day Track Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower-division coursework is required in the following areas prior to admission:</i>		
College Algebra or higher-level mathematics		
Human Anatomy & Physiology with a lab		
Introduction to Computers		
Oral Communication (i.e. Speech)		
Written Communication		
 <b>Major Courses (Upper-division)</b>		 <b>134</b>
RD 310 Radiographic Procedures I	1	4.5
RD 311 Radiographic Physics	1	4.5
RD 312 Introduction to Medical Imaging	1	4.0
RD 313 Medical Terminology**	1	3.5
RD 314 Clinical Education I	1	2.0
RD 320 Radiographic Procedures II	2	3.5
RD 321 Image Production I	2	3.0
RD 322 Patient Care Procedures	2	3.0
RD 323 Clinical Education II	2	5.0
RD 330 Radiographic Procedures III	3	3.5
RD 331 Image Production Part II	3	3.5
RD 332 Computers in Medical Imaging	3	3.5
RD 333 Clinical Education III	3	5.5
RD 340 Radiographic Procedures IV	4	3.5

	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
RD 341 Image Evaluation and Quality Control	4	3.5
RD 342 Radiation Biology & Protection	4	3.5
RD 343 Clinical Education IV	4	8.0
RD 451 Sectional Anatomy for Radiographers	5	3.5
RD 452 Advanced Imaging Procedures	5	3.5
RD 453 Clinical Education V	5	11.0
RD 460 Applied Pathology for Radiographers	6	3.5
RD 461 Professional Career Development	6	2.0
RD 463 Clinical Education VI	6	10.5
RD 470 Applied Radiographic Topics**	7	3.5
RD 472 Fluoroscopy & Quality Assurance	7	3.5
RD 473 Clinical Education VII	7	11.0
RD 480 Program Review	8	3.5
RD 481 Clinical Education VIII	8	11.0
VENI Venipuncture (8 hours)	7	0
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 481 Scientific Inquiry*	4	4.0
<i>Students will complete two courses from the list below.</i>		
GE 482 Ethics – Real Choices, Right Decisions*	7	4.0
GE 483 Cultural Diversity in the 21st Century*	6	4.0
GE 484 Health Services Administration*	n/a	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>236</b>
<b>Total Credits Completed at KPSAHS</b>		<b>146</b>

\*Offered online

\*\* Offered in hybrid format, defined as including both face-to-face and online course instruction.

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Radiologic Technology. The certificate allows students to sit for discipline-specific exams.



## Bachelor of Science in Radiologic Technology – Evening/Weekend Track Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower-division coursework is required in the following areas prior to admission:</i>		
College Algebra or higher-level mathematics		
Human Anatomy & Physiology with a lab		
Introduction to Computers		
Oral Communication (i.e. Speech)		
Written Communication		
 <b>Major Courses (Upper-division)</b>		 <b>134</b>
RD 310 Radiographic Procedures I	1	4.5
RD 311 Radiographic Physics	1	4.5
RD 312 Introduction to Medical Imaging	1	4.0
RD 313 Medical Terminology**	3	3.5
RD 314E Clinical Education I	1	2.5
RD 320 Radiographic Procedures II	2	3.5
RD 321 Image Production I	2	3.0
RD 322 Patient Care Procedures	2	3.0
RD 323E Clinical Education II	2	7.0
RD 330 Radiographic Procedures III	3	3.5
RD 331 Image Production II	3	3.5
RD 332 Computers in Medical Imaging	5	3.5
RD 333E Clinical Education III	3	7.0
RD 340 Radiographic Procedures IV	4	3.5
RD 341 Image Evaluation and Quality Control	4	3.5
RD 342 Radiation Biology & Protection	5	3.5
RD 343E Clinical Education IV	4	7.0
RD 451 Sectional Anatomy for Radiographers	6	3.5
RD 452 Advanced Imaging Procedures	6	3.5
RD 453E Clinical Education V	5	7.5
RD 460 Applied Pathology for Radiographers	7	3.5
RD 461 Professional Career Development	7	2.0

	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
RD 463E Clinical Education VI	6	8.0
RD 470 Applied Radiographic Topics**	8	3.5
RD 472 Fluoroscopy & Quality Assurance	8	3.5
RD 473E Clinical Education VII	7	8.0
RD 480 Program Review	9	3.5
RD 481E Clinical Education VIII	8	8.0
RD 491E Clinical Education IX	9	9.0
VENI Venipuncture (8 hours)	7	0
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 481 Scientific Inquiry*	9	4.0
<i>Students will complete two courses from the list below.</i>		
GE 482 Ethics – Real Choices, Right Decisions*	8	4.0
GE 483 Cultural Diversity in the 21st Century*	7	4.0
GE 484 Health Services Administration*	n/a	4.0
<b>Total Credits n Bachelor of Science Degree</b>		<b>236</b>
<b>Total Credits Completed at KPSAHS</b>		<b>146</b>

\*Offered online

\*\* Offered in hybrid format, defined as including both face-to-face and online course instruction.

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Radiologic Technology. The certificate allows students to sit for discipline-specific exams.

## Course Descriptions

### RD 310 Radiographic Procedures I

4.5 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.

### RD 311 Radiographic Physics

4.5 credits

This course presents the first-year radiography 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 device, the design of x-ray producing devices, primary control factors, and the fundamental principles of radiation protection.

### RD 312 Introduction to Medical Imaging

4.0 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

### RD 313 Medical Terminology

3.5 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. Offered in hybrid format.

### RD 314 Clinical Education I

2.0 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, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

### RD 314E Clinical Education I

2.5 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, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

### RD 320 Radiographic Procedures II

3.5 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.

*Prerequisite*

RD 310 Radiographic Procedures I

**RD 321 Image Production I**

3.0 credits

This course is designed to expand on the physical concepts learned in RD 101 Radiographic Physics. These concepts will aid in the study of: characteristics of x-rays, x-ray production, x-ray emission, and x-ray interaction with matter. Students will be introduced to beam quality, beam quantity, and filtration. Primary controlling factors will be present in the context of their influence on x-ray beam characteristics and minimizing patient dose.

**RD 322 Patient Care Procedures**

3.0 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 an 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.

**RD 323 Clinical Education II**

5.0 credits

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

**RD 323E Clinical Education II**

7.0 credits

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

**RD 330 Radiographic Procedures III**

3.5 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.

**RD 331 Image Production II**

3.5 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. 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. Laboratory materials are utilized to demonstrate the clinical applications of theoretical principles and concepts.

**RD 332 Computers in Medical Imaging**

3.5 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) have replaced traditional film-based systems, imaging technologists will need to understand these new technologies. This course addresses these technologies and provides students with an in-depth knowledge of the physics 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, grid use, and artifacts. Includes content designed to provide entry-level radiography students with principles related to Computed Tomography (CT) imaging.

### **RD 333 Clinical Education III**

5.5 credits

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

### **RD 333E Clinical Education III**

7.0 credits

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

### **RD 340 Radiographic Procedures IV**

3.5 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, geriatric, and pediatric patient 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.

### **RD 341 Image Evaluation & Quality Control**

3.5 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.

### **RD 342 Radiation Biology & Protection**

3.5 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.

### **RD 343 Clinical Education IV**

8.0 credits

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

### **RD 343E Clinical Education IV**

7.0 credits

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

### **RD 451 Sectional Anatomy for Radiographers**

3.5 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.

### **RD 452 Advanced Imaging Procedures**

3.5 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.

### **RD 453 Clinical Education V**

11.0 credits

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

### **RD 453E Clinical Education V**

7.5 credits

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

### **RD 460 Applied Pathology for Radiographers**

3.5 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.

### **RD 461 Professional Career Development**

2.0 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.

### **RD 463 Clinical Education VI**

10.5 credits

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

### **RD 463E Clinical Education VI**

8.0 credits

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

### **RD 470 Applied Radiographic Topics**

3.5 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. Offered in hybrid format.

### **RD 472 Fluoroscopy & Quality Assurance**

3.5 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.

### **RD 473 Clinical Education VII**

11.0 credits

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

### **RD 473E Clinical Education VII**

8.0 credits

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

### **RD 480 Program Review**

3.5 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.

#### **RD 481 Clinical Education VIII**

11.0 credits

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

#### **RD 481E Clinical Education VIII**

8.0 credits

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

#### **RD 491E Clinical Education IX**

9.0 credits

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

#### **VENI Venipuncture**

This one-day course provides training in venipuncture required to insert an indwelling catheter for the purposes of administering

contrast media. Content includes information on puncture techniques, fluid and electrolyte balance, legal considerations, anatomy of vascular system, management and care of the site (both pre- and post-insertion), and Universal Precautions. Training is accomplished through didactic presentation, demonstration, and practical exercise in a laboratory setting.

In addition, the student is required to complete ten (10) successful IV starts. These are to be accomplished in the clinical setting on live people and are to be supervised and signed off by a licensed health care professional (either a MD or RN). Venipunctures are not valid if observed/signed-off by another technician.

At the end of the student's academic program of study, students who meet all VENI requirements receive a certificate of venipuncture certification, confirming ten (10) hours of training and ten (10) successful venipunctures on live subjects, in accordance with Section 106985 of the California Health and Safety Code.

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## Extended Education

### Basic Life Support for Health Care Providers (BLS for HCP)

- Four hours computer instruction
- 30 – 45 minute skills test

KPSAHS offers The American Heart Association's (AHA) Basic Life Support (BLS) for Health Care Providers course online. The objective is to reinforce health care professionals' understanding of the importance of early CPR and defibrillation, performing basic steps of CPR, relieving choking, using an AED, and the role of each link in the Chain of Survival.

This course is in two parts: the first part is online which includes the didactic information as well as the post test. Once completed, the participant will need to schedule the face-to-face skills test component offered on campus.

### BLS/CPR Skills Test

- 30 – 45 minute skills test

Skills testing is available to individuals who complete the first part of the online AHA BLS course through another course. This entails the face-to-face skills test component necessary to obtain an AHA BLS card.

Recommended background: A Basic Life Support for Health Care Providers is intended for individual working in a health care setting or potential students of health care programs.

American Heart Association Disclaimer: The American Heart Association strongly promotes knowledge and proficiency in BLS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the Association.

### Physician Assistant Fluoroscopy

The Physician Assistant (PA) Fluoroscopy program provides a didactic and clinical learning experience to current physician assistants in the use of fluoroscopy to produce medical images. Graduates who successfully complete the didactic and clinical education are eligible to sit for California Department of Public Health – Radiologic Health Branch's examination for the Fluoroscopy Permit.

Completion requirements (to be completed within three quarters):

- 40 hours of didactic instruction (offered online only, in an asynchronous manner, self-paced)
- 40 hours of clinical education

The 40 hours of online didactic instruction covers radiation safety issues consistent with Title 17 regulatory provisions: anatomy and physiology; the radiobiologic effects on human tissue; image intensification; image recording systems; and facility design, survey, and quality assurance. It may be completed concurrently with clinical education.

The clinical portion must be completed at a Kaiser Permanente School of Allied Health Sciences (KPSAHS) affiliated clinical site with a Physician Supervisor holding a California Radiology Supervisor/Operator permit OR a California Fluoroscopy Supervisor/Operator permit.

Upon final submission of time sheets and procedure logs evidencing successful completion of 40 hours of clinical education, a certificate of completion is issued. This certificate of completion is then used to confirm eligibility for a Physician Assistant Fluoroscopy Permit exam and licensure through the State of California.



## Admissions Requirements

- Students must be Physician Assistants working at Kaiser Permanente in Northern California at a site with a permitted, supervising Physician.
- Students must be licensed by the State of California and submit a copy of their California Physician Assistant license.

## Certification/Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

A physician assistant who will perform (or assist) with fluoroscopy is required to hold a California Physician Assistant Fluoroscopy Permit issued by the California Department of Public Health – Radiologic Health Branch (CDPH-RHB) (<https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx>). The application requires the following:

- Valid California Physician Assistant License issued by the California Department of Consumer Affairs – Physician Assistant Committee.
- Certificate or diploma from a CDPH-RHB approved school in diagnostic radiologic technology or radiologic technologist fluoroscopy.

Once CDPH-RHB confirms the applicant's eligibility, the applicant will receive additional instructions to complete a fluoroscopy exam through the American Registry of Radiologic Technologists (ARRT) ([www.arrt.org](http://www.arrt.org)). Current information about the application process and costs can be found the CDPH-RHB and ARRT websites.

## Program Accreditation and/or Approvals

KPSAHS is a recognized provider of education in fluoroscopy by the California Department of Public Health (CDPH) – Radiologic Health Branch ([www.cdph.ca.gov/rhb](http://www.cdph.ca.gov/rhb)). The address follows:

California Department of Public Health (CDPH) – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School codes: Fluoroscopy #1099*

## Mammography

- 40 hours didactic and laboratory instruction

This course is designed to educate radiographers in the art and science of mammography. Topics include history of mammography, image education and breast anatomy and physiology, positioning of the breast, technical factors in mammography, quality assurance and instrumentation, state and national accreditation standards, communication for the mammographer, epidemiology of breast cancer, image interpretation, medico-legal issues in mammography, and digital imaging practices as they pertain to mammography.

Students are required to meet the same physical requirements as specified for the *Radiologic Technology (B.S.)* program.

The clinical portion is not included, and the student is responsible for securing a clinical site if needed. This course will assist in preparation for the California Mammography Certificate exam and the ARRT Post-Primary Certification in Mammography.

## Admissions Requirements

- California Radiologic Technologist certificate (CRT); or
- Be a KPSAHS graduate of the radiologic technology program.

## Certification/Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independence of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

To perform mammography, radiologic technologists must hold a California State certification in Mammographic Radiologic Technology through the California Department of Public Health - Radiologic Health Branch (CDPH-RHB) ([www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx](http://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx)). The application requires the following:

1. Have a current and valid California Diagnostic Radiologic Technology Certificate issued by the California Department of Public Health, Radiologic Health Branch (CDPH-RHB).
2. Pass one of two examinations:
  - a. American Registry of Radiologic Technologists (ARRT) examination in Mammography, ARRT(M). (See requirements below.)
  - b. Pass the state Mammographic Radiologic Technology examination (administered by ARRT). This requires the completion of 40 hours of continuing education in mammography courses. This examination is used for state certification only.

### *Certification through the American Registry of Radiologic Technologists (ARRT)*

To be certified by the ARRT ([www.arrt.org](http://www.arrt.org)) in mammography, applications must

- Existing credential: Must be registered with the ARRT in Radiography.
- Didactic education requirement: Candidates must document completion of 16 hours of structured education meeting ARRT requirements.
- Clinical experience requirements: Document performance of a minimum of 75 repetitions of mammography procedures meeting ARRT criteria.
- Exam: Pass the ARRT examination in Mammography.

The most current information on the application process and costs is available from the CDPH-RHB and ARRT websites.

## Symposiums

- Up to eight hours

Symposiums are designed to provide continuing education units (CEU's) for certified diagnostic medical sonographer, nuclear medicine technologists, and radiologic technologists.

## Venipuncture

- One day plus clinical time for skills completion.

The course provides training in venipuncture required to insert an indwelling catheter for the purposes of administering contrast media. Content includes information on puncture techniques, fluid and electrolyte balance, legal considerations, anatomy of vascular system, management and care of the site (both pre- and post-insertion), and Universal Precautions. Training is accomplished through didactic presentation, demonstration, and practical exercise in a laboratory setting.

In addition, the student is required to complete ten successful IV starts. These are to be accomplished in the clinical setting on live people and are to be supervised and signed off by a licensed health care professional (either a MD or RN). Venipunctures are not valid if observed/signed-off by another technician.

Students who have met all VENI requirements receive a certificate of venipuncture certification, confirming ten hours of training and ten successful venipunctures on live subjects, in accordance with Section 106985 of the California Health and Safety Code. In addition, students who are not currently enrolled in a KPSAHS imaging program receive evidence of successful completion of continuing education in venipuncture (7 category A CE Credits by the ASRT Department of Continuing Education and accepted by the ARRT).

### Certification/Licensure Requirements

The venipuncture certification issued by KPSAHS can be used as evidence of training and successful venipunctures required by employers for certain allied health professionals.

### Program Accreditation and/or Approvals

KPSAHS is a recognized provider of venipuncture training by the American Society of Radiologic Technologists (ASRT). Address: ASRT, 15000 Central Ave. SE, Albuquerque, NM 87123-3989. (800) 444-2778. [www.asrt.org](http://www.asrt.org).

### Customized Trainings

KPSAHS's Instructional Innovation and Digital Learning (IIDL) department prepares customized, online training programs in collaboration with Kaiser Permanente departments, labor partners, and external stakeholders. For additional information, contact the IIDL department at [academiconlinehelp@kpscholar.com](mailto:academiconlinehelp@kpscholar.com).

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## Admissions

### General Information

#### 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.

Eligible non-citizens (defined as green card holders or permanent residents) may apply for KPSAHS programs.

#### Ability to Benefit (ATB) Students

KPSAHS does not accept Ability to Benefit (ATB) students.

#### English as a Second Language

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

#### Required English Proficiency

KPSAHS recruits, enrolls, and instructs students exclusively in the English language, at a minimum of a high school level proficiency.

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## Degree Program Admissions

Admission to a degree 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. Incomplete applications will not be reviewed.

KPSAHS 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.

### Admissions Prerequisites: Course Descriptions (General)

Many colleges differ in terminology regarding course name and number; however, course descriptions and curriculum share similar components.

Courses which have previously been accepted as prerequisites are published on the *KPSAHS Transfer Credit Database*, available at <http://kpsahs.edu/student-records>. [Note: Courses missing from the database have not been evaluated.] Applicants should direct questions about specific courses not listed in the *KPSAHS Transfer Credit Database* to [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu). Additional information on the criteria to be applied to admissions prerequisites can be found in the *Acceptance of Transfer Credit* policy.

The following general course descriptions are provided to assist applicants in selecting college-level courses that parallel KPSAHS prerequisites. Identification of which courses are required for specific programs can be found on the specific program pages in the catalog.

The California community colleges and state universities utilize designations for general education and lower-division major preparation, referred to as "CSU GE Breadth" and "C-ID" designators. Where these designators are helpful in identifying courses fulfilling the KPSAHS pre-requisite course requirements, they have been added to the course descriptions below. The absence of such a designator does not mean the course will not be accepted; rather, the course will be evaluated individually.

#### Anatomy and Physiology with Lab

To fulfill the KPSAHS requirement, the Anatomy and Physiology prerequisite must have a lab and cover all major systems in the human body. Lab requirements may be embedded in a single course (e.g., BIOL 115) or be a separate course, usually a co-requisite (e.g. BIOL 101 + BIOL 101L). Colleges may also offer the course as a series of two or three consecutive courses with labs. In this case all courses with labs must be completed to fulfill the requirement.

##### *Diagnostic Medical Sonography and Radiologic Technology:*

- Students may take either one course combining both anatomy and physiology with lab OR complete two separate and distinct courses covering the course content.

##### *Nuclear Medicine:*

- Students are required to take two courses, each with a laboratory. This could be fulfilled by the combinations below:
  - Anatomy & Physiology I with Lab plus Anatomy & Physiology II with Lab, OR
  - Anatomy with Lab plus Physiology with Lab

C-ID designations in Biology can be used to identify courses fulfilling this requirement for all programs requiring the course:

- BIOL 110 B fulfills the anatomy requirement;

- BIOL 120 B fulfills the physiology requirement; and
- BIOL 115 BS fulfills both the anatomy and physiology requirement

Courses without these designations will be evaluated individually.

### **College Algebra (Intermediate Algebra or higher-level course, i.e. Calculus, Statistics)**

To fulfill the KPSAHS requirement, the College Algebra prerequisite must include all of the following mathematical components: the real numbering system, solving and graphing linear equations and inequalities, polynomials, exponents and radicals, quadratic equations; second-degree equations and inequalities, functions, conic sections, systems of equations, and exponential and logarithmic functions.

Courses from California public-sector colleges with a CSU GE Breadth designation of B4 generally meet these criteria, as do any C-ID courses with MATH in the prefix. Courses without these designators will be evaluated individually.

### **Written Communication (English Composition and Comprehension)**

To fulfill the KPSAHS requirement, the Written Communication prerequisite must contain curriculum that involves intensive training in critical reading, expository and argumentative writing, and library research. Components such as effective writing, evaluation of written work, and methods of clearly communicating and supporting ideas in organized and coherent essays and/or research papers must be included. Additionally, the course must include reading and understanding extensive and difficult texts from diverse perspectives and developing a command of rhetorical strategies that enable presentation of ideas cogently and persuasively. This prerequisite relates to English courses that typically fulfill college-level graduation requirements; example course names include English 1A; Freshman English; Freshman Composition, College Composition, etc.

Courses from California public-sector colleges with a CSU GE Breadth designation of A2 generally meet these criteria, as do courses with C-ID numbers ENGL 100, 105, 110, and 120. Courses without these designations will be evaluated individually.

### **Oral Communication (Verbal Communication, Fundamentals of Public Speech)**

To fulfill the KPSAHS requirement, the Oral Communication prerequisite must contain the principles of good oral communication, with attention given to research and delivery techniques and critical evaluation of public communication. The course must address speaking formats such as informative, persuasive, impromptu and narrative presentations. The course must include techniques to assist proficiency in listening to and evaluating public speeches and developing a personal style of speaking in public. Examples of courses that fulfill the prerequisite are: Speech 120; Public Speaking; Speech 1A; Speech 300.

Courses from California public-sector colleges with a with a CSU GE Breadth designation of A1 generally meet these criteria, as do courses with C-ID numbers COMM 110, 115, 120, 130, 140, 150, 180, and 190. Courses without these designations will be evaluated individually.

### **Introduction to Computers (or higher-level computer course)**

To fulfill the KPSAHS requirement, Introduction to Computers must include the fundamentals and structure of computers and computer systems. Additionally, this course must include applications of computer software (ex: word documents, spreadsheets, power point presentations).

### **General Physics (or higher-level Physics course) (Sonography Program)**

General physics for sonography applicants must cover the following topics:

- Newton's Laws of Motion
- Laws of Conservation
- Properties of Matter
- Temperature and Heat

- Properties of Sound
- Properties of Light
- Electricity
- Properties of Electromagnetism

These topics may be covered in one course or a series of courses (though multiple courses must be equivalent to three semester or four quarter credits). Many courses will include a laboratory component, but it is not required.

Courses completed at California public-sector colleges with C-ID designations in physics can be used to identify courses fulfilling this requirement:

- PHYS 100S OR
- PHYS 105 + PHYS 110 (both courses must be completed)

Courses without these designations will be evaluated individually.

### **General Physics with laboratory (or higher-level Physics course) (Nuclear Medicine Program)**

To fulfill the KPSAHS requirement, the General Physics prerequisite should be designed for biological science students. Topics should include Kinematics, Newton's Laws, and Atomic Laws. Must include related laboratory experiments. All sessions of the course including lab (if offered) must be completed to fulfill the requirement. Courses from California public-sector colleges with a with C-ID course numbers PHYS 100 S and PHYS 110 meet requirement. Courses without these designations will be evaluated individually.

### **Medical Terminology**

To fulfill the KPSAHS requirement, the Medical Terminology prerequisite must be solely dedicated to studying the linguistics of medical language. The course must study the basic structure of medical language and words including prefixes, suffixes, root words, combining forms, plurals, and abbreviations. This course must also include pronunciation, spelling and definitions of medical terms with emphasis on building a professional vocabulary required for working in the medical field.

### **General Chemistry with Lab**

To fulfill the KPSAHS requirement, General Chemistry must present principles of General Chemistry for students studying science, engineering, or medical professions. Topics must include atomic structure and theory, the periodic table, bonding, gas laws, liquids and solids, oxidation-reduction, chemical equations, stoichiometry, matter and energy, solutions, ionization, thermochemistry and equilibrium concepts. Laboratory must include quantitative and qualitative experiments.

Courses from California public-sector colleges with a with C-ID course numbers CHEM 101 or CHEM 102 meet these requirements. Courses without these designations will be evaluated individually.

### **Humanities**

To fulfill the KPSAHS requirement, the Humanities prerequisite must examine the study of human culture. Humanities courses vary in scope and may include any of the following examples: Performing Arts, Theater, Art History, and Ancient and modern Languages/Literature, Music and Musicology, Classics, Greek and Roman Civilization/Culture, Western Cultures and Global Studies and Art Appreciation. Additionally, courses listed as "arts/humanities" from your college catalog may also fulfill the prerequisite. Courses with a CSU GE Breadth designation of C2 generally meet these criteria; courses without this designation will be evaluated individually.

### **Social Sciences**

To fulfill the KPSAHS requirement, the Social Science(s) prerequisite must focus on the academic disciplines concerned with society and human behavior. Courses can include any of the following: History, Political Sciences, Sociology, Anthropology, Archaeology, Criminology, Economics, Education,

International Relations, Geography, Psychology, Area Studies, Communication Studies, Cultural Studies, Law and Linguistics. Additionally, courses listed as “social science(s)” from your college catalog may also fulfill the prerequisite. Courses with a CSU GE Breadth designation of D1, D5, D6, D7, D8, D9, or D0 generally meet requirements; courses without these designations will be evaluated individually.

## Admission Deadlines

Deadlines for admissions are published on the KPSAHS website ([www.kpsahs.edu](http://www.kpsahs.edu)).

## Admissions Documents (Required)

### Resume

Resumes (two pages maximum) should detail previous education, work experience, volunteer experience, foreign language proficiency, etc.

### Letters of Reference

Two letters of reference must be dated within six months of the application data and hand-signed by the author of the letter. Digital signatures will not be accepted.

**See addendum at end of catalog for updated job shadowing requirements.**

### Evidence of Job Shadowing

KPSAHS degree programs require applicants to complete a minimum of eight (8) hours of job shadowing in the same modality (general sonography, cardiac sonography, nuclear medicine, and/or general radiography) as the program the application is applying to. All job shadowing must be completed prior to application.

All job shadowing documentation must include the dates and times job shadowing was completed and bear the original signature of a department supervisor (i.e., lead technologist, department manager) to meet this requirement. Facsimile copies are not acceptable.

KPSAHS does not provide applicants with assistance in securing opportunities for job shadowing.

### College Transcripts

Students demonstrate fulfillment of program prerequisites, degrees, and minimum cumulative grade point averages (CGPAs) (if applicable) by submitting official transcripts from a regionally-accredited college or university.

Associate degrees (or higher) required for KPSAHS baccalaureate degrees may be earned in any subject. In addition, each program has a specific minimum CGPA and specific prerequisites required as defined in the program descriptions.

Students meeting program prerequisites through credits earned at foreign institutions must provide documentation as defined in the *Credits from Foreign Institution* policy.

## Application Submission Process

The application process requires 1) completion of online application, 2) submission of admissions documents, 3) submission of all college transcripts, and 4) payment of an application fee. Details on the process for each component is defined below.

Failure to successfully complete the four steps below before the application deadline will result in forfeiture of the application.



## Step 1. Complete the Online Application

Access to the KPSAHS online application portal for each program is located at <http://www.kpsahs.edu>. Applicants applying to more than one program are required to complete and submit a separate online application for each program.

## Step 2. Provide Admissions Documents

Specific instructions for submitting supporting documents (i.e., resume, two letters of reference, and evidence of job shadowing) are described in the application instructions provided on the website. Descriptions and specific requirements for each of these documents are provided in the *Admissions Documents (Required)* section of this catalog.

## Step 3. Mail Official College Transcripts to KPSAHS

Official transcripts from all prior colleges and universities should be mailed or hand-delivered to:

Kaiser Permanente School of Allied Health Sciences  
Attn: Admissions Department  
938 Marina Way South  
Richmond, CA 94804

*Please note:*

- To be considered “official” transcripts must be received by KPSAHS in its original sealed envelope from the college or university issuing the transcript (or their designated transcript issuer).
- Transcripts uploaded through the online application portal will be rejected.
- Students applying to multiple programs are required to submit multiple sets of transcripts.
- Students whose transcripts reflect a name other than that used in the online application form should alert KPSAHS staff by emailing [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu) or calling the Admissions department at 510-231-5123.

## Step 4. Pay Application Fee

Payment of the application fee must be made on or before the application deadline specified on the KPSAHS website ([kpsahs.edu](http://kpsahs.edu)).

## Selection Process

### Interviews

KPSAHS is not obligated to interview all applicants who meet the minimum admissions criteria.

Interviews will be conducted by a panel comprised of faculty, clinical staff, medical directors, and/or college staff.

### Class Selection

Class selection will begin at the conclusion of the interview cycle. Depending on the number of interviews being conducted, this process may take several weeks to complete. Upon conclusion of the class selection process, applicants will be informed of their admissions status.

- Applicants accepted into the program will be granted conditional acceptance, which requires several conditions be met prior to formal acceptance and enrollment.
- Applicants not accepted to a program may re-apply during any subsequent application period and must complete the entire application process.

## Conditional Acceptance

The initial acceptance into the degree program is conditional based upon the successful completion of additional requirements defined below. Failure to successfully complete the conditions for acceptance by the deadline(s) will result in the withdrawal of the acceptance offer.

### Condition 1. Accept Offer of Admissions

Applicants offered conditional acceptance must respond in writing to the “Student Acceptance Letter,” which will be sent via email.

### Condition 2. Background Screening

Students must successfully pass a background screening, which includes:

- Social Security Number Trace
- County Court Criminal Conviction Search
- National Sexual Offender Database Search
- DHHS/OIC Cumulative Sanction/Excluded Parties List Search
- GSA Excluded Party/Debarment List Search

Conviction of a crime is not an automatic bar to admission, and all circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate withdrawal of conditional acceptance. Should the background check reveal findings that could preclude a student from being placed at clinical sites or obtaining certification/licensure, the conditional acceptance will be withdrawn.

Students are responsible for paying all fees directly to the designated company.

### Condition 3. Drug Test

Students must complete and pass a drug test 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.

Depending on the findings, some students may be required to repeat the drug screening process and students will be responsible for all associated fees (currently estimated to be \$35.00).

Students are responsible for paying all fees directly to the designated company.

### Condition 4. Tuberculosis Screening

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.

### Condition 5. Physical Examination / Health Screening

A physical examination / health screening is required for determining the student's ability to perform the duties of a health care provider. These physical/environmental requirements are specified on the KPSAHS website for each program. The physical examination is conducted by Kaiser Permanente Employee Health Services (EHS) and includes but is not limited to a review of the student's communicable disease history, immunizations, laboratory testing, and respirator fit testing. Students may be asked to obtain additional immunizations and/or complete required tests.

Kaiser Permanente Employee Health Services documents successful completion of the physical examination and health screening.

It is the responsibility of individual students to report having a communicable disease. 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, but are not limited to, 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.

### **Condition 6. Registration Fee Payment**

A registration fee (refer to the *Fees* section of this catalog) must be paid to KPSHAS; payment instructions can be found on the student portal homepage at mykpsahs.com under My Finances.

### **Condition 7. Attend Pre-enrollment Meeting and New Student Orientation**

Attendance at the pre-orientation meeting and new student orientation is mandatory; there are no make-up sessions.

## **Formal Acceptance and Enrollment (the Enrollment Agreement)**

Once the student has met all the requirements of conditional acceptance (as defined in the preceding section), the student will be invited to formally enroll in the program by signing an enrollment agreement.

The student's Enrollment Agreement is signed prior to the first day of instruction, generally during new student orientation.

## **Additional Requirements**

### **American Heart Association, Basic Life Support CPR & AED Training for Healthcare Professionals**

Students accepted into the bachelor of science programs must submit a valid CPR card or e-card issued by the American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals (2-year certification), due by new student orientation.

### **Compliance Training**

Students are required to participate and complete mandatory compliance training as part of the enrollment process. Training is provided at no cost to the student. The training/compliance requirements vary by program and clinical site and students can expect a minimum requirement of 2-1/2 hours to complete. All training must be completed and certificates of completion received by KPSAHS by the stated deadline. Failure to complete all required training and provide documentation of completion (i.e., Certificates of Completion) will result in a student's inability to participate in their clinical education, which will result in program dismissal.

### **Clinical Site Orientation**

Some students may be required to attend a clinical site orientation prior to the start of the program.

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## Medical Assisting (Certificate) Admissions

Admission to 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. Incomplete applications will not be reviewed.

KPSAHS 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.

### Admission Deadlines

Deadlines for admissions are published on the KPSAHS website ([www.kpsahs.edu](http://www.kpsahs.edu)).

### Admissions Documents (Required)

#### Resume

A resume (two pages maximum) should detail previous education, work experience, volunteer experience, foreign language proficiency, etc.

#### Letters of Reference

Two letters of reference must be dated within six months of the application data and hand-signed by the author of the letter. Digital signatures will not be accepted.

#### High School Diploma or GED

For programs that require a high school diploma or GED, students must submit either an official high school transcript or GED documentation.

### Application Submission Process

The application process requires 1) completion of online application, 2) submission of additional admissions documents, 3) submission of the high school transcripts or GED documentation, and 4) payment of an application fee. Details on the process for each component is defined below.

Failure to successfully complete the four steps below before the application deadline will result in forfeiture of the application.

#### Step 1. Complete the Online Application

Access to the KPSAHS online application portal for each program is located at <http://www.kpsahs.edu>.

#### Step 2. Provide Admissions Documents

Specific instructions for submitting supporting admissions documents (i.e., resume and two letters of reference) are described in the application instructions provided on the website. Descriptions and specific requirements for each of these documents are provided in the *Admissions Documents (Required)* section of this catalog.

### Step 3. Mail Official High School Transcripts/GED Documentation to KPSAHS

Official transcripts or GED documentation should be mailed or hand-delivered to:

Kaiser Permanente School of Allied Health Sciences  
Attn: Admissions Department  
938 Marina Way South  
Richmond, CA 94804

*Please note:*

- To be considered “official” transcripts/GED documentation must be received by KPSAHS in its original sealed envelope from the originator of the transcript/GED documentation.
- Transcripts uploaded through the online application portal will be rejected.
- Students applying to multiple programs are required to submit multiple sets of transcripts.
- Students whose transcripts reflect a name other than that used in the online application form should alert KPSAHS staff by emailing [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu) or calling the Admissions department at 510-231-5123.

### Step 4. Pay Application Fee

Payment of the application fee must be made on or before the application deadline specified on the KPSAHS website ([kpsahs.edu](http://kpsahs.edu)).

## Selection Process

### Interviews

KPSAHS is not obligated to interview all applicants who meet the minimum admissions criteria.

Interviews will be conducted by a panel comprised of faculty, clinical staff, medical directors, and/or college staff.

### Class Selection

Class selection will begin at the conclusion of the interview cycle. Depending on the number of interviews being conducted, this process may take several weeks to complete. Upon conclusion of the class selection process, applicants will be informed of their admissions status.

- Applicants accepted into the program will be granted conditional acceptance, which requires several conditions be met prior to formal acceptance and enrollment.
- Applicants not accepted to a program may re-apply during any subsequent application period and must complete the entire application process.

## Conditional Acceptance

The initial acceptance into the degree program is conditional based upon the successful completion of additional requirements defined below. Failure to successfully complete the conditions for acceptance by the deadline(s) will result in the withdrawal of the acceptance offer.

### Condition 1. Accept Offer of Admissions

Applicants offered conditional acceptance must respond in writing to the “Student Acceptance Letter,” which will be sent via email.

### Condition 2. Background Screening

Students must successfully pass a background screening, which includes:

- Social Security Number Trace
- County Court Criminal Conviction Search
- National Sexual Offender Database Search
- DHHS/OIC Cumulative Sanction/Excluded Parties List Search
- GSA Excluded Party/Debarment List Search

Conviction of a crime is not an automatic bar to admission, and all circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate withdrawal of conditional acceptance. Should the background check reveal findings that could preclude a student from being placed at clinical sites or obtaining certification/licensure, the conditional acceptance will be withdrawn.

Students are responsible for paying all fees directly to the designated company.

### Condition 3. Drug Test

Students must complete and pass a drug test 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.

Depending on the findings, some students may be required to repeat the drug screening process and students will be responsible for all associated fees (currently estimated to be \$35.00).

Students are responsible for paying all fees directly to the designated company.

### Condition 4. Tuberculosis Screening

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.

### Condition 5. Physical Examination / Health Screening

A physical examination / health screening is required for determining the student's ability to perform the duties of a health care provider. These physical/environmental requirements are specified on the KPSAHS website for each program. The physical examination is conducted by Kaiser Permanente Employee Health Services (EHS) and includes but is not limited to a review of the student's communicable disease history, immunizations, laboratory testing, and respirator fit testing. Students may be asked to obtain additional immunizations and/or complete required tests.

Kaiser Permanente Employee Health Services documents successful completion of the physical examination and health screening.

It is the responsibility of individual students to report having a communicable disease. 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, but are not limited to, 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.

### **Condition 6. Registration Fee Payment**

A registration fee (refer to the *Fees* section of this catalog) must be paid to KPSHAS; payment instructions can be found on the student portal homepage at [mykpsahs.com](http://mykpsahs.com) under My Finances.

### **Condition 7. Attend Pre-enrollment Meeting and New Student Orientation**

Attendance at the pre-orientation meeting and new student orientation is mandatory; there are no make-up sessions.

## **Formal Acceptance and Enrollment (the Enrollment Agreement)**

Once the student has met all the requirements of conditional acceptance (as defined in the preceding section), the student will be invited to formally enroll in the program by signing an enrollment agreement.

The student's Enrollment Agreement is signed prior to the first day of instruction, generally during new student orientation.

## **Additional Requirements**

### **Compliance Training**

Students are required to participate and complete mandatory compliance training as part of the enrollment process. Training is provided at no cost to the student. The training/compliance requirements vary by program and clinical site and students can expect a minimum requirement of 2-1/2 hours to complete. All training must be completed and certificates of completion received by KPSAHS by the stated deadline. Failure to complete all required training and provide documentation of completion (i.e., Certificates of Completion) will result in a student's inability to participate in their clinical education, which will result in program dismissal.

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## Basic and Advanced Phlebotomy Admissions

Admission to 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. Incomplete applications will not be reviewed.

KPSAHS 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.

### Admission Deadlines

Deadlines for admissions are published on the KPSAHS website at [www.kpsahs.edu](http://www.kpsahs.edu).

### Application Process

The application process requires 1) completion of online application, 2) completion of an assessment test, 3) submission of an AHA BLS CPR card, 4) submission of the high school transcripts or GED documentation, and 5) payment of an application fee. Details on the process for each component is defined below.

Failure to successfully complete the four steps below before the application deadline will result in forfeiture of the application.

#### Step 1. Online Application

Access to the KPSAHS online application portal for each program is located at <http://www.kpsahs.edu>.

#### Step 2. Assessment Exam

Applicants must pass an assessment exam. It is the applicant's responsibility to schedule the exam through the admissions department ([admissions@kpsahs.edu](mailto:admissions@kpsahs.edu)). Applicants are allowed three attempts each application process to obtain a passing score on the assessment exam.

#### Step 3. CPR Card (AHA BLS)

Applicants must provide a valid and original CPR card or e-card issued by the American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals. Card is to be valid through the completion of the phlebotomy program to which the student is applying.

#### Step 4. Mail Official High School Transcripts/GED Documentation to KPSAHS

Official transcripts or GED documentation should be mailed or hand-delivered to:

Kaiser Permanente School of Allied Health Sciences  
Attn: Admissions Department  
938 Marina Way South  
Richmond, CA 94804

*Please note:*

- To be considered "official" transcripts/GED documentation must be received by KPSAHS in its original sealed envelope from the originator of the transcript/GED documentation.
- Transcripts uploaded through the online application portal will be rejected.



- Students applying to multiple programs are required to submit multiple sets of transcripts.
- Students whose transcripts reflect a name other than that used in the online application form should alert KPSAHS staff by emailing admissions@kpsahs.edu or calling the Admissions department at 510-231-5123.

## Step 5. Pay the Application Fee

Payment of the application fee must be made on or before the application deadline specified on the KPSAHS website (kpsahs.edu).

## Selection Process

### Interviews

KPSAHS is not obligated to interview all applicants who meet the minimum admissions criteria.

Interviews will be conducted by a panel comprised of faculty, clinical staff, medical directors, and/or college staff.

### Class Selection

Class selection will begin at the conclusion of the interview cycle. Depending on the number of interviews being conducted, this process may take several weeks to complete. Upon conclusion of the class selection process, applicants will be informed of their admissions status.

- Applicants accepted into the program will be granted conditional acceptance, which requires several conditions be met prior to formal acceptance and enrollment.
- Applicants not accepted to a program may re-apply during any subsequent application period and must complete the entire application process.

## Conditional Acceptance

The initial acceptance into the degree program is conditional based upon the successful completion of additional requirements defined below. Failure to successfully complete the conditions for acceptance by the deadline(s) will result in the withdrawal of the acceptance offer.

### Condition 1. Accept Offer of Admissions

Applicants offered conditional acceptance must respond in writing to the “Student Acceptance Letter,” which will be sent via email.

### Condition 2. Background Screening

Students must successfully pass a background screening, which includes:

- Social Security Number Trace
- County Court Criminal Conviction Search
- National Sexual Offender Database Search
- DHHS/OIC Cumulative Sanction/Excluded Parties List Search
- GSA Excluded Party/Debarment List Search

Conviction of a crime is not an automatic bar to admission, and all circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate withdrawal of conditional acceptance. Should the background check reveal findings that could preclude a student from being placed at clinical sites or obtaining certification/licensure, the conditional acceptance will be withdrawn.

Students are responsible for paying all fees directly to the designated company.

### **Condition 3. Drug Test**

Students must complete and pass a drug test 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.

Depending on the findings, some students may be required to repeat the drug screening process and students will be responsible for all associated fees (currently estimated to be \$35.00).

Students are responsible for paying all fees directly to the designated company.

### **Condition 4. Tuberculosis Screening**

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.

### **Condition 5. Physical Examination / Health Screening**

A physical examination / health screening is required for determining the student's ability to perform the duties of a health care provider. These physical/environmental requirements are specified on the KPSAHS website for each program. The physical examination is conducted by Kaiser Permanente Employee Health Services (EHS) and includes but is not limited to a review of the student's communicable disease history, immunizations, laboratory testing, and respirator fit testing. Students may be asked to obtain additional immunizations and/or complete required tests.

Kaiser Permanente Employee Health Services documents successful completion of the physical examination and health screening.

It is the responsibility of individual students to report having a communicable disease. 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, but are not limited to, 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.

### **Condition 6. Registration Fee Payment**

A registration fee (refer to the *Fees* section of this catalog) must be paid to KPSHAS; payment instructions can be found on the student portal homepage at [mykpsahs.com](http://mykpsahs.com) under My Finances.

### **Condition 7. Attend Pre-enrollment Meeting and New Student Orientation**

Attendance at the pre-orientation meeting and new student orientation is mandatory; there are no make-up sessions.

## **Formal Acceptance and Enrollment (the Enrollment Agreement)**

Once the student has met all the requirements of conditional acceptance (as defined in the preceding section), the student will be invited to formally enroll in the program by signing an enrollment agreement.

The student's Enrollment Agreement is signed prior to the first day of instruction, generally during new student orientation.

## **Additional Requirements**

### **Compliance Training**

Students are required to participate and complete mandatory compliance training as part of the enrollment process. Training is provided at no cost to the student. The training/compliance requirements vary by program and clinical site and students can expect a minimum requirement of 2-1/2 hours to complete. All training must be completed and certificates of completion received by KPSAHS by the stated deadline. Failure to complete all required training and provide documentation of completion (i.e., Certificates of Completion) will result in a student's inability to participate in their clinical education, which will result in program dismissal.

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## Other Short-Term Programs/Extended Education Programs Admissions

Students enrolling in short-term courses and programs are required to complete a registration form or an online/paper application available at [www.kpsahs.edu](http://www.kpsahs.edu) and pay any required fees. In general, applications are accepted until courses or programs are at capacity; conversely, if an insufficient number of applications are received, the program will be cancelled, and application fees/tuition will be refunded. Exceptions to this procedure are noted below.

Specific documentation required for individual programs is noted for each program. New student orientation is generally not required for admissions to short-term/extended education programs unless noted below.

Questions regarding short-term courses and programs can be directed to KPSAHS admissions at 510-231-5123 or email to [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu).

### Short-Term Programs

#### Breast Ultrasound Fellowship

*Additional documents required for enrollment:* Resume, evidence of RDMS credential, essay, and two letters of recommendation.

*Additional application requirements:* Panel interview.

#### Pediatric Ultrasound

*Additional documents required for enrollment:* Resume, evidence of RDMS credential, essay, and two letters of recommendation.

*Additional application requirements:* Panel interview.

### Extended Education

#### Basic Life Support for Health Care Providers (BLS for HCP)

*Additional documents required for enrollment:* None.

#### BLS/CPR Skills Test

*Additional documents required for enrollment:* Certificate of completion of BLS for HCP must be provided prior to skills exam.

#### Mammography

*Additional documents required for enrollment:* Unless the applicant has earned a certificate of completion in radiologic technology from KPSAHS within the 6 months prior to program start date, applicants must provide a valid California Certified Radiologic Technologist (CRT) license.

#### Physician Assistant Fluoroscopy

*Additional documents required for enrollment:* Copy of a valid California Physician Assistant license.

#### Symposiums

*Additional documents required for enrollment:* None.

#### Venipuncture

*Additional documents required for enrollment:* 1) Copy of a current CRT license and 2) valid CPR card.

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## Tuition Assistance

Access to tuition assistance (financial aid) is very limited while enrolled in the Kaiser School of Allied Health Sciences (KPSAHS). Students are encouraged to plan for the payment of their tuition and fees before enrolling at KPSAHS.

KPSAHS does not participate in either the federal (Title IV) or state financial aid programs. Students may be eligible for federal loans at a Title IV participating institution. Students can find information on state and federal financial aid programs available at other institutions using the links below:

- Cal Grants: <https://mygrantinfo.csac.ca.gov/>
- Federal Student Aid: <https://studentaid.ed.gov/sa/>

Note that, if a student has received federal student financial aid funds, they are entitled to a refund of the monies not paid from federal student financial aid program funds.

Students should be aware that if they are eligible for a loan guaranteed by the federal or state government and they default 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.

Though KPSAHS does not participate in either the federal or state financial aid programs, federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, with other student loans are not required to provide.

Federal direct loans are available to students regardless of income.

KPSAHS does not publish a private loan lender list, and students have the ability to choose any lender. However, as a service to KPSAHS students, information about the Kaiser Permanente Student Financial Aid Program (SFAP) is provided below because graduates may be eligible for loan forgiveness if they are employed by Kaiser Permanente, provided specific conditions are met.

### Kaiser Permanente Student Financial Aid Program (SFAP)

Student loans are available through the Kaiser Permanente Student Financial Aid Program (SFAP) administered by Kaiser Foundation Hospitals. Loan proceeds are paid directly to the student for purposes of tuition payment for KPSAHS does not certify these loans. Students are under no obligation to apply for SFAP loans.

Representatives from the Student Financial Aid Program are available to discuss details of these loans during the pre-enrollment meeting prior to the start of the program. Not all KPSAHS educational programs qualify for this loan program, and the program is only available to students accepted into a qualified KPSAHS educational program.

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>. For additional SFAP loan information, please visit Scholarship America at <https://www.scholarsapply.org/kpsahs>.

If a student obtains a loan from Kaiser Permanente Student Financial Aid Program (SFAP) 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. [CEC Section 94909(a)(11)]

## Veteran's Benefits

Application information and requirements are located at <https://www.va.gov/education>. Note that not all KPSAHS programs are eligible for veteran's benefits.

## Student Borrowing Data

KPSAHS does not provide institutional loans, state loans, federal Perkins loans, federal Stafford subsidized nor unsubsidized loans. KPSAHS does not provide private loan lists nor certify private loans. As a result, KPSAHS does not provide student borrowing data required by California Education Code 69800.1(d)(1)(C)(D).

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# Financial Policies

## Financial Obligations of Students

Student is expected to pay all quarter charges in full before the quarter begins.

KPSAHS reserves the right to withhold diplomas and registration privileges from any student or former student who was provided with written notice that he or she has failed to pay a proper financial obligation due to KPSAHS. Any item or items withheld will 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 are generally due during each inter-quarter break; refer to the Schedule of Student Charges in the student's enrollment agreement for specific payment due dates.

A general Schedule of Student Charges is included in this catalog and is provided to students during the pre-enrollment meeting. This schedule identifies the estimated grand total charges for the entire educational program.

## Late Payment of Tuition and Fees

Late payment of tuition and fees must be approved in advance, and late fees may be assessed (refer to the *Fee Schedule* in this catalog for the specific dollar amount). Failure to pay tuition and fees by the scheduled due date may result in dismissal from the program.

## 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 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 required to repeat a course for credit will be charged the tuition cost per quarter credit times the number of quarter credits for the course and any applicable fees.

## Payment for Audited Courses

Any student who is required to audit a course will be charged an audit fee of \$300 per course.

## Books and Supplies

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.

Radiologic technology program students are responsible for purchasing X-ray markers. Resources for the purchase of X-ray image markers are available from the radiologic technology program director.

Purchase of scrubs may also be required. Refer to the Schedule of Student Charges for program-specific requirements.

## Payment Instructions

KPSAHS does not accept payments at the campus. Payment instructions can be found on the KPSAHS website, by academic program. KPSAHS assumes no responsibility for lost, late or undelivered payments. If payments are not received by the due date, late payment of tuition and fees policy may be applied.

## Income Tax Credit - 1098-T

KPSAHS issues 1098-T statements for tuition and tuition payments received in accordance with IRS regulations. Questions regarding 1098-T forms should be routed to [finance@kpsahs.edu](mailto:finance@kpsahs.edu)

KPSAHS employees are not professional tax advisors and cannot give tax advice. For tax assistance or to determine if you qualify for an educational tax credit, please contact a personal tax advisor or the IRS. The IRS can be reached at [www.irs.gov](http://www.irs.gov) or 1 (800) 829-3676.

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## Tuition Refund Policy

KPSAHS follows the State of California's Bureau of Private Postsecondary Education refund policy.

### Enrollment Cancellation

Students have the right to a full refund of all charges less the nonrefundable fee (deposit) of \$250 if payment is made and the Enrollment Agreement is cancelled within the first seven (7) working days from the start date of the program.

### Withdrawal, Dismissal, and Leave of Absence

If a student has been enrolled for more than seven (7) working days and withdraws, is dismissed, or takes a leave of absence from a KPSAHS educational program, the student may be eligible for a partial reversal of charges. (Student must adhere to the Withdrawal policy as stated in the KPSAHS Catalog.) The effective date of withdrawal will be set as the date the student meets all of the requirements of the withdrawal policy.

If the student has completed 60% or less of any academic quarter (period of enrollment), student is eligible for a pro rata refund less the nonrefundable fees.

If the student has completed 61% or more of any quarter, student is ineligible for a refund and is required to pay the full tuition and fee charges for the quarter.

The pro rata refund amount is determined by taking total charges paid, then subtracting the total charges the institution earned and subtracting any non-refundable fees. (To calculate charges earned by the institution: Multiply the per credit hour rate for the program x the number of credit hours attempted X number of days prior to withdrawal.)

**Pro Rata Refund Calculation Example**

Student withdrew after completing 32 credit hours in first two quarters and 22 days of the third quarter. During the third quarter, student attempted 15.5 credit hours. Tuition and fee payments to KPSAHS for the first three quarters totaled \$9,735. Program tuition is \$200/credit hour.

Column A	Column B	Column C	Column D
Description of Calculation			Refund Calculation
1 - Student payment: \$9,735			\$9,735.00
2 – Tuition due for completed quarters		\$200 x 32 credits	(\$6,400.00)
3 – Pro rata tuition due for quarter of withdrawal: a) 3 <sup>rd</sup> quarter tuition  A quarter is 60 days in length. To calculate the daily tuition rate  Pro-rated tuition due (earned) for the 22 days that the student attended	15.5 x \$200  \$3100/60 days/qtr  \$51.67/day x 22 days enrolled	\$3100  \$51.67/day	(\$1,136.74)
4 – Fees incurred while enrolled are not refundable			(\$350.00)
<b>5 – Amount to be refunded</b>			<b>\$1,848.26</b>



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## Tuition & Fees (Schedule of Student Charges)

### Fees

Fees below are effective January 1, 2017. All fees are non-refundable.

Application Fee	\$65
Registration Fee	\$275
Insurance Fee (Quarterly)	\$25
Material Fee (Quarterly)	\$50
Education Materials Fee (one time)	\$125
Lab Fee (Phlebotomy)	\$660
Lab Fee (On Campus Anatomy & Physiology)	\$150
Transcript Fee	\$10
Transcript Fee with Rush Processing	\$20
Diploma or Certificate Photocopy Fee	\$10
Diploma or Certificate Photocopy Fee with Rush Processing	\$20
Reissuance of Certificate/Diploma Fee	\$25
Reissuance of Certificate/Diploma Fee with Rush Processing	Not Available
Graduation Fee (includes Cap & Gown)	\$225
CPR Card Fee (New)	\$7
CPR Card Fee (Replacement)	\$16
NCCT Test Fee – KPSAHS Students	\$25
NCCT Test Fee – Non-KPSAHS Students	\$50
Tuition late fee (per week, charged up to five weeks)	\$25
Audit Fee (Per course)	\$300

### Tuition

Refer to the schedule of student charges on the following pages. Schedule of charges are valid for students enrolling January 1, 2020 – December 31, 2020; students enrolling after these dates may be subject to updated tuition and fees.

Students receiving transfer credit for required course work will receive a tuition credit equal to the number of transfer credits awarded multiplied by the per credit hour tuition charge. This will result in an individual schedule of student charges.

**2020 SCHEDULE OF STUDENT CHARGES**
**PHLEBOTOMY BASIC AND ADVANCED PROGRAM**

Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later

**TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)**

Tuition/Fees	Amount	Due Date
Application Fee <sup>1</sup>	65.00	At Time of Application
<b>Tuition/Fees</b>	<b>Amount</b>	<b>Due Date</b>
Tuition <sup>3</sup>	3,400.00	
Student Tuition Recovery Fund (STRF) Fee <sup>1</sup> (Rate set by State of CA - BPPE)	-	
Laboratory Fees <sup>1</sup>	660.00	
NCCT Test Sitting Fee <sup>1</sup>	25.00	
Graduation Fee	225.00	
<sup>1</sup> Fees are non refundable		
<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.		
<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog		
	<b>Total</b>	<b>March 20, 2020</b>
	<b>4,310.00</b>	

**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Description	Amount
Pre Enrollment Screening	140.00
Books	80.00
NCCT Test Fee	90.00
State Certification Fee	100.00
Scrubs (Estimated at \$50 per set x 3 sets)	150.00
Clinic Shoes	60.00
	<b>Total</b>
	<b>620.00</b>

**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**
**4,995.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
 Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

**2020 SCHEDULE OF STUDENT CHARGES**

**BREAST ULTRASOUND - CERTIFICATE OF COMPLETION**

Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later

**TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)**

Tuition/Fees	Amount	Due Date
Application Fee <sup>1</sup>	-	At Time of Application

Tuition/Fees	Amount	Due Date
Tuition <sup>3</sup>	500.00	
Insurance Fee <sup>1</sup>	25.00	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

<b>Total</b>	<b>525.00</b>	<b>TBD</b>
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**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Description	Amount
Books	-
<b>Total</b>	<b>-</b>

**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** **525.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

**2020 SCHEDULE OF STUDENT CHARGES**
**BACHELOR OF SCIENCE - DIAGNOSTIC MEDICAL SONOGRAPHY - CARDIAC CONCENTRATION**

Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	65.00	<b>At Time of Application</b>
	Registration Fee <sup>2</sup>	275.00	
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
<b>Quarter 1</b>	Tuition <sup>3</sup>	4,667.00	<b>Rate set by State of CA BPPE</b>
<b>Spring 2020</b>	Insurance Fee <sup>1</sup>	25.00	
<b>03/30/2020 -</b>	Educational Materials and Lecture Notes <sup>1</sup>	125.00	
<b>06/19/2020</b>	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup>	-	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,867.00</b>	<b>March 20, 2020</b>
<b>Quarter 2</b>	Tuition <sup>3</sup>	4,667.00	<b>June 19, 2020</b>
<b>Summer 2020</b>	Insurance Fee <sup>1</sup>	25.00	
<b>06/29/2020 -</b>	Materials Fees <sup>1</sup>	50.00	
<b>09/18/2020</b>	<b>Subtotal</b>	<b>4,742.00</b>	
<b>Quarter 3</b>	Tuition <sup>3</sup>	4,667.00	<b>September 18, 2020</b>
<b>Fall 2020</b>	Insurance Fee <sup>1</sup>	25.00	
<b>09/28/2020 -</b>	Materials Fees <sup>1</sup>	50.00	
<b>12/18/2020</b>	<b>Subtotal</b>	<b>4,742.00</b>	
<b>Quarter 4</b>	Tuition <sup>3</sup>	4,667.00	<b>December 25, 2020</b>
<b>Winter 2021</b>	Insurance Fee <sup>1</sup>	25.00	
<b>01/04/2021 -</b>	Materials Fees <sup>1</sup>	50.00	
<b>03/26/2021</b>	<b>Subtotal</b>	<b>4,742.00</b>	
<b>Quarter 5</b>	Tuition <sup>3</sup>	4,667.00	<b>March 26, 2021</b>
<b>Spring 2021</b>	Insurance Fee <sup>1</sup>	25.00	
<b>04/05/2021 -</b>	Materials Fees <sup>1</sup>	50.00	
<b>06/25/2021</b>	<b>Subtotal</b>	<b>4,742.00</b>	
<b>Quarter 6</b>	Tuition <sup>3</sup>	4,665.00	<b>June 25, 2021</b>
<b>Summer 2021</b>	Insurance Fee <sup>1</sup>	25.00	
<b>07/06/2021 -</b>	Materials Fees <sup>1</sup>	50.00	
<b>09/24/2021</b>	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>4,965.00</b>	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL  
OF ALLIED HEALTH SCIENCES**
**29,140.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the **Financial Policies** section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last **Schedule of Charges** in this section of the catalog.

**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Quarter	Description	Amount
Pre Enrollment	Pre Enrollment Screenings	140.00
Quarter 1	Books	378.00
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2	Books	441.00
Quarter 3	Books	216.00
Quarter 4	Books	234.00
Quarter 5	Books	152.00
Quarter 6	Books	110.00
	Books for GE courses	TBD
	Exam Fee - SPI	225.00
	Exam Fee - Adult Echo	225.00

**Total** **2,221.00**
**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** **\$ 31,361.00**

**2020 SCHEDULE OF STUDENT CHARGES**
**BACHELOR OF SCIENCE - DIAGNOSTIC MEDICAL SONOGRAPHY - GENERAL CONCENTRATION**

Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later

Pre-enrollment		Amount	Due Date
	Application Fee <sup>1</sup>	65.00	At Time of Application
	Registration Fee <sup>2</sup>	275.00	At Orientation
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
<b>Quarter 1</b> Spring 2020 03/30/2020 - 06/19/2020	Tuition <sup>3</sup>	4,583.00	Rate Set by State of CA BPPE
	Insurance Fee <sup>1</sup>	25.00	
	Educational Materials and Lecture Notes <sup>1</sup>	125.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup>	-	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,783.00</b>	March 20, 2020
<b>Quarter 2</b> Summer 2020 06/29/2020 - 09/18/2020	Tuition <sup>3</sup>	4,583.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,658.00</b>	June 19, 2020
<b>Quarter 3</b> Fall 2020 09/28/2020 - 12/18/2020	Tuition <sup>3</sup>	4,583.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,658.00</b>	September 18, 2020
<b>Quarter 4</b> Winter 2021 01/04/2021 - 03/26/2021	Tuition <sup>3</sup>	4,583.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,658.00</b>	December 25, 2020
<b>Quarter 5</b> Spring 2021 04/05/2021 - 06/25/2021	Tuition <sup>3</sup>	4,583.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,658.00</b>	March 26, 2021
<b>Quarter 6</b> Summer 2021 07/06/2021 - 09/24/2021	Tuition <sup>3</sup>	4,585.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>4,885.00</b>	June 25, 2021
<sup>1</sup> Fees are non refundable			
<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.			
<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog			
<b>TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES</b>		<b>\$ 28,640.00</b>	

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the [Financial Policies](#) section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last [Schedule of Charges](#) in this section of the catalog.

**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Quarter	Description	Amount
Pre Enrollment	Pre Enrollment Screenings	140.00
Quarter 1	Books	500.00
	(2) Pair of Scrubs (\$50 x 2)	100.00
Quarter 2	Books	550.00
Quarter 3	Books	TBD
Quarter 4	Books	225.00
Quarter 5	Books	75.00
Quarter 6	Books	225.00
	Exam Fee - SPI	225.00
	Exam Fee - ABD	225.00
	Exam Fee - OB/Gyn	225.00
<b>Total</b>		<b>\$ 2,490.00</b>

**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**      \$      31,130.00

Students starting in Fall 2020 should refer to the addendum for the applicable schedule of charges published 8/31/20.

**2020 SCHEDULE OF STUDENT CHARGES**  
**MEDICAL ASSISTING CERTIFICATE PROGRAM - EVENING TRACK**

**Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	65.00	<b>At Time of Application Prior to Pre-Enrollment</b>
	Registration Fee <sup>2</sup>	275.00	
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
<b>Quarter 1 Spring 2020 03/30/2020 - 06/19/2020</b>	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup> (Rate set by State of CA BPPE)	-	
	Lab Fee <sup>1</sup>	150.00	
	Educational Materials and Lecture Notes <sup>1</sup>	100.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,425.00</b>	<b>March 20, 2020</b>
<b>Quarter 2 Summer 2020 06/29/2020 - 09/18/2020</b>	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,325.00</b>	<b>June 19, 2020</b>
<b>Quarter 3 Fall 2020 09/28/2020 - 12/18/2020</b>	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	NCCT Test Sitting Fees <sup>1</sup> - EKG Certificate	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,350.00</b>	<b>September 18, 2020</b>
<b>Quarter 4 Winter 2021 01/04/2021 - 03/26/2021</b>	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	NCCT Test Sitting Fees <sup>1</sup> - Medical Assisting Certificate	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>1,575.00</b>	<b>December 25, 2020</b>
	<b>Total</b>	<b>6,015.00</b>	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

**For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.**

**Terms and Prices subject to change without notice.**

**For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.**

**ESTIMATED COST OF BOOKS AND SUPPLIES PURCHASED FROM OUTSIDE VENDORS**

Quarter	Description	Amount
Pre Enrollent	Pre Enrollment Screening	140.00
Quarter 1	Books	544.00
	Lab kit	300.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	221.00
	EKG Tech( NCCT) Exam Cost	90.00
Quarter 3	Books (Interactive Review)	50.00
Quarter 4	Medical Assisting NCMA (NCCT) Exam Cost	90.00
	<b>Total</b>	<b>1,535.00</b>

**2020 SCHEDULE OF STUDENT CHARGES**  
**BACHELOR OF SCIENCE - NUCLEAR MEDICINE**
**Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	65.00	At Time of Application
	Registration Fee <sup>2</sup>	275.00	
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
<b>Quarter 1</b> <b>Fall 2020</b> <b>09/28/2020 -</b> <b>12/18/2020</b>	Tuition <sup>3</sup>	4,292.00	Rate set by State of CA BPPE
	Insurance Fee <sup>1</sup>	25.00	
	Educational Materials and Lecture Notes <sup>1</sup>	125.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup>	-	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,492.00</b>	<b>September 18, 2020</b>
<b>Quarter 2</b> <b>Winter 2021</b> <b>01/04/2021 -</b> <b>03/26/2021</b>	Tuition <sup>3</sup>	4,292.00	December 25, 2020
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,367.00</b>	
<b>Quarter 3</b> <b>Spring 2021</b> <b>04/05/2021 -</b> <b>06/25/2021</b>	Tuition <sup>3</sup>	4,292.00	March 26, 2021
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,367.00</b>	
<b>Quarter 4</b> <b>Summer 2021</b> <b>07/06/2021 -</b> <b>09/24/2021</b>	Tuition <sup>3</sup>	4,292.00	June 25, 2021
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,367.00</b>	
<b>Quarter 5</b> <b>Fall 2021</b> <b>10/04/2021 -</b> <b>12/24/2021</b>	Tuition <sup>3</sup>	4,292.00	September 24, 2021
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>4,367.00</b>	
<b>Quarter 6</b> <b>Winter 2022</b> <b>TBD</b>	Tuition <sup>3</sup>	4,290.00	TBD
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>4,590.00</b>	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**
**26,890.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the [Financial Policies](#) section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
 Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS catalog.

**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Quarter	Description	Amount
<b>Pre Enrollment</b>	<b>Pre Enrollment Screenings</b>	<b>140.00</b>
Quarter 1	Books	625.00
	(1) Pair of Scrubs (1) Lab Coat (Estimated Cost)	100.00
Quarter 2	Books	150.00
Quarter 3	Books	185.00
Quarter 4	Books	225.00
Quarter 5	Books	60.00
Quarter 6	Books	150.00
	Exam Fee - ARRT (N)	200.00
	Exam Fee NMTCB	175.00
	Exam Fee NMTCB (CT)	180.00
Post Graduation		180.00
<b>Total</b>		<b>2,370.00</b>
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$ 29,260.00</b>

**2020 SCHEDULE OF STUDENT CHARGES**

**PEDIATRIC ULTRASOUND - CERTIFICATE OF COMPLETION**

Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later

**TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)**

Tuition/Fees	Amount	Due Date
Application Fee <sup>1</sup>	-	At Time of Application

Tuition/Fees	Amount	Due Date
Tuition <sup>3</sup>	500.00	
Insurance Fee <sup>1</sup>	25.00	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

<b>Total</b>	<b>525.00</b>	<b>TBD</b>
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**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Description	Amount
Books	260.00
<b>Total</b>	<b>260.00</b>

**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** **785.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.



**2020 SCHEDULE OF STUDENT CHARGES**
**BACHELOR OF SCIENCE - RADIOLOGIC TECHNOLOGY - DAY PROGRAM**

Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	65.00	<b>At Time of Application Prior to Pre-Enrollment</b>
	Registration Fee <sup>2</sup>	275.00	
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
<b>Quarter 1</b> Fall 2020 09/28/2020 - 12/18/2020	Tuition <sup>3</sup>	3,650.00	<b>Rate set by State of CA BPPE</b>
	Insurance Fee <sup>1</sup>	25.00	
	Educational Materials and Lecture Notes <sup>1</sup>	125.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup>	-	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,850.00</b>	<b>September 18, 2020</b>
<b>Quarter 2</b> Winter 2021 01/04/2021 - 03/26/2021	Tuition <sup>3</sup>	3,650.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,725.00</b>	<b>December 25, 2020</b>
<b>Quarter 3</b> Spring 2021 04/05/2021 - 06/25/2021	Tuition <sup>3</sup>	3,650.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,725.00</b>	<b>March 26, 2021</b>
<b>Quarter 4</b> Summer 2021 07/06/2021 - 09/24/2021	Tuition	3,650.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,725.00</b>	<b>June 25, 2021</b>
<b>Quarter 5</b> Fall 2021 10/04/2021 - 12/24/2021	Tuition <sup>3</sup>	3,650.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,725.00</b>	<b>September 24, 2021</b>
<b>Quarter 6</b> Winter 2022 TBD	Tuition <sup>3</sup>	3,650.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,725.00</b>	<b>December 24, 2021</b>
<b>Quarter 7</b> Spring 2022 TBD	Tuition <sup>3</sup>	3,650.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,725.00</b>	<b>TBD</b>
<b>Quarter 8</b> Summer 2022 TBD	Tuition <sup>3</sup>	3,650.00	
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>3,950.00</b>	<b>TBD</b>

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**
**30,490.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the [Financial Policies](#) section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
 Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last [Schedule of Charges](#) in this section of the catalog.

**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Quarter	Description	Amount
Pre Enrollment	Pre Enrollment Screenings	140.00
Quarter 1	Books	900.00
	X-Ray Film Markers	25.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	85.00
Quarter 3	Books	85.00
Quarter 4	Books	300.00
Quarter 5	Books	225.00
Quarter 6	Books	225.00
Quarter 7	Books	75.00
Quarter 8	Books	150.00
	American Registry of Radiologic Technologists test application fee	200.00
	<b>Total</b>	<b>2,510.00</b>

**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**
**\$ 33,000.00**

**2020 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)  
BACHELOR OF SCIENCE - RADIOLOGIC TECHNOLOGY - EVENING PROGRAM**

Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	65.00	At Time of Application Prior to Pre-Enrollment
	Registration Fee <sup>2</sup>	275.00	
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1 Summer 2020 06/29/2020 - 09/18/2020	Tuition <sup>3</sup>	3,245.00	Rate set by State of CA BPPE  June 19, 2020
	Insurance Fee <sup>1</sup>	25.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup>	-	
	Educational Materials and Lecture Notes <sup>1</sup>	125.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,445.00</b>	
Quarter 2 Fall 2020 09/28/2020 - 12/18/2020	Tuition <sup>3</sup>	3,245.00	September 18, 2020
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,320.00</b>	
Quarter 3 Winter 2021 01/04/2021 - 03/26/2021	Tuition <sup>3</sup>	3,245.00	December 25, 2020
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,320.00</b>	
Quarter 4 Spring 2021 04/05/2021 - 06/25/2021	Tuition <sup>3</sup>	3,245.00	March 26, 2021
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,320.00</b>	
Quarter 5 Summer 2021 07/06/2021 - 09/24/2021	Tuition <sup>3</sup>	3,245.00	June 25, 2021
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,320.00</b>	
Quarter 6 Fall 2021 10/04/2021 - 12/24/2021	Tuition <sup>3</sup>	3,245.00	September 24, 2021
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,320.00</b>	
Quarter 7 Winter 2022 TBD	Tuition <sup>3</sup>	3,245.00	December 24, 2021
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,320.00</b>	
Quarter 8 Spring 2022 TBD	Tuition <sup>3</sup>	3,245.00	TBD
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	<b>Subtotal</b>	<b>3,320.00</b>	
Quarter 9 Summer 2022 TBD	Tuition <sup>3</sup>	3,240.00	TBD
	Insurance Fee <sup>1</sup>	25.00	
	Materials Fees <sup>1</sup>	50.00	
	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>3,540.00</b>	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**

**30,565.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the [Financial Policies](#) section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last [Schedule of Charges](#) in this section of the catalog.

**ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS**

Quarter	Description	Amount
Pre Enrollment	Pre Enrollment Screenings	140.00
Quarter 1	Books	900.00
	X-Ray Film Markers	25.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	85.00
Quarter 3	Books	85.00
Quarter 4	Books	300.00
Quarter 5	Books	225.00
Quarter 6	Books	225.00
Quarter 7	Books	75.00
Quarter 8	Books	150.00
Quarter 9	American Registry of Radiologic Technologists test application fee	200.00
	<b>Total</b>	<b>2,510.00</b>

2020 Academic Catalog (V.2020-09-21) ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

\$ **33,075.00**

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## Student Tuition Recovery Fund (STRF) Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans or have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

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## Acceptance of Transfer Credit/Credit for Prior Learning

KPSAHS has established the *Acceptance of Transfer Credit/Credit for Prior Learning* policy to provide maximum consideration for the individual student while maintaining the integrity of academic credit applied toward degree and certificate programs.

The acceptance of transfer credit is based on two primary factors described below: eligibility of units for transfer and applicability of those credits to admissions criteria and/or degree or certificate requirements.

### Eligibility of Transfer Units

#### *Credits from U.S. Higher Education Institutions*

Units must be earned at institutions approved by the Bureau for Private Postsecondary Education (BPPE) and/or approved by a regional, national, or specialized accrediting body which is recognized by the U.S. Department of Education.

#### *Credits from Foreign Institutions*

Transcripts from foreign institutions must be translated into English (if necessary) and evaluated by a member of the National Association of Credential Evaluation Services. Evaluation should include program level of study, credit hours (specifying quarter or semester credits), and GPA. Upon receipt of the official transcript, transcript translation, and transcript evaluation, KPSAHS will assess both the eligibility of units and applicability to an academic program as defined in this policy. The cost associated with any transcript evaluation is the responsibility of the student.

#### *Grades*

Transfer or prerequisite coursework must be completed with a minimum grade of “C” or better. For transfer coursework applied to an academic program of study (but not in fulfillment of admissions prerequisites), a grade of “Credit” or “Pass” is also eligible for transfer credit.

#### *Level*

Courses must be identified as college-level. Those courses which are not college-level are often referred to as “developmental” or “remedial” and are not eligible for transfer credit.

#### *Military and Workplace Training (ACE)*

Military and workplace training will be evaluated based on using the American Council of Education (ACE) recommendations for college credit. ACE credit may only be applied to upper-division coursework; it may not be used to fulfill program prerequisites.

#### *Unit Equivalencies*

A course (or series of courses) may be accepted in lieu of a KPSAHS course or general education requirement provided it is an equivalent (or higher) number of units. To assess this, semester units will be converted to quarter units. Quarter units are equal to two-thirds (2/3) of a semester unit. Conversely, a semester unit is equal to one-and-a half (1-1/2) quarter units. Courses completed in clock hours will be converted to quarter credits using the formula that 30 clock hours are equivalent to one quarter credit.

### Applicability of Transfer Credits

#### *Applicability of Transfer Credits to Admissions Prerequisites*

A course or series of courses completed in fulfillment of college-level admissions pre-requisites must be a minimum of three semester or four quarter credits and comparable in content to the KPSAHS prerequisite course descriptions, as provided in this catalog.

#### *Applicability to Upper-division General Education Requirements*

Coursework accepted for transfer to fulfill general education requirements are either accepted based on a common discipline (for example, social science) or course equivalencies. Refer to the general education

requirements for additional detail. These requirements specify unit minimums in each general education area which must be met.

Upper-division general education requirements must be fulfilled by courses completed at the upper-division level.

### ***Applicability to Upper-division Major Course Requirements***

Coursework accepted for transfer to fulfill major course requirements must be comparable to the nature, content, quality, and rigor of the KPSAHS major course. This means that units between the KPSAHS course and transfer course must be equivalent.

Not all general education or major courses are eligible for transfer credit; refer to the course credit inventory below.

### ***Course Credit Inventory***

<b>Course Prefix</b>	<b>Transfer Credit</b>	<b>ACE Credit</b>	<b>AP Test Credit</b>	<b>CLEP Test Credit</b>	<b>International Baccalaureate Test Credit</b>	<b>Institutional Challenge Exam Credit</b>
Admin Prereq: College Algebra or higher	Yes	No	No	No	No	No
Admin Prereq: General Chemistry with Lab	Yes	No	No	No	No	No
Admin Prereq: General Physics	Yes	No	No	No	No	No
Admin Prereq: Human Biology	Yes	No	No	No	No	No
Admin Prereq: Humanities	Yes	No	No	No	No	No
Admin Prereq: Intro to Computers	Yes	No	No	No	No	No
Admin Prereq: Oral Communication	Yes	No	No	No	No	No
Admin Prereq: Social Sciences	Yes	No	No	No	No	No
Admin Prereq: Written Commun/Freshman Comp	Yes	No	No	No	No	No
Admin Prereq: Anatomy & Physiology with Lab	Yes	No	No	No	No	No
AP 16/16L	Yes	No	No	No	No	No
COMM 25	Yes	No	No	No	No	No
DCS (All numbers)	No	No	No	No	No	No
DMS (All numbers)	No	No	No	No	No	No
ETHS (All Numbers)	No	No	No	No	No	No
GE (All Numbers)	Yes	No	No	No	No	No
MA 17	Yes	No	No	No	No	No

Course Prefix	Transfer Credit	ACE Credit	AP Test Credit	CLEP Test Credit	International Baccalaureate Test Credit	Institutional Challenge Exam Credit
MA (Excluding MA 17)	No	No	No	No	No	No
NM (All numbers)	No	No	No	No	No	No
Phlebotomy	No	No	No	No	No	No
RD (All numbers)	No	No	No	No	No	No

## Evaluation Process

### Program Prerequisites

1. Submit official transcripts to as part of the application procedure. (Note: To be considered official, these transcripts must remain in their sealed envelopes. Foreign transcripts must also include transcript translation and evaluation.)
2. Admissions will complete their evaluation based upon generally available information (course titles and course descriptions). Students may be asked to provide course catalogs or syllabi if needed.

### Major or General Education Course Requirements

1. Complete a Petition for Evaluation of Transfer credit, available from Student Records or on [www.kpsahs.edu](http://www.kpsahs.edu). Students receiving veteran's benefits through KPSAHS will have all prior education and training evaluated.
2. Student Records staff will review transcripts submitted with the student's application. However, transcripts may need to be submitted directly to Student Records if they were not part of the admissions materials or if the submitted transcripts do not include all grades. (Note: To be considered official, these transcripts must remain in their sealed envelopes. Foreign transcripts must also include transcript translation and evaluation.)
3. Student records will complete their evaluation of transfer credit based upon generally available information (course titles and course descriptions).
4. Decisions regarding transfer credit will be emailed to the student with 30 days of receipt of all official transcripts.
5. Appeals of the transfer credit award can be made following the process below:
  - a. Within 30 days of receiving the initial transfer credit decision, students may appeal the initial transfer credit decision by submitting a second Petition for Evaluation of Transfer Credit to Student Records. Students are encouraged to provide syllabi and/or course descriptions for specific courses they would like reviewed in fulfillment of KPSAHS course requirements as defined in this policy. Decisions on the second transfer credit evaluation will be emailed to the student within 30 days of submission.
  - b. Within 30 days of receiving the second transfer credit decision, the student may appeal the transfer credit decisions from Student Records by emailing the Dean of Academic Affairs at [academic.affairs@kpsahsu.edu](mailto:academic.affairs@kpsahsu.edu). This final appeal should include all relevant details, the rationale for the appeal, and relevant documentation. A decision on the second appeal will be emailed to the student within 30 days of submission.
6. Courses accepted for transfer credit will be noted with a grade of TRAN on the student's transcript of record and will not apply toward Cumulative Grade Point Average (CGPA).

7. The award of transfer credit for general education or major course requirements will reduce the number of credits students are required to complete, which may result in reduced tuition or shortening of program length.

### **Credit for Prior Learning**

Credit for prior learning is awarded only based on the mechanisms (e.g., standardized exams, credit evaluations) described in the Acceptance of Transfer Credit Policy.

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## Academic Policies

### Assessment

Assessment is a fundamental part of the educational processes at KPSAHS. We continually strive to improve the institution's programs based on feedback we receive from students, clinical instructors, faculty, employers, and the communities in which we operate and serve. Students enrolled at our institution will take part in assessment activities prior to, during, and/or upon completion of their education.

### Residency Requirement

Graduates must earn a minimum of 25% of the total units for their degree or certificate from academic coursework successfully completed at KPSAHS. (Alternatively, up to 75% of the units in a degree may be earned through other forms of course credit, including transfer credit, credit by examination, institutional and/or ACE credit recommendations.) Not all course requirements can be met through alternative forms of course credit; refer to the *Course Credit Inventory* table in the preceding section for specific course listings.

### Professional Ethics

All students are expected to follow the codes of professional ethics for their respective disciplines. These codes have been reprinted for the students' convenience in the *Student Handbook*, available at [www.kpsahs.edu](http://www.kpsahs.edu).

### Valid CPR Certification Requirement

All students enrolled in a bachelor of science program or the basic and advanced phlebotomy program must hold a valid American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals, 2-year certification, CPR card (or e-Card). It is the student's responsibility to maintain a current CPR certification throughout his/her program, and students who fail to meet this requirement may not participate in the bachelor degree or phlebotomy programs. To assist students in meeting this requirement, CPR certification classes are offered at KPSAHS and can be scheduled by contacting the CPR Coordinator at [aha@kpsahs.edu](mailto:aha@kpsahs.edu).

### Student Record Holds

A hold may be placed on a student's record by the finance or assessment departments (refer to the *Student Handbook* published on [www.kpsahs.edu](http://www.kpsahs.edu) for a description of hold reasons and process for release). Holds may prevent a student's registration for courses, viewing or printing student schedules, receipt of a diploma, attendance in classes, or being eligible for graduation.

## Instructional Policies

### Intellectual Property

All lectures, presentations and associated education materials utilized in any KPSAHS education program or created using KPSHAS resources are the intellectual property of KPSAHS, subject to applicable copyright laws. 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 program.

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

Students are not allowed to operate any video conferencing or electronic equipment at any of KPSAHS classrooms. This may include the video conferencing control console, PC, document camera, 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**

Many 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.

### **Laboratory Coursework – Diagnostic Medical Sonography**

Laboratory courses may require students to serve as volunteer patients for the practice of clinical skills. Serving as a patient for the practice of clinical skills is voluntary, and the student's grades and evaluations will not be affected by their participation or non-participation as a patient in laboratory coursework.

Though students maintain the right to decline serving as a volunteer patient, all students are still required to complete all required procedures in the laboratory classroom. Should a large number of students choose not to volunteer as patients, classroom hours may be extended.

### **Clinical Education Policies**

While participating in clinical education, students are expected to adhere to the following KPSAHS clinical facilities policies and procedures, which include but are not limited to:

- Accept no gratuities from patients.
- Must inform instructor/school of any attendance issues.
- Obtain permission from the clinical instructor before leaving the 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 clinical instructor.
- 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. Clinical sites may vary in their expectations, and students should confirm the expectations and procedures at each site to which they are assigned.
- Photo ID badges must be appropriately worn at all times while on school or hospital property.
- Appropriately wear radiation dosimetry badge during clinical education (if applicable).

## Clinical Assignments

Clinical assignments for all programs are made by the clinical coordinator in collaboration with the program director. Students may be required to travel long distances to receive full clinical education. Clinical assignments are made to ensure all students receive an equitable clinical education during their enrollment. Depending on the educational program, students may be required to rotate between clinical facilities during the course of their clinical education. Rotations may be required to ensure students receive exposure to a variety of equipment or procedures. Clinical assignments will be presented to the students by their respective program director prior to each scheduled rotation.

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.

KPSAHS students will not be placed in a clinical facility or department where a family member or significant other is employed. If a faculty member or clinical staff discovers that a student has been placed in a clinical facility or department with a family member or significant other, they must notify KPSAHS program staff and make the necessary provisions to have the student moved to a different clinical facility immediately. If an alternate clinical facility is not available, the student's clinical schedule will be changed to guarantee that the student and family member or significant other work different schedules until the student can be moved to a new clinical facility.

## Clinical Environment

Compared to the learning activities conducted in the classroom setting, the learning activities in the clinical setting are frequently much less structured. The scheduling and conducting of educational activities must be flexible to insure patient care services are not disrupted. The student must be proactive and responsible for integrating the academic preparation with the individual examinations observed or performed. Patient care, service, and safety should be priorities for students in the clinical setting.

## Student Status within Clinical Facilities

KPSAHS students are not paid when performing clinical education. As such, students are not employees and have no rights or recourse to employee union representation. Students must adhere to the procedures identified in this KPSAHS Academic Catalog to resolve all issues related to the students' clinical education.

## Clinical Logbook

The Clinical Logbook will be used to document, 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 per infraction as stated in the clinical course syllabi. Infractions may 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 clinical instructor evaluations. 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

The following proficiencies will help students progressively develop their clinical skills over the course of the program:

1. *Academic Preparation:* Each program presents the student with a didactic and clinical education process that is designed to coordinate the classroom and clinical coursework.
2. *Observation:* The initial activities in the clinical facilities will consist primarily of observing medical employees at work.
3. *Assisting Qualified Worker:* As the student advances, he/she will be given an opportunity to assist or perform procedures under the direct supervision of certified personnel in the field of study.
4. *Competency Evaluation:* When the student is able to perform a particular examination without help, the clinical instructor 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. If competency is achieved with a passing evaluation rate, it will be documented on the Master Competency List. If competency is not achieved, additional training is required and the competency evaluation must be repeated until an acceptable passing rate is achieved.
5. *Continued Competency:* Once the student passes the Competency Evaluation for a particular examination, the student is expected to maintain and perfect his/her skills. This examination may now be performed with indirect supervision. (A certified/credentialed employee in the program of study must be in an adjacent room or on the same floor—not necessarily in the room.) However, if a repeat examination should become necessary, certified/credentialed personnel in the program 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 clinical instructor so a determination can be made which examinations the student can perform under direct or indirect supervision.

## Clinical Staff – Roles and Responsibilities

### Clinical Instructor

Each clinical facility has one or more clinical instructors who are employees of the clinical facility. In addition to their daily job responsibilities, these individuals are responsible for the supervision of students' clinical education. Other duties include but are not limited to the following:

- Orient new students to the affiliated clinical education setting.
- Provide supervision of students as required by KPSAHS and the program's accrediting agency.
- Evaluate student clinical performance and progress to include competency exams and clinical rotation evaluations.

- Provide instructional activities for students in the clinical setting.
- Effectively communicate with students to facilitate their clinical development.
- Attend program functions, activities and meetings as requested.
- Serve as a positive role model for students.
- Serve as liaison between the affiliate, the clinical staff, and the program.
- Maintain appropriate clinical records.
- Serve as the resource person for staff who work with students.
- Provide guidance and assistance in performance of student supervision and evaluation.
- Maintain confidentiality in accordance with departmental policy.
- Continue professional development.
- Maintain the right to suspend a student's participation at the clinical site based on professional judgement.

### **Clinical Coordinator**

The clinical coordinator, a KPSAHS faculty member, is under the guidance of the program director and performs various duties:

- Coordination of clinical education.
- Clinical assignments.
- Clinical site visits.
- Acting as liaison between the clinical facility and KPSAHS.

### **Student Employment Policy**

Due to the potential for conflict of interests (i.e., imposed work demands superseding learning obligations), students will not be placed in the same facility in which they work.

### **Responsibilities of Students in the Clinical Facilities**

The primary functions of the clinical facilities 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 do the following:

- Follow the administrative policies established by the clinical facilities. Make sure the clinical instructor provides these policies.
- Check assigned work center and report on time to the assigned area.
- Notify the clinical instructor and clinical coordinator no later than 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 the clinical instructor before leaving the assigned work center.
- Follow the directions provided by the clinical instructor.
- Ask for advice when indicated.

- Be proactive 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.

## Protection from Retaliation

KPSAHS is committed to protecting students, faculty, and staff from retaliation for good faith reporting or objecting to any activity by another party that they reasonably believe is unlawful, unethical, or in violation of KPSAHS policy. In addition, participation in clinical education in the event of a strike is protected from retaliation.

KPSAHS students, faculty, and staff should report evidence of alleged improper activity as described above by contacting their immediate supervisor, program director, instructor, dean, or administrative head. Any instances of alleged retaliation or retribution should be reported in the same manner. Where the student, faculty, or staff member is not satisfied with the response of the supervisor, program director, instructor, dean or administrative head, or is uncomfortable for any reason addressing such concerns to one of these individuals, the faculty, staff member or student may contact the regional school administrator. Faculty or staff members who do not wish to address these issues through the reporting process outlined above, may report concerns confidentially and anonymously through Kaiser Permanente's Compliance Hotline at 1-888-774-9100 24 hours a day, 365 days a year.

All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

## Supervision of Students

A student is limited to the practice of the modality directly related to his/her program of study. 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 certified/registered employee in the program of study physically present in the examination room, reviewing the procedure being performed, evaluating the patient and approving all images and procedures. 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

### *Indirect Supervision*

Indirect supervision is defined as a student conducting medical procedures with a certified/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/documented competent for a given procedure.

Please note that indirect supervision does not mean that a certified/registered employee may be available by phone or electronic communication device to assist the student. The certified/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.

## Radiologic Technology Students – Direct Supervision

Direct supervision assures patient safety and proper educational practices. Direct supervision is defined as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Students must be directly supervised for all pediatric patients under the age of six years old, for all mobile studies, for all procedures done in the operating room, and for all fluoroscopy studies regardless of whether competency is achieved or not.

Indirect supervision promotes safety and proper educational practices. Indirect supervision is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately" available is interpreted as the physical presence of a qualified radiographer in the same department, on the same floor, where the examination is being conducted. This availability applies to all areas where ionizing radiation is in use on patients.

Regardless of whether performing under direct or indirect supervision, the student to radiography clinical staff ratio must be one to one; in other words, there must be at least one certified radiologic technologist for every student. Should a student arrive at a clinical site and find this ratio is not being maintained, the student should contact the clinical coordinator and/or program director immediately.

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

## Student Malpractice Insurance Coverage

KPSAHS provides enrolled students with malpractice liability coverage for activities conducted within the scope of their status as a student. Students are required to remain at all times within the direct (or indirect as applicable) supervision of a Certified/Registered 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 clinical instructor, 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 and clinical instructor/manager will work with the KPSAHS clinical coordinator to obtain an appointment for the student at the nearest appropriate Kaiser Permanente department.

### *Receiving Care for Major Injuries during Clinical Education*

If a student receives a severe clinical injury at a:

- *Kaiser Permanente Clinical Facility:* The clinical instructor/manager will immediately send the student, or make an appointment for the student, at the nearest Kaiser Permanente Employee 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 Facility:* The clinical instructor and/or manager will immediately send the student to the emergency room. The student will notify the emergency department that his/her injury is covered under Kaiser Permanente's Workers' Compensation Coverage. Students,

managers, and clinical instructors 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 Employee Health Clinics is included with the workers' compensation coverage information.

The Employee Health Clinics should be directed to call KPSAHS at (510) 231-5000 to speak with KPSAHS dean of academic affairs if they have any questions regarding students Workers' Compensation Coverage.

The student must provide their KPSAHS clinical coordinator with a copy of the visit verification form from their visit to Employee Health. The clinical coordinator will ensure that the student complies with any 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 instructor of the pregnancy if needed. However, the student will still be expected to complete the total required program clinical hours. Refer to the *Attendance Policy: Clinical Education* for additional information.

Upon the discovery of pregnancy, the student may continue didactic and clinical hours up to the time of delivery unless medically contraindicated. Reasonable accommodations will be made to allow the student to make up tests and assignments that are missed for pregnancy-related issues and shall include the excusing of absences that are medically necessary.

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 continue her educational program with reasonable accommodations as outlined above.
- Student has the option to provide a written withdrawal of declaration.
- Student may elect to take a Leave of Absence (LOA).

The election of a Leave of Absence also applies to any student that is not the birth parent and chooses to take a leave of absence because of the birth of his or her child. Refer to the *Leave of Absence* policy for additional detail.

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 all circumstances, missed clinical and didactic assignments must be made up before a certificate of completion and/or bachelor of science degree is issued to students.

## Student Removal from a Clinical Facility

The following actions may occur if a clinical facility 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 facility will receive full disclosure of the reason for the student removal from their previous clinical facility. 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.

## Radiation Safety Requirements

Refer to the *Student Handbook* (published on [www.kpsahs.edu](http://www.kpsahs.edu)) for radiation safety requirements.

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## Attendance Policies

A student who fails to attend a course or program for 14 consecutive calendar days and does not communicate with a school representative regarding their absence or intent to continue with their program or course will be withdrawn. This is termed an *administrative withdrawal*, and a date of determination will be assigned based on the 14<sup>th</sup> consecutive calendar day of non-attendance. It is applied to all class types and programs described in this section.

### On-Campus Classes

Attendance will be taken during each class and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

Percentage of attendance missed is calculated as follows: Number of missed minutes divided by the total number of minutes available for attendance per term X 100. For example, a course is held two times per week for 2.0 hours. A student misses 288 minutes over the course of the term. Percentage of attendance missed calculation:  $288 \text{ missed minutes} / 2880 \text{ attendance minutes available} \times 100 = 10\%$ .

### Student Responsibilities

If a student will be absent, he/she must contact instructor prior to the scheduled start time. It is his/her responsibility to obtain all missed material.

### Make-up Work

Make-up work is at the discretion of the instructor and is not guaranteed; however, missed laboratory activities cannot be made up.

### Consequences

A student who misses 10% in any didactic course will have their course grade lowered one full grade. A student who misses 11-18% in any didactic class will have their course grade lowered two full grades. A student who misses more than 18% will receive a failing grade and may be dismissed from the program.

In the above example, a student missed 288 minutes in a course scheduled for 2,880 minutes, a total of 10%. This student has missed 10% of the course and will receive a full letter grade deduction.



## Clinical Education

Attendance will be taken during each class and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

Students attending clinical education must meet the physical requirements defined for their program of study and published in the KPSAHS Academic Catalog.

### *Student Responsibilities*

Students are required to contact the Clinical Instructor or Clinical Site and assigned KPSAHS faculty member prior to the scheduled start time. It is the student's responsibility to make up all missed time.

### *Make-up Work*

Missed time will be made up in accordance with approved Program Make-up Agreement.

### *Consequences*

A student who fails to make up time prior to the start of the next quarter will receive an incomplete grade, which is recorded as "IC" on the transcript. The maximum number of allowable absences will be outlined within the course syllabus.

### *Clinical Hours Policy*

Students must complete all clinical education hours required by the program of study. 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 eight hours per day or a total of 40 hours per week of combined clinical and didactic activities.

## Hybrid Classes

Attendance for hybrid courses will be recorded for both the on-campus and online components as defined below.

### *On-campus attendance in hybrid courses*

Attendance will be taken during each on campus class session and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

### *Online attendance in hybrid courses*

Students will be counted present in the hybrid portion of their course when at least one of the following activities occurs within the week:

- Student participates in an online webinar such as WebEx or GoToMeeting.
- Student submits an assignment.
- Student completes a test or quiz.
- Student posts to a discussion board.
- Student completes a course evaluation form.

Attendance will be entered weekly based for the number of minutes the online component of the course requires. The attendance week begins Monday at 12:00 a.m. pacific time and ends the following Sunday at 11:59 p.m., except in the final week of the quarter when the attendance week ends Friday at 11:59 p.m.

### *Student Responsibilities*

If a student will be absent, he/she must contact instructor prior to the scheduled start time. It is his/her responsibility to obtain all missed material.

### **Make-up Work**

Make-up work is at the discretion of the instructor and is not guaranteed; however, missed laboratory activities cannot be made up.

### **Consequences**

A student who misses 10% in any hybrid course will have their course grade lowered one full grade. A student who misses 11-18% in any hybrid class will have their course grade lowered two full grades. A student who misses more than 18% will receive a failing grade and may be dismissed from the program.

For example, a student completes a four credit hybrid course, which meets two hours per week on campus and includes two hours per week of online activities with instructor interaction. Total class time equals 46 hours (4 hours/week X 11 weeks + 2 hours final exam = 46 hours total). During the quarter, the student arrives one hour late for class on week three and fails to complete any online activity during week 5. Thus, the student has attended for a total of 43 hours (46 hours total – 1 hour on-campus class - 2 hours in hybrid class = 43 hours total). The student has attended 93.5% of the total required class time (43/46) and does not receive a grade deduction.

### **Online Classes**

Online courses with weekly class meeting(s) conducted synchronously:

- Attendance is taken for all synchronous class meetings conducted in the online environment.

Online courses without a weekly class meeting, conducted asynchronously:

- Attendance is taken on a weekly basis. The attendance week begins Monday at 12:00 a.m. pacific time and ends the following Sunday at 11:59 p.m., except in the final week of the quarter when the attendance week ends Friday at 11:59 p.m.

Students will be counted present in a given week for courses meeting asynchronously when at least one of the following activities occurs:

- Student participates in an online webinar such as WebEx or GoToMeeting.
- Student submits an assignment.
- Student completes a test or quiz.
- Student posts to a discussion board.
- Student completes a course evaluation form.

### **Basic & Advanced Phlebotomy Program**

Attendance for all scheduled phlebotomy class time and clinical time is mandatory, as required by California Department of Public Health, Laboratory Field Services.

If a student is late or will miss any class time, the student must notify the instructor as soon as possible prior to the start of class. If there is an absence (or any missed time), make-up sessions will be scheduled by the instructor to cover all time that was missed. Maximum number of allowable absences will be specified on the syllabus.

### **Clinical Attendance**

If a student will miss any time during clinical rotation, the notification must be to the instructor and the clinical site.

The student must also make-up any time missed during the clinical rotation. That time is added to the end of the clinical rotation and will be coordinated by the site in conjunction with the instructor. Reassignment to another facility may be attempted by the instructor pending site availability and will result in a delay of finishing the program.

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## Grades and Honors

### Grading System

The instructor of record assigns final grades using either a letter grade or a pass/fail indicator. Students should refer to the course syllabus for specific grading criteria and minimum performance percentages applied to each course.

### Grade Point Average (GPA) Calculations

A student's grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. A cumulative grade point average is calculated and reported. Refer to the grading scale below for grade points assigned to each grade:

Letter Grade	Grade Points	Definition
A	4.00	Excellent
A-	3.70	
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	
C	2.00	Average
F	0.00	
P	0.00	Passed
NP	0.00	Not Passed
IC	0.00	Incomplete
W	0.00	Withdrawal
TRAN	0.00	Transfer
AU	0.00	Audit

Refer to the course syllabus for grading practices and passing thresholds.

### Incomplete Grades

Incomplete academic work for unforeseeable, emergency, and justifiable reasons near the end of the term may result in an instructor assigning a grade of Incomplete ("IC") to the student.

The condition(s) for removal of the "IC" shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the "IC." A copy of this record shall be given to the student and the student records department.

Academic work to remove the Incomplete must be completed within a specific period of time:

- *Didactic Courses* (Lecture/Lab courses): An incomplete must be made up within one quarter following the end of the term in which it was awarded; in unusual circumstances, a student may petition the dean of academic affairs for an extension prior to the deadline.

- *Clinical Courses*: An incomplete must be made up upon completion of all other coursework and prior to issuing a certificate or diploma.

A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work, as specified by the instructor, has expired. Exceptions to this policy may be approved by the Dean of Academic Affairs.

## Accessing Final Grades

Final course grades can be viewed online through the student portal at mykpsahs.com. Students who may not have access to the portal will receive unofficial transcripts in the mail upon completion of the quarter. Course grades are typically submitted within three weeks (21 calendar days) after the last day of the quarter.

## Grade Appeals

Final grade appeals will be considered only if there is a grade calculation error and/or incorrect application of syllabi grading criteria. Students should communicate directly with the instructor regarding the grade dispute prior to initiating a grade appeal.

Appeals of final grades and supporting documentation must be submitted via email to the program director by the Friday of the eighth week of the quarter immediately following the quarter in which the final grade was assigned. Barring exceptional circumstances, the program director will provide a response within 15 days of receipt of the appeal.

Students wishing to appeal the program director's decision on the final grade are to submit a *Concern/Issue Reporting Form* (available at kpsahs.edu) by the last day of the quarter immediately following the quarter in which the final grade was assigned. For additional detail on this process, refer to the *Seek Resolution Using a Concern/Issue Reporting Form* section of this catalog.

## Grades Assigned After Course or Program Withdrawal

Grades will be awarded based on the methodology below:

- **During the add/drop period (first seven business days of the academic term)**, students who drop a course may do so without penalty, and no grade will be recorded on the student's permanent record.
- **After the first seven business days but before the eighth week of the term**, students who withdraw from a course will be given a grade of "W" for Withdrawal.
- **Beginning in the eighth week and up to the end of the term**, students who withdraw from a course shall be given a grade other than a "W" (in other words, students will receive an A, A-, B+, B, B-, C+, C, F, P, NP, or IC).

Date of withdrawal is defined as the student's last day of attendance OR the last day of the academic term in which the student successfully completed coursework, whichever is later.

An exception to the above policy is made when a student is called to active military duty during an academic term (per California Title 3 Education Code Chapter 2.7 Section 99130). If the student has completed at least 75% of the academic quarter, the student may request that the faculty member assign a grade for the course based on the work the student has completed. The faculty member shall make the final decision as to whether to grant the student's request. If the faculty member assigns a grade of Incomplete (IC) for the student's coursework, the student shall have a minimum of four weeks after returning to KPSAHS to complete the course requirements. Additional time may be granted if alternative arrangements are made with the faculty member and provided that the alternative arrangements are consistent with the requirements of Section 824 of the Military and Veterans Code.

## Graduating with Academic Distinction

Students enrolled in credit-based degree and certificate programs will graduate with honors based on the cumulative grade point average (CGPA) earned at the end of their penultimate quarter:

- CGPA 3.5 – 3.74: Honors
- CGPA 3.75 – 4.00: Highest Honors

These academic honors are recorded on diplomas, certificates, and transcripts.

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## Standards of Academic Progress/Minimum Academic Achievement

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. Students in "good academic standing" are those who have not been placed on academic probation based on the program criteria identified below.

Students receiving veteran's benefits will lose access to their veteran's education funding after two quarters of probationary status.

### Medical Assisting

Students who are enrolled in the medical assisting program are expected to maintain a Cumulative Grade Point Average (CGPA) of 2.0 or higher. A student whose CGPA falls below 2.0 will be placed on academic probation. Once on academic probation, a student is required to maintain a quarterly grade point average of 2.0:

- Students who consistently maintain a quarterly grade point average of 2.0 will remain on academic probation until the cumulative grade point average reaches a 2.0 or higher.
- Students who fail to maintain a quarterly GPA of 2.0 while on probation will be dismissed from the program. In other words, once on probation a student will be dismissed if his/her quarterly GPA drops below a 2.0.

### Nuclear Medicine and Diagnostic Medical Sonography

- A student who fails a clinical course may be dismissed and is ineligible for readmission.
- A student who fails a didactic course in the major may be dismissed. The student may reapply for admission; however, s/he will be required to start the program from the beginning and repeat all courses in which s/he was previously enrolled.

### Radiologic Technology

A student who fails a clinical course may be dismissed and is ineligible for readmission.

A student who fails a didactic course in the major may be:

- Dismissed if the student's cumulative grade point average (CGPA) drops below 2.0.
- Placed on formal academic probation if the student's CGPA is above 2.0.

All students must maintain a cumulative GPA of 2.0 or better and a minimum grade of "C" or better in each course. Any student on academic probation or in danger of being dismissed will be reviewed by their program director and the dean of academic affairs. Failing more than one course in a 24-month program may result in being dismissed from the program.

Note: All students are entitled to due process in matters regarding academic probation and dismissal. Please refer to the *Appeals to the Disciplinary Action Process* section in this catalog for more information.

### Academic Probation – Radiography Program

Any student placed on academic probation must meet with his/her program director to discuss academic standing. The program director will present the student with the following options:

- Withdraw from their program under the 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-Entry Policy* as stated in this catalog.
- Accept placement on academic probation with the requirements and responsibilities as follows:
  - Maintain a minimum quarter grade point average of 2.0.
  - Successfully complete any course failed during the next offering of the course. The student will not receive a certificate and/or degree and will not be eligible to sit for State and National Registry or Certification 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.

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## Enrollment Cancellation, Withdrawal, and Leave of Absence

### Student Right to Cancel Enrollment

You may cancel your enrollment in the Kaiser Permanente School of Allied Health Sciences, without any penalty or obligation during the first seven working days from the initial start date of the program. Tuition refund policies for enrollment cancellations are published in this catalog under the *Tuition Refund Policy*.

You must cancel in writing. To cancel your enrollment in the Kaiser Permanente School of Allied Health Sciences (KPSAHS), you must mail, email, or hand deliver a signed and dated copy of your written notice to:

Student Records  
[records@kpsahs.edu](mailto:records@kpsahs.edu)  
 938 Marina Way South  
 Richmond, CA 94804  
 Phone Number: (510) 231-5031

KPSAHS will not accept notices by phone.

### KPSAHS Enrollment Cancellation

KPSAHS reserves the right to cancel enrollment in the event the student fails to pay tuition for the first quarter of attendance or fails to satisfy minimum background, drug test, and/or health screening requirements. Should this occur, the student is entitled to the same right to refund as if the student initiated the enrollment cancellation.

### Withdrawal

Students will be withdrawn from a course or program under one of two circumstances:

1. Student fails to attend a course or program for 14 consecutive calendar days and does not communicate with a school representative regarding their absence or intent to continue with their education. This is termed an administrative withdrawal, and a Date of Determination will be assigned based on the 14<sup>th</sup> consecutive calendar day of non-attendance.

2. Student completes a Course/Program Withdrawal Form (available at [www.kpsahs.edu](http://www.kpsahs.edu)) and submits it to Student Records. The Date of Determination is the date the form is received by Student Records.

It is the student's responsibility to seek advising from KPSAHS faculty and/or staff on the impact of the course withdrawal on their academic program of study. Refer to the *Tuition Refund Policy* for impact on refunds (if any).

## Leave of Absence

A leave of absence differs from a withdrawal in two key ways:

1. It is only granted for the following reasons:
  - a. personal medical issue
  - b. active military duty
  - c. family medical leave (as defined by the Family Medical Leave Act)
  - d. academic remediation
  - e. jury duty
2. Additional privileges are granted upon re-entry:
  - a. Any didactic course work for which a student has received an incomplete grade may be cleared within the first quarter of the student's return to KPSAHS; any clinical coursework must be completed prior to issuing a certificate and/or diploma.
  - b. Tuition will be charged at the rate specified in the student's original enrollment agreement.
  - c. Student permitted to continue education upon return.
  - d. If KPSAHS can provide coursework as specified in the catalog at time of initial enrollment, the school will do so. If not, the student will need to complete academic requirements as specified in the catalog at time of re-enrollment.

Students may request a leave of absence by completing the leave of absence form (available at [kpsahs.edu](http://kpsahs.edu)) and providing requested supporting documentation within ten business days of the last day of attendance. At the discretion of the dean of academic affairs, a leave of absence may be granted for up to one year for students in good academic standing. Extensions may be approved by the dean of academic affairs.

Returning students must complete the pre-enrollment process as outlined under the *Re-Entry Following Withdrawal or Leave of Absence* procedure.

### ***Return of Campus ID/Access Badge***

After a student is no longer actively enrolled at KPSAHS for any reason (cancellation, withdrawal, leave of absence, graduation, or dismissal), the ID/access badge will be deactivated.

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## Re-Entry Following Withdrawal, Dismissal, or Leave

### Eligibility

#### ***Degree/Certificate Program Re-Entry after Withdrawal***

Students who withdraw from a program in good academic standing are eligible for re-admission within one year after their withdrawal. Re-admission is not guaranteed and depends upon availability of didactic and clinical space. If space is not available, the student will not be allowed to re-enter the program.



Tuition charges will be based on the catalog in effect at time of re-entry, and an administrative fee will be assessed.

### ***Degree/Certificate Program Re-Entry after Leave of Absence***

All students returning after a Leave of Absence (LOA) are eligible to return by the date identified in their leave of absence documentation. Students on a LOA for medical reasons will be expected to provide physician clearance for their return.

### ***Auditing of Clinical or Lab Course***

Students returning after a leave of absence, dismissal, or withdrawal from a degree or certificate program may be required to audit a clinical or lab course prior to resuming academic and/or clinical course work. No academic credits are awarded for audited courses. The date at which the student resumes course work for academic credit is defined as the official date of re-entry. Course audit requirements will be determined by the program director.

## **Timeline**

### ***At least six months prior to re-entry***

Students who have withdrawn are required to submit a letter to Student Records (records@kpsahs.edu) and the program director requesting re-admission to the program, identifying the term of the student's return.

### ***Four to six months prior to re-entry:***

Program director will communicate in writing to the student, confirming:

1. Space availability.
2. Identification of course requirements which must be satisfied to complete the certificate or degree. In most cases, student withdrawal suspends catalog rights and students will be subjected to academic requirements in catalog at time of re-entry.
3. Remedial course work and completion of additional clinical education

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.

### ***Academic quarter prior to re-entry (zero to three months):***

Re-admitted students are usually expected, upon their return, to complete one quarter of clinical education or laboratory skills remediation before returning to their program's didactic courses. This clinical/laboratory time does not satisfy official program clinical hour requirements and will be transcribed as an audited course ("AU") for zero academic credits.

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## Online Course Requirements

### Required Equipment

To be successful in an online course, a student should have the following resources available:

- Personal Computer with Internet Access
- Microsoft Office Suite
- Web browser (most recent version)
- Web camera with audio capabilities (Required for participation in online WebEx classwork.)
- Ability to record audio and video
- Ability to send/upload files

### Learning Management (LMS) Training

Students are oriented to the KPSAHS Learning Management System (LMS) during their program/class orientation. Any student not familiar with accessing the LMS will be given access and instruction by the Department of Instructional Learning and Digital Innovation or assigned faculty.

### Online Course Instructor Response Time

Students taking KPSAHS courses offered through distance education should expect to receive a response or evaluation for all lessons and projects within ten calendar days of the instructor receiving the student's submission(s).

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## Student Records

### Student Records Retention Policy

KPSAHS maintains student transcripts, certificates, and student contact information permanently. Other components of the students' academic record, including (but not limited to) evidence of prior educational attainment, transfer credit, admissions documents, refund calculations, advisory notices, and/or complaints are retained for a minimum of eight years after the date of graduation (or expected graduation).

#### *Phlebotomy*

Student records for the phlebotomy program, including attendance, arterial observation records, clinical documents, time sheets, and evaluation are retained for minimum of eight years. Student transcripts, certificates, California Statement of Practical Training, and student contact information (among other documents) are maintained permanently.

#### *Student Transcripts*

Students and graduates can request official transcripts through the <http://www.kpsahs.edu> website by completing a transcript request form. Fees for transcripts are described in the *Fees* section of this catalog.

Students can view unofficial transcripts from the student portal.

#### *Diplomas and Certificates*

Students can request a photocopy of a previously issued certificate/diploma or a reissuance of a certificate/diploma through the [www.kpsahs.edu](http://www.kpsahs.edu) website by completing the *Duplicate Certificate/Degree Request Form*. Fees for photocopies or reissuance are described in the *Fees* section of this catalog.

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## Student Rights and Privacy of Student Records

KPSAHS has implemented relevant policies and procedures under the Family Educational Rights and Privacy Act of 1974 (FERPA) for maintenance, accuracy, and privacy of student records and personally identifiable information, as defined in this policy statement. These provisions include the student's right to 1) inspect and review their education records, 2) have some control over the disclosure of information from their education records, and 3) seek to amend incorrect education records.

### Education Records

Education records are defined as records that are 1) directly related to the student, and 2) maintained by KPSAHS. These typically include elements such as admissions documents, course enrollments, grades, and final credential awarded.

Education records are not sole possession records, employment records, medical records, or post-attendance records.

### Student Review of Education Records

A student or former student has a right to access any and all education records relating to him or her that are maintained by KPSAHS. Students can request a review of their education records by submitting a Request for Review of Academic File form (available from Student Records) to the Student Records Department. Once submitted, KPSAHS staff will contact the student within 45 days to schedule a time during working hours to review the file. File reviews will be conducted with a KPSAHS faculty or staff member present.

If the requested records are not maintained by Student Records, the student will be advised of the correct official to whom the request should be addressed.

### Amendment of Education Records

A student or former student has a right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

A student who wishes to ask the school to amend a record should write the school official responsible for the record. A "school official" can be anyone responsible for the record; for example, an instructor who enters a grade or a program director who enters an advising note. The written request should clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school official decides not to amend the record as requested, s/he will notify the student in writing of the decision. If a student is not satisfied by the response, s/he may choose to escalate their request to the KPSAHS designated records officer, the director of accreditation and compliance. The director of accreditation and compliance will review the request and respond in writing of the decision within 15 days of receipt of the request.

Students who wish to appeal the decision of the director of accreditation and compliance may utilize the *Concern/Issue Reporting Form* (available at [www.kpsahs.edu](http://www.kpsahs.edu)) via the [compliant@kpsahs.edu](mailto:compliant@kpsahs.edu) email address. Additional information is provided in the *Seek Resolution Using a Concern/Issue Reporting Form* section of this catalog.

### Release of Student Records/Personally Identifiable Information

No KPSAHS representative shall release the contents of a student record or personally identifiable information to any member of the public without the prior written consent of the student or former student, other than directory information, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by FERPA or other state and federal laws (defined below).

To authorize release of student information to a third party (including parents, employers, or third party funders), complete and submit a FERPA Release Form available at [www.kpsahs.edu](http://www.kpsahs.edu).

## Disclosures Authorized without Prior Written Consent

FERPA authorizes the disclosure of the contents of a student record or personally identifiable information under certain conditions:

- To comply with a judicial order or lawfully issued subpoena.
- To school officials with legitimate educational interests.
- To authorized representatives of federal, state, or local education authorities, including the California Bureau for Private Postsecondary Education.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, KPSAHS.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To appropriate officials in connection with a health or safety emergency.
- To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
- To the parent of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance.
- To the IRS for purposes of complying with the Taxpayer Relief Act of 1997.
- To the student.

In addition, KPSAHS may release Directory Information without the student's prior written consent.

## Directory Information

KPSAHS has defined Directory Information as:

- Name
- Dates of attendance
- Class level (e.g. Senior)
- Number of units in which enrolled
- Program of study
- Participation in officially recognized activities
- Degrees, certificates, and awards received by students, including academic honors, scholarship awards, athletic awards
- Dean's List recognition
- Email address

Students and former students have a right to non-disclosure of directory information. This right can be exercised by completing a FERPA Directory Information Opt Out Notice, available on [www.kpsahs.edu](http://www.kpsahs.edu), and submitting it to Student Records. Once submitted, the opt out notice will remain in effect until the student or former student formally cancels the opt out notice by submitting written notification to Student Records.

Students cannot use the right to opt out of directory information to remain anonymous in the classroom or be exempted from the requirement to wear an ID badge.

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## Student Services

### Academic Advising

Academic advising 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 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 retained in the student’s academic record file.

### Career Services

KPSAHS offers career services including but not limited to the following:

- Individualized Career Plans
- Interview Techniques
- LinkedIn Profile Reviews
- Self-Branding
- Industry Research/Resources
- Job Search Strategies
- Online Applications
- Resume Development

KPSAHS does not provide job placement, which is defined as a guarantee of employment for students and graduates.

### Counseling Services

Students seeking personal counseling services can directly contact the Regional Employee Assistance Program (EAP) for an appointment at (510) 987-4600. (Note: this service is available to all students regardless of employment status with Kaiser Permanente.) All associated communications are held in strict confidence. Brochures describing the EAP program are available in the student break area or from career services, admissions, finance, student records, and the library.

### Health Care

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

### Financial Aid

Access to tuition assistance (financial aid) is very limited while enrolled in the Kaiser School of Allied Health Sciences (KPSAHS). Students are encouraged to plan for the payment of their tuition and fees before enrolling at KPSAHS. For additional information, refer to the *Tuition Assistance* section of this catalog.

## Library

The library provides a resource for student study and research. The library houses a small print collection of program-specific materials, textbooks, and journals. In addition, the library provides access to all electronic resources through the Kaiser Permanente internal network from computers on campus and from offsite through remote access. Kaiser Permanente's extensive Clinical Library includes databases, full-text electronic journals, subject guides built by professional librarians, point-of-care tools, drug formularies, patient care resources, evidence-based resources, and the library catalog. Students have full borrowing and inter-library loan privileges. Services are provided to assist in research and effective searching methods to support curriculum and school programs. The library is open during normal business hours.

The library at KPSAHS is one branch of 36 kpLibraries within the Kaiser Permanente organization. Students may also use any one of the Kaiser Permanente branch locations during regular business hours to access print resources, the Clinical Library, or request personal assistance from the librarian. The library website is found at: <http://kpsahs.edu/library>.

Refer to the *Student Handbook*, available at [www.kpsahs.edu](http://www.kpsahs.edu), for additional details on circulation of library materials.

## Orientation

Most programs require new students to participate in an online or face-to-face orientation; refer to the *Admissions* portion of this catalog for specific program requirements. Orientations are tailored to the requirements of specific programs and may include but are not limited to a review of the enrollment agreement, curriculum requirements, and catalog. Additional topics may include (but are not limited to) presentations and videos that introduce students to the Kaiser Permanente organization, program expectations, compliance, KPSAHS facilities, and safety protocols required for clinical education.

## Parking

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

## Student Housing

KPSAHS does not provide student dormitory facilities. Availability of housing within the Richmond area begins at \$1,800 for a one-bedroom apartment. KPSAHS assumes no responsibility to find or assist students in obtaining housing.

## Tutoring

KPSAHS students can receive individual assistance and tutoring for major coursework from their instructors. Additionally, tutoring for writing skills, physics, math, chemistry, professional writing, and Microsoft Office is provided through online tutoring; see the manager of library services for additional information.

## Veteran's Services

DD214 and U.S. Department of Veteran Affairs Certificate of Eligibility: All veterans are required to provide a copy of their DD214 and certificate of eligibility to the KPSAHS Certifying Official before benefits can begin at KPSAHS. These documents are to be provided to the finance department ([finance@kpsahs.edu](mailto:finance@kpsahs.edu)) as soon as possible after admission to KPSAHS. The Certifying Official will process student certifications once all requirements have been met.

Refer to the *Acceptance of Transfer Credit Policy* for additional information on the evaluation of prior educational coursework for students receiving veterans' benefits.

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## Academic Freedom Policy

KPSAHS supports and endorses the American Association of University Professors (AAUP) on the Policy of Academic Freedom. From its source document, Protecting Academic Freedom, KPSAHS has adopted the following Statement of Policy:

*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.*

KPSAHS 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.

### Freedom of Expression

KPSAHS 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 Code of Conduct

The Student Code of Conduct is a statement of KPSAHS expectations regarding student standards of conduct, both academic and non-academic. Students are expected to obey all laws and KPSAHS policies and regulations, as stated in the KPSAHS *Academic Catalog* and *Student Handbook*. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other KPSAHS regulations or policies, including, but not limited to regulations regarding complaints of harassment and discrimination.

Students shall conduct themselves consistent with this Student Code of Conduct while on campus or participating off campus at a KPSAHS-sponsored event.

The following constitute misconduct and grounds for disciplinary action up to and including dismissal from the program. This list is not exhaustive but is intended to provide specific examples of conduct that is prohibited by KPSAHS

- Dishonesty, such as cheating, fabrication, lying, plagiarism, knowingly furnishing false information, or reporting a false emergency to KPSAHS.
- Forgery, alteration, misappropriation or theft, misuse of any KPSAHS or college document, record, key, electronic device, or identification.
- Misrepresentation of oneself or of an organization to be an agent of KPSAHS.
- Obstruction or disruption, on or off KPSAHS property or its affiliated clinical sites, of the KPSAHS educational process, administrative process, disciplinary procedures, or other KPSAHS functions and activities.
- Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking any member of the KPSAHS community.
- 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.
- Assault, battery, violence or threat of violence, or behavior that threatens the health and safety of any member of the KPSAHS community.
- Theft of KPSAHS property, or property in the possession of, or owned by, a member of the KPSAHS community.
- 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.
- Failure to comply with the directions of KPSAHS officials acting in the performance of their duties.
- 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.
- 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.



- Possession or use of explosives, dangerous chemicals, or deadly weapons on KPSAHS property or at a campus function, without prior authorization of the KPSAHS Regional Administrator.
- Engaging in lewd, indecent, or obscene behavior on KPSAHS-owned or controlled property or at a KPSAHS-sponsored or supervised function.
- 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.
- Unauthorized entry into, unauthorized use of, or misuse of KPSAHS property.
- Willful or persistent smoking in any area where smoking has been prohibited by state or local law or by KPSAHS.
- Knowingly assisting another person in the commission of a violation of the Student Code of Conduct.
- 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.
- Willful disruption of the orderly operation of the campus.
- Any applicable Penal Code sections, or other applicable local, state, or federal laws.

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## 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.

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 disciplinary action up to and including 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. 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 or citation 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.

### Cheating

Cheating includes 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; or allowing another person to do one's work and submitting the work under one's own name.

### Fabrication

Fabrication includes the presentation of 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

Aiding/abetting dishonesty is defined as providing material or information to another person with the knowledge that such material/information will be used improperly.

## Forgery

Forgery is defined as 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 is considered forgery.

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## Technology Use Policy

The use of KPSAHS technology is a privilege, not a right. Students are expected to comply with all school policies related to the use of this equipment including all applicable state and federal laws. Failure to abide by these policies will result in termination of the student's privileges to use this equipment and may subject the individual to further disciplinary action up to and including termination from his/her program.

Terms of agreement for use of KPSAHS Technology:

- No student shall utilize KPSAHS computers, internet or on-line resources without completion and approval of a Student Use of KPSAHS Technology Agreement.
- No student shall utilize the Kaiser Permanente wireless connection for any purposes other than educational and must agree to the Acceptable Use Policy upon logging in.
- The KPSAHS system shall be used only for educational purposes related to the student's field of study in a KPSAHS program. Unrelated commercial, political and/or other personal use is strictly prohibited.
- KPSAHS reserves the right to monitor any on-line communications involving our system. Electronic communications, downloaded materials, and records of on-line activities are subject to monitoring and review by KPSAHS administration.
- Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive, sexually explicit or that could be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Students are prohibited from accessing information designed to promote violence or illegal behavior, including but not limited to, information concerning the use, purchase or construction of weapons and the use, purchase or development of drugs or other illegal substances.
- Students may not use KPSAHS technology resources for any illegal purpose including accessing information for which access to the user is unauthorized or which is not placed in the public domain.
- Prior to downloading any materials, students will utilize anti-virus technology to ensure that downloaded materials do not contain a virus and result in damage to KPSAHS resources. Students may download materials on the Internet or in the public domain for their own educational use only.
- Students may not vandalize KPSAHS equipment, materials or data. Vandalism includes but is not limited to, the intentional uploading, downloading or creation of viruses and other attempts to harm or destroy KPSAHS equipment, materials or data.

## Electronic Device Policy

Use of electronic devices in the classroom is at the discretion of the instructor. These include but are not limited to cell phones, tablets, and laptops.

## Wi-Fi Use Policy

Use of Wi-Fi in the classroom is at the discretion of the instructor, shall only be used for educational purposes, and students must agree to the Acceptable Use Policy upon logging in.

## Email Communications

The official method of communication between students and KPSAHS faculty and staff is primarily via the fusemail (KPSAHS.edu) issued email account (if available) or the email account provided by the student during the enrollment process or via the student portal. In order to stay informed and aware, students are required to set up and maintain their email accounts. Students should check email frequently.

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## Campus Policies

### General Information

KPSAHS has specific policies addressing door security, photo ID access badges, visitors on campus, the student lounge, and the computer laboratory available on campus. Refer to the *Student Handbook* published on <http://www.kpsahs.edu> for additional details.

### Dress Code

KPSAHS requires students to dress professionally for didactic, laboratory, and clinical courses. Refer to the *Student Handbook*, available at [www.kpsahs.edu](http://www.kpsahs.edu), for dress code policy details.

### Drug/Alcoholic Beverage Policy

KPSAHS is a drug and alcohol-free campus. Drugs and alcohol are not allowed anywhere on campus (with the exception of any medically-necessary, drugs legally prescribed to an individual, or over-the-counter medicine). 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 academic programs, including off-campus Kaiser Permanente and non-Kaiser Permanente clinical education; and private vehicles while on campus or while being used for official KPSAHS business. Any violation of this policy will be cause for disciplinary action against the student, up to and including dismissal from the program; refer to the *Student Code of Conduct* for additional information.

### Emergency & Disaster Plan

The KPSAHS emergency and disaster plan is available in the *Student Handbook* available at [www.kpsahs.edu](http://www.kpsahs.edu).

### Radiation Safety Requirements

Students are expected to follow radiation safety requirements, specified in the *Student Handbook* available at [www.kpsahs.edu](http://www.kpsahs.edu).

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## Student Concerns, Complaints, and Grievances

Student expression of concerns and suggestions for change are welcomed. Students have two mechanisms to resolve a concern, complaint, or grievance at KPSAHS:

### Seek resolution directly with the individual(s) involved:

If a student has an issue or concern, the student should ordinarily attempt to resolve the matter by making an informal complaint to the individual involved.

#### *Issues related to the KPSAHS campus, student services, and/or didactic and campus instruction:*

1. The student should first discuss their problem or question with their course instructor or the appropriate staff member. Usually the course instructor or staff member will have direct knowledge about the subject and is best qualified to resolve the situation.
2. If the student and faculty/staff are unable to find an immediate solution or answer, the student may then bring the matter to the attention of the program director or student service director.
3. If the student and the program/student services director are unable to find an immediate solution or answer, the student can seek resolution and/or appeal the decision by submitting a formal *Concern/Issue Reporting Form*.

#### *Issues relates to clinical education:*

1. The student should first discuss his/her problem or question to their clinical instructor. Usually the clinical instructor will have direct knowledge about the subject and is best qualified to resolve the situation.
2. If the student and clinical instructor 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 decision, the student can seek resolution and appeal the decision by submitting a formal *Concern/Issue Reporting Form*.

### Seek Resolution Using a Concern/Issue Reporting Form

If contacting the person involved does not resolve the problem to the complainant's satisfaction, or if the student does not feel comfortable addressing their concern to the individual involved, the student may utilize the *Concern/Issue Reporting Form* (available at [www.kpsahs.edu](http://www.kpsahs.edu)). Forms may be submitted to the [complaints@kpsahs.edu](mailto:complaints@kpsahs.edu) email address, which is routed to the highest levels of KPSAHS leadership and serves as the formal mechanism to appeal the decision made by individuals involved in the concern/issue.

All concerns will be investigated by the appropriate KPSAHS staff and/or faculty member under the oversight of the regional administrator. Completed *Concern/Issue Reporting Forms* will be maintained on the KPSAHS campus.

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## Disciplinary Action Process

The corrective *Disciplinary Action Process* 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 Action Process* includes advising, verbal warning, written letter of warning, suspension, and dismissal. Depending on the severity of the situation or violation, and at the discretion of the dean of academic affairs, the regional school administrator, or the administration of KPSAHS, the decision may be made to skip levels of disciplinary action, including moving directly to immediate dismissal from the program for the first infraction.

### Advising

Advising is the first step to make the student aware he/she is not in compliance with school policies and/or procedures. It consists of a documented discussion with school staff and should make the student aware of school policies and expectations moving forward.

### Verbal Warning

A verbal warning occurs when a student violates or continues to violate a policy or procedure. A student who receives a verbal warning will meet with the faculty or staff member giving the warning to discuss 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 or staff member, who may consult with the faculty, clinical affiliate representative, and/or dean of academic affairs. A student shall receive no more than one written warning. A student will receive a 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 or staff member will again review the issue/problem with the student and 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 or staff member and student will discuss and agree to the corrective action plan and sign the agreement plan. If the action plan is not met, further disciplinary action may occur. Depending on the severity of the issue/problem, suspension or dismissal from the program may be warranted.

### Suspension

The program director or administrator will issue a suspension when warranted. All facts are documented and included in the student's academic record.

School administrators may suspend a student while investigating alleged inappropriate conduct.

Inappropriate conduct includes, but is not limited to:

- violations of the applicable professional code of ethics (reprinted in the *Student Handbook*).
- any violation of civil laws or regulations
- non-compliance with clinical affiliate policies and procedures
- non-compliance with Kaiser Permanente School of Allied Health Science policies and procedures
- 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., HIPAA, breach of confidentiality)
- cheating or plagiarizing

## Dismissal

The program director consults with the faculty, legal counsel, and administrators to determine when a student dismissal is warranted.

Dismissal from the program is final, subject to the limited appeal process described in the *Appeals to the Disciplinary Action Process* section of this catalog. The letter of dismissal will specify if the student is eligible for readmission to KPSAHS.

Grounds for dismissal include but are not limited to the following actions:

- failure to adhere to policies stated in the Academic 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 cumulative 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
- non-payment of tuition and/or fees

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## Appeals to the Disciplinary Action Process

Students who wish to appeal the outcome of the disciplinary action process (such as probation or dismissal) must provide written notice to KPSAHS by completing a *Disciplinary Process Appeal Form* (published on [www.kpsahs.edu](http://www.kpsahs.edu)) and following the process outlined below.

1. Submit the form and any accompanying documentation to the [academic.affairs@kpsahs.edu](mailto:academic.affairs@kpsahs.edu) email address on the form.
2. Barring exceptional circumstances, the dean of academic affairs will make a determination on the issue and respond to the student in writing within ten (10) business days. A request for appeal will be granted if the dean of academic affairs determines that 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 dean of academic affairs 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 dean of academic affairs, does not agree with the decision, s/he may pursue a second, final appeal of this decision to the KPSAHS administration. This final appeal must be filed no later than three business days of receipt of the response from the dean of academic affairs. To initiate this final appeal, the student must complete an additional *Disciplinary Process Appeal Form* and submit the form, along with any relevant documentation, to the regional school administrator.
4. Barring exceptional circumstances, KPSAHS senior administration will make a determination and respond to the student in writing within ten (10) business days. A request for appeal will be granted if KPSAHS administration determines that 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.
5. 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.
6. The decision of regional school administrator is final and binding.

Questions about student grievances, complaints, concerns, or questions about the student disciplinary process may be directed to the director of accreditation and compliance.



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## Program Discontinuation Policy

Should KPSAHS chose to discontinue an educational program, the college will continue to support the program so that all currently enrolled students are able to complete their program of study by the time of the projected graduation date documented on the student's enrollment agreement.

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## Federal and State Regulatory Policies

### 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.

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.

### Nondiscrimination Procedures

Students who feel they have been discriminated against should 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 *Concern/Issue Reporting Form* (available at [www.kpsahs.edu](http://www.kpsahs.edu)) and be submitted within 120 days of the incident.
- The form will be submitted to the regional school administrator.
- The regional school administrator will forward the complaint form to KPSAHS administration for formal investigation and will monitor investigation progress.
- The regional school administrator will ensure follow-up and will respond to complainant's inquiries of investigation status.
- The regional school administrator will send a notice of proposed resolution to the complainant within 90 days.

### 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 enroll into the program.

## **Review of Catalog and School Performance Fact Sheet**

As a prospective student, 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 to you prior to signing an enrollment agreement.

## **Sexual Harassment**

Sexual harassment is a form of sex discrimination. It is the policy of KPSAHS to provide an educational environment free from any form of sexual harassment directed at any student or other person while engaged in business activities for or with KPSAHS.

### ***Examples of Sexual Harassment***

Sexual harassment is defined as unsolicited and unwelcomed 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 a student's performance and/or create an intimidating, hostile, or otherwise offensive environment.

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

KPSAHS is committed to fully investigating and resolving complaints of sexual harassment. Any student who feels he/she has been sexually harassed should contact the dean of academic affairs. The dean of academic affairs will investigate the complaint and provide a formal response within 14 calendar days of receipt. Should the student wish to appeal the response, the appeal should be directed to the regional school administrator, who will review the investigation and provide a formal response to the appeal within 14 calendar days after the appeal is received.

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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, KPASHS 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. A 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 dean of academic affairs.

Process for requesting an accommodation:

1. The student will meet with the dean of academic affairs to provide the required documentation.
  - a. Documentation must be current (cannot exceed 5 years) and must be from a certified and licensed professional (i.e. medical professional, psychologist or learning disability specialist). The dean of academic affairs has the discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodation requested.
  - b. To ensure that any possible accommodations are implemented within the present quarter, students must provide notice with all required materials within the first two weeks of a quarter. Providing notice after the first two weeks of a quarter is certainly welcome and encouraged but students should be aware of the possibility that any possible accommodations may be implemented in the quarter immediately following.
  - c. Any and all possible accommodations that are provided only apply to courses following the issuance of those accommodations and cannot be "retroactively" applied to any previous coursework.
2. The dean of academic affairs will review and determine the appropriate accommodations following an individualized assessment of each request and will meet with the student to discuss.
3. Accommodations will be documented in a formal *KPSAHS Letter of Accommodation* signed by the dean of academic affairs which the student will need to provide to the instructor(s) at the beginning of every term for the slated accommodation to be provided. Students must submit a copy of this letter to their instructor(s) at the beginning of every term for the slated accommodation to be provided.
4. Once approved and in place, if the student does not feel his or her accommodations are being met, then the student should contact the program director or dean of academic affairs to discuss the issue.

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## Regulatory Disclosures

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Kaiser Permanente School of Allied Health Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, diploma, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Kaiser Permanente School of Allied Health Sciences to determine if your credits, certificate, diploma, or degree will transfer.

#### Articulation Agreements

KPSAHS has not entered into articulation or transfer agreements with any other college or university for the acceptance of KPSAHS academic credits.

#### Institutional Financial Solvency

KPSAHS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

#### Social Media Privacy Policy

KPSAHS representatives shall not require or request a student, prospective student, or student group to do any of the following:

- Disclose a user name or password for accessing personal social media.
- Access personal social media in the presence of the institution's employee or representative.
- Divulge any personal social media information.

"Social media" is defined as an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations.

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## Graduation Calendar

### *Graduation Ceremony Calendar, 2020 - 2021*

Dates are subject to change.

<b>Graduation Cohorts</b>	<b>Graduation Ceremony Date</b>
Diagnostic Medical Sonography graduates September 2020	September 2020 Date TBD
Medical Assisting graduates December 2019 – September 2020	
Nuclear Medicine graduates March 2020	
Phlebotomy graduates December 2018 – September 2019	
Radiologic Technology graduates September 2020	
Diagnostic Medical Sonography graduates September 2021	September 2021 Date TBD
Medical Assisting graduates March 2021 & September 2021	
Nuclear Medicine graduates March 2021	
Phlebotomy graduates December 2020 – September 2021	
Radiologic Technology graduates September 2021	

## Academic Calendar 2020 – 2021

Winter Quarter	2020	2021
New Year's Day (Holiday)	January 1, 2020	January 1, 2021
First day of Instruction	January 2, 2020	January 4, 2021
Last day to Add/Drop a Class	January 10, 2020	January 12, 2021
MLK Birthday (Holiday)	January 20, 2020	January 18, 2021
President's Day (Holiday)	February 17, 2020	February 15, 2021
Last day to drop a class with a W grade	February 14, 2020	February 19, 2021
Last day of Instruction	March 13, 2020	March 19, 2021
Final Exams*	March 16 - 20, 2020	March 22 – 26, 2021
Inter-quarter break**	March 23-27, 2020	March 29 – April 1, 2021
Spring Quarter	2020	2021
First Day of Instruction	March 30, 2020	April 5, 2021
Last Day to Add/Drop a Class	April 7, 2020	April 13, 2021
Last day to drop a class with a W grade	May 15, 2020	May 21, 2021
Memorial Day (Holiday)	May 25, 2020	May 31, 2021
Last day of Instruction	June 12, 2020	June 18, 2021
Final Exams*	June 15 – 19, 2020	June 21 – 25, 2021
Inter-quarter break**	June 22-26, 2020	June 28 – July 2, 2021
Summer Quarter	2020	2021
First Day of Instruction	June 29, 2020	July 6, 2021
Independence Day (Holiday)	July 3, 2020	July 5, 2021
Last Day to Add/Drop a Class	July 8, 2020	July 14, 2021
Last day to drop a class with a W grade	August 14, 2020	August 20, 2021
Labor Day (Holiday)	September 7, 2020	September 6, 2021
Last day of Instruction	September 11, 2020	September 17, 2021
Final Exams*	September 14-18, 2020	September 20 – 24, 2021
Inter-quarter break**	September 21 – 25, 2020	September 27 – October 1, 2021
Fall Quarter	2020	2021
First Day of Instruction	September 28, 2020	October 4, 2021
Last Day to Add/Drop a Class	October 6, 2020	October 12, 2021
Last day to drop a class with a W grade	November 13, 2020	November 19, 2021
Thanksgiving (Holiday)	November 26 – 28, 2020	November 25 – 27, 2021
Last day of Instruction	December 11, 2020	December 17, 2021
Final Exams*	December 14-18, 2020	December 20 – 24, 2021
Inter-quarter Break**	December 21, 2020 – January 1, 2021	December 27 – December 31, 2021
Christmas (Holiday)	December 25, 2020	December 25, 2021

\*Final exams are generally scheduled in week twelve; exceptions may occur.

\*\*Some students may be required to attend clinical site orientation during inter-quarter break.

---

## Faculty

### **Doris Allen, CMA**

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## Addendum to the 2020 Catalog<sup>1</sup>

Publication Date: September 21, 2020

Page	Page Section	Change	Addendum Date
20	Diagnostic Medical Sonography – Admissions Requirements	<p><i>Replace</i> the text in the first bullet point describing job shadow requirements with the text below:</p> <ul style="list-style-type: none"> <li>• Effective 04/06/2020: Due to limitations on access to health care facilities and imaging departments imposed by the COVID-19 pandemic, applicants will have the following two options to choose from for satisfying the requirement for job shadowing: Job Shadowing Observation Hours OR Job Shadowing Writing Assignment.               <ul style="list-style-type: none"> <li>○ Option 1. Complete a minimum of eight job shadow hours in the modality (general and/or cardiac sonography) for which the student is applying.</li> <li>○ Option 2. Applicants who are not able to submit documentation of completion of a total of at least eight hours of job shadowing will be required to demonstrate they have acquired sufficient knowledge about the duties of a technologist in their modality of choice by completing and uploading a short Job Shadowing Writing Assignment (750 words or less). (Requirements for the Job Shadowing Writing Assignment can be found in this addendum under “Admissions Documents Required.”)</li> </ul> </li> </ul>	04/15/2020
22 – 23	Diagnostic Medical Sonography – Physical Requirements	<p><i>Replace</i> existing content with a new section header and text as noted below:</p> <p><b>Physical, Mental/Intellectual, and Emotional Requirements</b></p> <p>The purpose of the following is to identify the physical, mental, and emotional requirements appropriate to the profession of Diagnostic Medical Sonography, as required by The Americans with Disabilities Act (ADA). The Diagnostic Medical Sonographer must be able to:</p> <p><b>A. Physical Requirements</b></p> <ol style="list-style-type: none"> <li>1. Work standing on his/her feet 80% of the time</li> <li>2. Use both hands, wrists, and shoulders to maintain prolonged arm positions necessary for scanning and perform fine motor skills.</li> <li>3. Lift more than 50 pounds routinely.</li> </ol>	04/15/2020

<sup>1</sup> Dated January 1, 2020 – December 31, 2020



Page	Page Section	Change	Addendum Date
		<p>4. Transport, move, and or lift patients from a wheelchair or stretcher to the examination table or patient bed, and physically assist patients into proper positions for examination.</p> <p>5. Push, pull, bend and stoop routinely to move and adjust sonographic equipment and perform studies.</p> <p>6. Use senses (vision, hearing, and touch) to adequately view sonograms, including color distinctions; distinguish audible sounds; perform eye/hand coordination skills required in sonographic examinations; and recognize changes in patient's condition and needs.</p> <p>7. Work in a semi-darkened room for prolonged periods of time.</p> <p>8. Be physically capable of carrying out all assigned duties.</p> <p><b>B. Mental and Intellectual Requirements</b></p> <p>1. Communicate effectively, verbally and nonverbally, with patients and other healthcare professionals to explain procedures, give instructions, and give and obtain information.</p> <p>2. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence according to established standards.</p> <p>3. Understand and reach quickly to verbal instructions and patient needs.</p> <p>4. Follow directions effectively and work closely with members of the healthcare community.</p> <p>5. View and evaluate recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology.</p> <p>6. Apply problem solving skills to help optimize patient care and produce the best diagnostic information possible.</p> <p><b>C. Emotional Requirements</b></p> <p>1. Provide physical and emotional support to the patient during sonographic procedures.</p> <p>2. Interact compassionately and effectively with the sick and or the injured.</p> <p>3. Handle stressful situations related to technical and procedural standards and patient care situations.</p> <p>4. Adapt to changing environments and be able to prioritize tasks.</p> <p>5. Project an image of professionalism.</p> <p>6. Demonstrate a high level of compassion for others, a motivation to serve, integrity, and a consciousness of social values.</p>	

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		7. Interact positively with people from all levels of society and all ethnic and religious backgrounds.	
24	Diagnostic Medical Sonography – General Concentration Graduation Requirements	<p><i>Add an asterisks (*) next to the courses below to indicate an online course offering.</i></p> <p>DMS 311 Ultrasound Physics I*</p> <p>DMS 312 Introduction to Abdomen and Pelvic Sonography*</p> <p>DMS 313 Patient Care and Ergonomics*</p> <p>DMS 314 Medical and Legal Ethics*</p> <p>*Offered online</p>	06/08/2020
25	Diagnostic Medical Sonography – General Concentration Graduation Requirements	<p><i>Add an asterisks (*) next to the courses below to indicate an online course offering in the Summer 2020 quarter only.</i></p> <p>DMS 460 Critical Thinking II*</p> <p>DMS 462 Abdomen Registry Review*</p> <p>DMS 463 OB/GYN Registry Review*</p> <p>*Offered online</p>	06/08/2020
25	Diagnostic Medical Sonography – General Concentration Graduation Requirements	<p><i>Remove and <u>replace</u> course as noted below.</i></p> <p><del>DMS 451 Selected Topics – 4.5 credits</del></p> <p><u>DMS 452 Advanced Topics in Ultrasound – 4.5 credits</u></p>	04/15/2020
26	Diagnostic Medical Sonography – Cardiac Concentration Graduation Requirements	<p><i>Add an asterisks (*) next to the courses below to reflect that they will be offered online:</i></p> <p>DCS 312 Introduction to Echocardiography*</p> <p>DMS 311 Ultrasound Physics I*</p> <p>DMS 313 Patient Care and Ergonomics*</p> <p>DMS 314 Medical and Legal Ethics*</p> <p>*Offered online</p>	06/08/2020
26	Diagnostic Medical Sonography – Cardiac Concentration Graduation Requirements	<p><i>Add an asterisks (*) next to the courses below to indicate an online course offering in the Summer 2020 quarter only.</i></p> <p>DCS 460 Critical Thinking II*</p> <p>DCS 461 Advanced in Echocardiography*</p> <p>DCS 462 Echo Registry Review*</p>	06/04/2020

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27 – 36	Diagnostic Medical Sonography – Course Descriptions	<p><i>Add</i> the phrase “Offered Online” at the end of the course description for the courses listed below:</p> <ul style="list-style-type: none"> <li>• DCS 312 Introduction to Echocardiography</li> <li>• DMS 311 Ultrasound Physics I</li> <li>• DMS 312 Introduction to Abdomen and Pelvic Sonography</li> <li>• DMS 313 Patient Care and Ergonomics</li> <li>• DMS 314 Medical and Legal Ethics</li> </ul> <p><i>Add</i> the phrase “Offered Online Summer 2020 Quarter” at the end of the course description for the courses listed below:</p> <ul style="list-style-type: none"> <li>• DCS 460 Critical Thinking II</li> <li>• DCS 461 Advanced in Echocardiography</li> <li>• DCS 462 Echo Registry Review</li> <li>• DMS 460 Critical Thinking II</li> <li>• DMS 462 Abdomen Registry Review</li> <li>• DMS 463 OB/GYN Registry Review</li> </ul>	06/08/2020
35	Diagnostic Medical Sonography – Course Descriptions	<p><i>Remove</i> course description for DMS 451 and <i>replace</i> with course description for DMS 452.</p> <p><b>DMS 452 Advanced Topics in Ultrasound</b> 4.5 credits</p> <p>This course will build on students’ understanding of ultrasound practice to cover new and emerging imaging technologies and advanced imaging practices. Students will increase their theoretical knowledge of optimizing images and advanced ultrasound imaging. Topics include (but are not limited to) lung ultrasound, musculoskeletal, contrast imaging, elastography, strain, and use/limits of handheld ultrasound machine imaging. Course content will be presented through instructor lectures, guest lectures, and/or scientific literature.</p>	04/15/2020
42	Medical Assisting (Certificate of Completion) – Academic Requirements	<p><i>Add</i> the updated academic requirements at the end of this addendum, reflecting changes in course modality for those students beginning their program in Fall 2020.</p>	8/21/10

Page	Page Section	Change	Addendum Date
46	Nuclear Medicine – Admissions Requirements	<p><i>Replace</i> the text in the first bullet point describing job shadow requirements with the text below:</p> <ul style="list-style-type: none"> <li>• Effective 04/06/2020: Due to limitations on access to health care facilities and imaging departments imposed by the COVID-19 pandemic, applicants will have the following two options to choose from for satisfying the requirement for job shadowing: Job Shadowing Observation Hours OR Job Shadowing Writing Assignment. <ul style="list-style-type: none"> <li>○ Option 1. Complete a minimum of eight job shadow hours in the modality (nuclear medicine) for which the student is applying.</li> <li>○ Option 2. Applicants who are not able to submit documentation of completion of a total of at least eight hours of job shadowing will be required to demonstrate they have acquired sufficient knowledge about the duties of a technologist in their modality of choice by completing and uploading a short Job Shadowing Writing Assignment (750 words or less). (Requirements for the Job Shadowing Writing Assignment can be found in this addendum under “Admissions Documents Required.”)</li> </ul> </li> </ul>	04/15/2020
51, 52, 53, 55	Nuclear Medicine – Graduation Requirements & Course Descriptions	<p><i>Edit</i> course prefixes and credits.</p> <p>NM <del>325</del> <u>325A</u> Clinical Education I  <del>8.5 credits</del> <u>5.5 credits</u></p> <p>NM <del>465</del> <u>465A</u> Clinical Education V  <del>2.5 credits</del> <u>5.5. credits</u></p>	09/21/20
55	NM 465 Clinical Education V Course Description	<p><i>Edit</i> the number of credits to reflect 2.5 quarter credits instead of 5.5 quarter credits</p>	03/13/2020 (obsolete as of 9/21/20)

Page	Page Section	Change	Addendum Date
59	Radiologic Technology – Admissions Requirements	<p><i>Replace</i> the text in the first bullet point describing job shadow requirements with the text below:</p> <ul style="list-style-type: none"> <li>• Effective 04/06/2020: Due to limitations on access to health care facilities and imaging departments imposed by the COVID-19 pandemic, applicants will have the following two options to choose from for satisfying the requirement for job shadowing: Job Shadowing Observation Hours OR Job Shadowing Writing Assignment. <ul style="list-style-type: none"> <li>○ Option 1. Complete a minimum of eight job shadow hours in the modality (radiologic technology) for which the student is applying.</li> <li>○ Option 2. Applicants who are not able to submit documentation of completion of a total of at least eight hours of job shadowing will be required to demonstrate they have acquired sufficient knowledge about the duties of a technologist in their modality of choice by completing and uploading a short Job Shadowing Writing Assignment (750 words or less). (Requirements for the Job Shadowing Writing Assignment can be found in this addendum under “Admissions Documents Required.”)</li> </ul> </li> </ul>	04/15/2020
65	Radiologic Technology – Evening/Weekend Track Academic Requirements	<p><i>Add</i> an asterisks (*) next to the courses below to indicate an online course offering (new 2020 students only):</p> <p>RD 310 Radiologic Technology Procedures I*</p> <p>RD 311 Radiographic Physics*</p> <p>RD 312 Introduction to Medical Imaging*</p> <p>*Offered online</p>	8/21/20
80	Admissions (Degree Programs) – Evidence of Job Shadowing	<p><i>Replace</i> the text under “Evidence of Job Shadowing” and replace with the text in the final two pages of this addendum.</p>	04/15/2020
81	Admissions (Degree Programs) – Step 3. Mail Official Transcripts	<p><i>Add</i> the text below to the end of this section:</p> <p>Effective May 2020, KPSAHS accepts electronic transcripts securely transmitted by the issuing college or university. The <a href="mailto:admissions@kpsash.edu">admissions@kpsash.edu</a> email address can be used for this purpose (if needed).</p>	06/08/2020

Page	Page Section	Change	Addendum Date
94	Veteran's Benefits	<p>Add the <u>underlined</u> sentence below at the end of the paragraph:</p> <p>...are eligible for veteran's benefits. <u>Additional information is available under the <i>Veteran's Services</i> section of this catalog.</u></p>	03/13/2020
96	Tuition Refund Policy	<p>Add the text below after the section titled <i>Pro Rata Refund Calculation Example</i>:</p> <p><b>Military Service</b></p> <p>KPSAHS will refund 100% of tuition and fees paid by (or on behalf of) a student who was required to report for military service, regardless of whether the student was called to military service before the start of the academic term or after the academic term started when the student withdraws.</p> <p>If the student called to military duty has completed at least 75% of the quarter, the student has two options:</p> <p>1 – Student may withdraw and receive a refund of 100% of tuition and fees paid by (or on behalf) of the student. Students who choose this option will be assigned "W" grades for the quarter.</p> <p>2 – Student may choose to receive a grade from the faculty member, per policy defined in the <i>Grades Assigned After Course or Program Withdrawal</i> section of this catalog. Students who choose this option will not receive a refund.</p>	03/13/2020
97	Tuition & Fees – Fees	<p>Remove fees for the items below:</p> <p><del>Diploma or Certificate Photocopy Fee – \$10</del></p> <p><del>Diploma or Certificate Photocopy Fee with Rush Processing – \$20</del></p> <p><del>Reissuance of Certificate/Diploma Fee with Rush Processing – Not Available</del></p>	8/21/20
102	Tuition & Fees – Medical Assisting Certificate	<p>Add the schedule of student charges at the end of this addendum reflecting day track changes.</p>	8/21/20 & 8/31/20
110	Transfer Credit Evaluation Process – Program Prerequisites	<p>Add the text below to the end of Step 1.</p> <p>Effective May 2020, KPSAHS accepts electronic transcripts securely transmitted by the issuing college or university. The <a href="mailto:admissions@kpsash.edu">admissions@kpsash.edu</a> email address can be used for this purpose (if needed).</p>	06/08/2020

Page	Page Section	Change	Addendum Date
110	Transfer Credit Evaluation Process – Major or General Education Course Requirements	<p>Add the text below to the end of Step 2.</p> <p>Effective May 2020, KPSAHS accepts electronic transcripts securely transmitted by the issuing college or university. The <a href="mailto:records@kpsash.edu">records@kpsash.edu</a> email address can be used for this purpose (if needed).</p>	06/08/2020
122	Attendance Policy – Online Classes	<p>Add the <u>underlined</u> text to the sentence below.</p> <ul style="list-style-type: none"> <li>Attendance is taken for all synchronous class meetings conducted in the online <u>or on-ground</u> environment.</li> </ul>	04/15/2020
123	Grade Point Average (GPA) Calculations	<p>Add the <u>underlined</u> sentence below as the second sentence in the paragraph:</p> <p>...credit hours attempted. <u>If a student successfully repeats a course for which s/he received a failing grade, the original failing grade is excluded from the GPA calculations. A cumulative ....</u></p>	03/13/2020
127	Academic Probation – Radiography Program	<p>Add the underlined statement below as the second sentence in the last paragraph.</p> <p><u>Student will remain on probation until CGPA is 2.0 or above AND the failed course(s) are successfully completed</u></p>	03/13/2020
127	Course Repeat Policy (new section)	<p>Add a new section at the end of the <i>Standards of Academic Progress/Minimum Academic Achievement</i> policy.</p> <p><b>Course Repeat Policy</b></p> <p>Courses offered by KPSAHS may only be repeated if the student has received a grade of “W”, “F” or “Fail”; the maximum number of times a student may repeat a course is determined by the Standards of Academic Progress / Minimum Academic Achievement policy.</p>	03/13/2020

Page	Page Section	Change	Addendum Date
130	Online Course Requirements – Required Equipment	<p><i>Remove</i> text under “Required Equipment” and replace with the list below:</p> <ul style="list-style-type: none"> <li>• Laptop or desktop running Windows 7 or higher or Mac OS 10.10 or higher. Chromebooks will likely work but may not be consistent enough.</li> <li>• Processor: Intel i3 or equivalent, 2 GHz or higher</li> <li>• RAM: 2 GB minimum, 4 GB or higher recommended</li> <li>• Up-to-date modern browser – Chrome, Firefox, etc.</li> <li>• Broadband required; at least 2 Mbps download and upload speeds</li> <li>• Webcam and microphone – headset with microphone recommended</li> <li>• Microsoft Office Suite</li> </ul>	06/08/2020
131	Amendment of Education Records	<p><i>Edit</i> the content below by adding <u>underlined</u> text and removing <del>strike through</del> text.</p> <p>If a student is not satisfied by the response, s/he may choose to escalate their request to the KPSAHS designated records officer, the <del>director of accreditation and compliance</del> <u>dean of academic affairs</u>. The <del>director of accreditation and compliance</del> <u>dean of academic affairs</u> will review the request and respond in writing of the decision within 15 days of receipt of the request.</p> <p>Students who wish to appeal the decision of the <del>dean of academic affairs</del> <u>director of accreditation and compliance</u> may utilize the <i>Concern/Issue Reporting Form</i> (available at <a href="http://www.kpsahs.edu">www.kpsahs.edu</a>) via the <a href="mailto:compliant@kpsahs.edu">compliant@kpsahs.edu</a> email address. Additional information is provided in the <i>Seek Resolution Using a Concern/Issue Reporting Form</i> section of this catalog.</p>	04/15/2020



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134	Veteran's Services	<p><i>Add the paragraphs below to the designated section.</i></p> <p><b>Veteran's Services</b></p> <p>Annually, KPSAHS applies to the Department of Veteran's Affairs for approval to provide VA education benefits from the Department of Veteran's Affairs (VA) for the following programs: Basic and Advanced Phlebotomy, Diagnostic Medical Technology, Medical Assisting, Nuclear Medicine, Radiologic Technologist. The finance department (finance@kpsahs.edu) can provide the most current information on program approvals.</p> <p>KPSAHS will permit GI Bill and VR&amp;E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend class from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. Students may attend class while awaiting payment from the VA. KPSAHS will impose no penalty, no late payment fee, nor require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.</p>	03/13/2020
151	Academic Calendar	<p><i>Add the academic calendar for 2022 and 2023 to this section. Updated calendar is published on kpsahs.edu and available at the end of this addendum.</i></p>	06/08/2020
152	Faculty	<p><i>Add the faculty member listed below:</i></p> <p><b>Heidi Donald</b>, RMA, CCMA  <i>Educator/Clinical Coordinator</i>  Medical Assisting  M.D.; MHAM College of Medicine, Southwestern University, Philippines; Medicine  B.S.; University of Phoenix, Fairfield, CA; Management  A.S.; Solano Community College, Fairfield, CA; General Science/Liberal Arts  A.S.; Barstow Community College, Barstow, CA; Vocational Technology</p>	03/13/2020

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153	Faculty	<p>Add the faculty member listed below:</p> <p><b>Kevin Schum, RDCS (AE)</b>  <i>Adjunct Faculty</i>            Diagnostic Medical Sonography            B.S.; University of Minnesota – Twin Cities,            Minneapolis, MN; Biology            A.S.; North Hennepin Community College,            Minneapolis, MN; Non-Invasive Imaging            Technology</p>	03/13/2020

**Medical Assisting (Certificate of Completion)  
Academic Requirements**

	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>	<b>General Education Area, if applicable</b>
<b>General Education Courses</b>		<b>5</b>	
AP 16 Introduction to Anatomy and Physiology*†	1	2.0	Natural Sciences
AP 16L Introduction to Anatomy & Physiology Lab**†	1	1.0	Natural Sciences
COMM 25 Interpersonal Communications*†	2	2.0	Oral Communications
<b>Major Courses</b>		<b>38</b>	
MA 11 Introduction to Medical Assisting*	1	2.0	
MA 11L Introduction to Medical Assisting Lab**	1	1.5	
MA 17 Medical Terminology for Allied Health Professionals*	1	2.5	
MA 19 Academic Professional Development I*	1	2.0	
MA 21 Medical Assistant Diagnostic Procedures	2	2.0	
MA 21L Medical Assistant Diagnostic Procedures Lab**	2	1.0	
MA 29 Academic Professional Development II	2	1.5	
MA 27 EKG Technology	2	2.0	
MA 27L EKG Technology Lab**	2	1.0	
MA 31 Allied Health Career Preparation	3	1.0	
MA 33 Medical Assisting with Medical Specialties	3	2.0	
MA 33L Medical Assisting with Medical Specialties Lab**	3	1.0	
MA 33C Medical Specialties Overview Clinical*	3	1.0	
MA 37 Medical Office Administration Practices	3	2.0	
MA 37L Medical Office Administration Practices Lab**	3	2.0	
MA 39 Academic Professional Development III	3	1.5	
MA 43 Clinical Rotation	4	10.5	
MA 49 Academic Professional Development IV**	4	1.5	
<b>Total Credits in Medical Assisting Certificate</b>		<b>43</b>	
<b>Total Credits Completed at KPSAHS</b>		<b>43</b>	

† Also a major course, \*Offered online, \*\* Offered in hybrid format, defined as including both face-to-face and online course instruction.

**Addition 04/15/20**

## **Evidence of Job Shadowing**

**Effective 04/06/2020: Due to limitations on access to health care facilities and imaging departments imposed by the COVID-19 pandemic, applicants will have the following two options to choose from for satisfying the requirement for job shadowing:**

### **Option 1. Job Shadowing Observation Hours.**

Complete a minimum of eight job shadow hours in the modality (general sonography, cardiac sonography, nuclear medicine, and/or general radiography) for which the student is applying.

- All job shadowing must be completed prior to application.
- All job shadowing documentation must include the dates and times job shadowing was completed and bear the original signature of a department supervisor (i.e., lead technologist, department manager) to meet this requirement. Facsimile copies are not acceptable.
- KPSAHS does not provide applicants with assistance in securing opportunities for job shadowing.

### **Option 2. Job Shadowing Writing Assignment**

Applicants who are not able to submit documentation of completion of a total of at least eight hours of job shadowing will be required to demonstrate they have acquired sufficient knowledge about the duties of a technologist in their modality of choice by completing and uploading a short Job Shadowing Writing Assignment (750 words or less).

The writing assignment submitted in lieu of job shadowing documentation **must** include all of the following topics:

- Describe the typical duties of a technologist including:
  - The role of the technologist (i.e., what is expected of the technologist as part of the health care team)
  - Steps or actions required to prepare the exam room
  - Risks a technologist may be exposed to during their career
  - Safety measures used by technologists to mitigate their risk of exposure or injury
- Describe one common exam or procedure routinely performed by a technologist in your field. Your description must include the following topics:
  - Machinery or tools required to perform the exam or procedure
  - Safety concerns associated with the exam or procedure for both the technologist and the patient
  - Any preparation required by the patient prior to the exam (i.e., medications administered, fasting required, no specific preparation required, etc.)
- Describe one thing you learned about the profession that surprised you personally. This could include:
  - Challenges you were not aware of
  - Physical impact of being a technologist (i.e., common injuries or physical challenges a tech may face)
  - Patient preparation requirements

### **Format**

- 750 words or less (not to exceed two pages)

- Double-spaced on 8-1/2 x 11 (letter size) paper with one -inch margins using a standard 12-pt. font (e.g. Times New Roman, Arial, Calibri)
- Applicant's first and last name, KPSAHS Program Name/Program Start Date, date of submission, in the upper left-hand corner (ex., Jane Smith, Radiologic Technology Day/Fall 2020, April 7, 2020)
- Any content in your writing assignment that is directly quoted from another source should be appropriately cited using MLA, APA, or another widely recognized citation methodology

### **Submission**

- Upload the completed writing assignment as a .pdf through the online application portal in the space designated for job shadowing documentation

Published 8/21/20 - Obsolete.  
 See following page.

**2020 SCHEDULE OF STUDENT CHARGES**  
**MEDICAL ASSISTING CERTIFICATE PROGRAM - DAY TRACK**

**Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	waived	<b>At Time of Application Prior to Pre-Enrollment</b>
	Registration Fee <sup>2</sup>	275.00	
	<b>Subtotal</b>	<b>275.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
<b>Quarter 1</b> <b>Summer 2020</b> <b>09/28/2020 -</b> <b>12/18/2020</b> <b>11 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>September 18, 2020</b>
	Insurance Fee <sup>1</sup>	25.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup> (Rate set by State of CA BPPE)	-	
	Lab Fee <sup>1</sup>	150.00	
	Educational Materials and Lecture Notes <sup>1</sup>	100.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,425.00</b>	
<b>Quarter 2</b> <b>Fall 2020</b> <b>01/04/2021 -</b> <b>03/26/2021</b> <b>9.5 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>December 28, 2020</b>
	Insurance Fee <sup>1</sup>	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	NCCT Test Sitting Fees <sup>1</sup> - EKG Certificate	25.00	
	NCCT - EKG (Practice Exam)	20.00	
	EKG Exam Fee	90.00	
	<b>Subtotal</b>	<b>1,460.00</b>	
<b>Quarter 3</b> <b>Winter 2021</b> <b>04/05/2021 -</b> <b>06/25/2021</b> <b>10.5 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>March 26, 2021</b>
	Insurance Fee <sup>1</sup>	25.00	
	NCCT Test Sitting Fees <sup>1</sup> - Medical Assisting Certificate	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	NCCT Interactive Review	50.00	
	NCMA Exam Fee	60.00	
	<b>Subtotal</b>	<b>1,460.00</b>	
<b>Quarter 4</b> <b>Spring 2021</b> <b>07/06/2021 -</b> <b>09/24/2021</b> <b>12 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>June 25, 2021</b>
	Insurance Fee <sup>1</sup>	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>1,550.00</b>	
<b>Total</b>		<b>6,170.00</b>	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
 Terms and Prices subject to change without notice.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

ESTIMATED COST OF BOOKS AND SUPPLIES PURCHASED FROM OUTSIDE VENDORS		
Quarter	Description	Amount
Pre Enrollent	Pre Enrollment Screening	140.00
Quarter 1	Books	487.00
	Lab kit	300.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	288.00
<b>Total</b>		<b>1,315.00</b>

**2020 SCHEDULE OF STUDENT CHARGES  
 MEDICAL ASSISTING CERTIFICATE PROGRAM - DAY TRACK**

**Tuition and Fees listed apply to students beginning education programs January 1, 2020 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	waived	<b>At Time of Application Prior to Pre-Enrollment</b>
	Registration Fee <sup>2</sup>	275.00	
	<b>Subtotal</b>	<b>275.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
<b>Quarter 1 Summer 2020 09/28/2020 - 12/18/2020 11 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>September 18, 2020</b>
	Insurance Fee <sup>1</sup>	25.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup> (Rate set by State of CA BPPE)	-	
	Lab Fee <sup>1</sup>	150.00	
	Educational Materials and Lecture Notes <sup>1</sup>	100.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,425.00</b>	
<b>Quarter 2 Fall 2020 01/04/2021 - 03/26/2021 9.5 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>December 28, 2020</b>
	Insurance Fee <sup>1</sup>	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	NCCT Test Sitting Fees <sup>1</sup> - EKG Certificate	25.00	
	NCCT - EKG (Practice Exam)	20.00	
	EKG Exam Fee	90.00	
	<b>Subtotal</b>	<b>1,460.00</b>	
<b>Quarter 3 Winter 2021 04/05/2021 - 06/25/2021 10.5 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>March 26, 2021</b>
	Insurance Fee <sup>1</sup>	25.00	
	NCCT Test Sitting Fees <sup>1</sup> - Medical Assisting Certificate	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	NCCT Interactive Review	50.00	
	NCMA Exam Fee	60.00	
	<b>Subtotal</b>	<b>1,460.00</b>	
<b>Quarter 4 Spring 2021 07/06/2021 - 09/24/2021 12 credits</b>	Tuition <sup>3</sup>	1,075.00	<b>June 25, 2021</b>
	Insurance Fee <sup>1</sup>	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	Graduation Fees <sup>1</sup>	225.00	
		<b>Subtotal</b>	
<b>Total</b>		<b>6,170.00</b>	

<sup>1</sup> Fees are non refundable

<sup>2</sup> Amount in excess of \$250 is refundable if registration is cancelled before first day of class.

<sup>3</sup> Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

**For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.  
 Terms and Prices subject to change without notice.**

**For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.**

**ESTIMATED COST OF BOOKS AND SUPPLIES PURCHASED FROM OUTSIDE VENDORS**

Quarter	Description	Amount
Pre Enrollent	Pre Enrollment Screening	140.00
Quarter 1	Books	447.00
	Lab kit	300.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	288.00
<b>Total</b>		<b>1,275.00</b>

## Academic Calendar 2020 – 2023

Winter Quarter	2020	2021	2022	2023
<b>New Year's Day (Holiday)</b>	January 1	January 1	January 1	January 1
First day of Instruction	January 2	January 4	January 3	January 3
Last day to Add/Drop a Class or (New Students Only) Cancel Enrollment	January 10	January 12	January 11	January 12
<b>MLK Birthday (Holiday)</b>	January 20	January 18	January 17	January 16
Last day to drop a class with a W grade	February 14	February 19	February 18	February 17
<b>President's Day (Holiday)</b>	February 17	February 15	February 21	February 20
Last day of Instruction	March 13	March 19	March 18	March 17
Final Exams*	March 16-20	March 22-26	March 21-25	March 20-24
Inter-quarter break**	March 23-27	March 29-April 2	March 28-April 1	March 27-31
Spring Quarter	2020	2021	2022	2023
First Day of Instruction	March 30	April 5	April 4	April 3
Last Day to Add/Drop a Class or (New Students Only) Cancel Enrollment	April 7	April 13	April 12	April 11
Last day to drop a class with a W grade	May 15	May 21	May 20	May 19
<b>Memorial Day (Holiday)</b>	May 25	May 31	May 30	May 29
Last day of Instruction	June 12	June 18	June 17	June 16
Final Exams*	June 15-19	June 21-25	June 20-24	June 19-23
Inter-quarter break**	June 22-26	June 20-July 2	June 27-July 1	June 26-30
Summer Quarter	2020	2021	2022	2023
First Day of Instruction	June 29	July 6	July 5	July 3
<b>Independence Day (Holiday)</b>	July 3	July 5	July 4	July 4
Last Day to Add/Drop a Class or (New Students Only) Cancel Enrollment	July 8	July 14	July 13	July 12
Last day to drop a class with a W grade	August 14	August 20	August 19	August 18
<b>Labor Day (Holiday)</b>	September 7	September 6	September 5	September 4
Last day of Instruction	September 11	September 17	September 16	September 15
Final Exams*	September 14-18	September 20-24	September 19-23	September 18-22
Inter-quarter break**	September 21-25	Sept 27-Oct 1	September 26-30	September 25-29
Fall Quarter	2020	2021	2022	2023
First Day of Instruction	September 28	October 4	October 3	October 2
Last Day to Add/Drop a Class or (New Students Only) Cancel Enrollment	October 6	October 12	October 11	October 10
Last day to drop a class with a W grade	November 13	November 19	November 18	November 17
<b>Thanksgiving (Holiday)</b>	November 26-28	November 25-27	November 24-26	November 23-25
Last day of Instruction	December 11	December 17	December 16	December 15
Final Exams*	December 14-18	December 20-24	December 19-23	December 18-22
<b>Christmas (Holiday)</b>	December 25	December 25	December 25	December 25
Inter-quarter Break**	Dec 21- Jan 1	December 27-31	December 26-30	December 26-29

\*Final exams are generally scheduled in week twelve; exceptions may occur.

\*\*Some students may be required to attend clinical site orientation during inter-quarter break.