



KAISER PERMANENTE®

SCHOOL *of* ALLIED HEALTH SCIENCES

KPSAHS CATALOG

Effective Dates: Jan. 1, 2015 – Dec. 31, 2015

KPSAHS

RICHMOND MAIN CAMPUS:
938 Marina Way South, Richmond, CA 94804
(510) 231-5000 / Toll Free: (888) 299-0077

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Website: www.kpsahs.org

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

Revised: February 2015



SCHOOL *of* ALLIED HEALTH SCIENCES

About this Catalog

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

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

This catalog is reviewed and revised annually. The catalog will be available in writing and electronically and at www.kpsahs.org.

Catalog Rights

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

Changes or additions to the catalog are documented in the catalog addendum, available beginning on page 154 of this catalog. The catalog addendum is updated quarterly.

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2015 ACADEMIC CALENDAR

Quarter	First Day of Quarter	Last Day of Class	Final Exams	Inter-Quarter Break Period	Observed Holidays (closed no classes)
Winter	Winter Quarter Begins January 5, 2015	Winter Quarter Classes End March 13, 2015	Winter Quarter Final Exams March 16-20, 2015	Winter Inter-Quarter Break March 23-27, 2015 NM/Sono Orientation March 23-25	MLK Birthday January 19, 2015 President's Day February 16, 2015
Spring	Spring Quarter Begins March 30, 2015	Spring Quarter Classes End June 12, 2015	Spring Quarter Final Exams June 15-19, 2015	Spring Inter-Quarter Break June 22-26, 2015 Rad-Eve Orientation June 22-24	Memorial Day May 25, 2015
Summer	Summer Quarter Begins June 29, 2015	Summer Quarter Classes End September 11, 2015	Summer Quarter Final Exams September 14-18, 2015 Senior Luncheon July 21 KPSAHS Graduation September 16	Summer Inter-Quarter Break September 21-25, 2015 Rad-Day Orientation September 21-23	Independence Day Observed July 3, 2015 Labor Day September 7
Fall	Fall Quarter Begins September 28, 2015	Fall Quarter Classes End December 11, 2015	Fall Quarter Final Exams December 14-18, 2015	Fall Inter-Quarter Break December 21, 2015 through January 1, 2016	Thanksgiving November 26-27, 2015 Christmas December 24-25, 2015 New Years December 31, 2015 - January 1, 2016

2016 ACADEMIC CALENDAR

Quarter	First Day of Quarter	Last Day of Class	Final Exams	Inter-Quarter Break Period	Observed Holidays (closed no classes)
Winter	Winter Quarter Begins January 4, 2016	Winter Quarter Classes End March 18, 2016	Winter Quarter Final Exams March 21-25, 2016	Winter Inter-Quarter Break March 28 – April 1, 2016 NM/Sono Orientation March 28-30	MLK Birthday January 18, 2016 President's Day February 15, 2016
Spring	Spring Quarter Begins April 4, 2016	Spring Quarter Classes End June 17, 2016	Spring Quarter Final Exams June 20-24, 2016	Spring Inter-Quarter Break June 27 – July 1, 2016 Rad-Eve Orientation June 27-29	Memorial Day May 30, 2016
Summer	Summer Quarter Begins July 5, 2016	Summer Quarter Classes End September 16, 2016	Summer Quarter Final Exams September 19-23, 2016 Senior Luncheon July 19 KPSAHS Graduation September 22	Summer Inter-Quarter Break September 26-30, 2016 Rad-Day Orientation September 26-28	Independence Day July 4, 2016 Labor Day September 5
Fall	Fall Quarter Begins October 3, 2016	Fall Quarter Classes End December 16, 2016	Fall Quarter Final Exams December 19-23, 2016	Fall Inter-Quarter Break December 26, 2016 through January 2, 2017	Thanksgiving November 24-25, 2016 Christmas December 26, 2016 New Year's Day January 2, 2017

KPSAHS GENERAL INFORMATION



Mission Statement

Kaiser Permanente School of Allied Health Sciences advances health care and improves people's lives through education, leadership and innovation while inspiring students to be active, successful leaders in their careers and their communities.

Vision

Leaders in health sciences education; making lives better.

KPSAHS Goals for Quality of Educational Services

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

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

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

Institutional Learning Outcomes

The successful graduate of KPSAHS will:

- **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.
-

Assessment

Assessment is a fundamental part of the educational process at KPSAHS. We continually strive to improve the institution's programs based on feedback we receive from students, preceptors, faculty, employers, and the communities in which we operate and serve. Students enrolled in our institution can anticipate taking part in assessment activities prior to, during, and upon completion of their program.

HISTORY

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

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

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

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

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

ORGANIZATION STRUCTURE

Kaiser Permanente Medical Group, Inc. and Kaiser Foundation Hospitals

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

Ownership

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

PROGRAM ACCREDITATIONS AND APPROVALS

Accreditation

Institutional Approval to Operate

Kaiser Permanente School of Allied Health Sciences (KPSAHS) 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). The approval means that this institution complies with the minimum standards contained in the California Education Code and the California Code of Regulations.

Kaiser Permanente School of Allied Health Sciences (KPSAHS) and its certificate/degree programs are not regionally accredited by an accrediting agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Since it is not regionally accredited, KPSAHS is not eligible for federal financial aid programs.

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:

Bureau for Private Postsecondary Education

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

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

Website: www.bppe.ca.gov/

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

Fax: (916) 263-1897

WASC Senior College and University Commission (WSCUC)

Kaiser Permanente School of Allied Health Sciences is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Kaiser Permanente School of Allied Health Sciences (KPSAHS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree 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 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 course work 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 KPSAHS to determine if your credits, certificate, or degree will transfer.

Programmatic Accreditation for Certificate and Degree Programs

State Approvals

Program / Organization	Address	Approval
<p><u>Radiography Program</u></p> <p>California Department of Public Health (CDPH) – Radiologic Health Branch</p>	<p>MS 7610 P.O. Box 997414 Sacramento, CA 95899-7414 Phone (916) 327-5106 www.cdph.ca.gov</p>	<p>The Program is a recognized provider of education in Radiologic Technology by the California Department of Health Services, California Department of Public Health.</p> <p>Radiology School Code: 1028 Fluoroscopy School Code: 1099 Mammography School Code: 013</p>
<p><u>Phlebotomy Program</u></p> <p>California Department of Public Health (CDPH) – Laboratory Field Services</p>	<p>850 Marina Bay Parkway Building P, 1st Floor Richmond, CA 94804 www.cdph.ca.gov/programs/lfs/pages/default.aspx</p>	<p>Phlebotomy Program</p>

Programmatic Accreditations

Program / Organization	Address	Accredited Programs
<p><u>Radiography Program</u></p> <p>Joint Review Committee on Education in Radiologic Technology (JRCERT)</p>	<p>20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182 Phone: (312) 704-5300 www.jrcert.org mail@jrcert.org</p>	<p>Radiography Program JRCERT Program Number: 47850000</p>
<p><u>Sonography Program</u></p> <p>Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)</p>	<p>6021 University Blvd. Suite 500 Ellicott City, MD 21043 (443) 973-3251 www.jrcdms.org</p>	<p>Diagnostic Medical Sonography Program (General Concentration/Cardiac Concentration) JRC-DMS Program Number: 110109</p>
<p><u>Sonography Program</u></p> <p>The Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>1361 Park Street Clearwater, FL 33756 Phone: (727) 210-2350 www.caahep.org</p>	<p>The Commission on Accreditation of Allied Health Education Programs (CAAHEP) certifies that the Diagnostic Medical Sonography Program (General Concentration/Cardiac Concentration) has completed an accreditation review and is judged to be in compliance with the nationally established standards.</p>
<p><u>Nuclear Medicine Program</u></p> <p>Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)</p>	<p>2000 W. Danforth Rd., Ste. 130 #203 Edmond, OK 73003 Telephone: (405) 285-0546 www.jrcnmt.org</p>	<p>Nuclear Medicine Program JRCNMT Program Code: 905860</p>

Certification/Licensure Requirements

All credentialing agencies have eligibility standards for their applicants that are independent of and may differ from KPSAHS. These standards address the question of applicant felony and misdemeanor convictions. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring his/her certification eligibility. Graduates of our Certificate and Bachelor programs are eligible to sit for the following examination boards. Students can contact the following regulatory agencies to review their eligibility status:

Program	Examination Boards	Certification/Licensure Requirements
<i>Cardiopulmonary Resuscitation (CPR)</i>	American Heart Association www.heart.org	<ul style="list-style-type: none"> • Successful completion of an AHA approved course.
<i>Computed Tomography</i>	American Registry of Radiologic Technologists https://www.arrt.org/	<ul style="list-style-type: none"> • Must be registered with the ARRT in Radiography, Nuclear Medicine (registration with NMTCB is also accepted), or Radiation Therapy. • Documented completion of the ARRT CT Clinical Experience requirements. • Beginning January 1, 2016, candidates must document completion of 16 hours of structured education.
<i>Diagnostic Medical Sonography Program-Cardiac</i>	American Registry of Diagnostic Medical Sonographers http://www.ardms.org/ Cardiovascular Credentialing International (CCI) http://www.cci-online.org/	Under Prerequisite 2 from ARDMS <ul style="list-style-type: none"> • Graduate from a CAAHEP Accredited program • Copy of Diploma or official transcript indicating degree date conferred • Signed letter from the Program Director or Medical Director indicating successful completion of a program
<i>Diagnostic Medical Sonography Program-General</i>	American Registry of Diagnostic Medical Sonographers http://www.ardms.org/ American Registry of Radiologic Technologists https://www.arrt.org/	Under Prerequisite 2 from ARDMS <ul style="list-style-type: none"> • Graduate from a CAAHEP Accredited program • Copy of Diploma or official transcript indicating degree date conferred • Signed letter from the Program Director or Medical Director indicating successful completion of a program
<i>Fluoroscopy for Physician Assistants</i>	The State of California Radiologic Health Branch http://www.cdph.ca.gov/rhb	Complete required coursework from a CDPH-RHB approved provider.
<i>Interventional Radiography</i>	American Registry of Radiologic Technologists https://www.arrt.org/	<ul style="list-style-type: none"> • Must be registered with the ARRT in Radiography. • Documented completion of the ARRT Vascular-Interventional Radiography Clinical Experience requirements. • Beginning January 1, 2016, candidates must document completion of 16 hours of structured education.
<i>IV Therapy & Blood Withdrawal</i>	Board of Vocational Nursing and Psychiatric Technicians http://www.bvnpt.ca.gov/education	<ul style="list-style-type: none"> • Successful completion of a BVNPT approved course.

<i>Mammography</i>	American Registry of Radiologic Technologists https://www.arrt.org/	<ul style="list-style-type: none"> • Must be registered with the ARRT in Radiography. • Documented completion of the ARRT Mammography Clinical Experience requirements. • Beginning January 1, 2016, candidates must document completion of 16 hours of structured education.
	The State of California Radiologic Health Branch http://www.cdph.ca.gov/rhb	<ul style="list-style-type: none"> • Successfully complete 40 hours of continuing education in mammography courses. -AND- • Certified by ARRT in Radiography. -OR- • Have a current and valid California Diagnostic Radiologic Technology Certificate issued by the CDPH-RHB
<i>Nuclear Medicine Program</i>	American Registry of Radiologic Technologists https://www.arrt.org/	<ul style="list-style-type: none"> • Successfully complete a Nuclear Medicine education program within the last 3 years recognized by ARRT. • Effective January 1, 2015 — candidates must have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.
	Nuclear Medicine Technology Certification Board http://www.nmtcb.org/	<ul style="list-style-type: none"> • All eligibility standards required to sit for the entry-level examination must be completed within the 5 year period immediately prior to the candidate's application. A candidate must show documented evidence of having completed ONE of the following in the previous five years: • Completion of a NMTCB recognized nuclear medicine technology program • Completion of a certificate, associate degree or baccalaureate degree in nuclear medicine technology program from a regionally accredited academic institution • Beginning January 1, 2016, only graduates of programmatically accredited nuclear medicine education programs will be considered eligible to sit for the NMTCB examination. The NMTCB currently recognizes the following programmatic accreditation organizations: <ul style="list-style-type: none"> -Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) -Armed Forces Military Training Commands -Canadian Association of Medical Radiation Technologists (CAMRT) -Australian and New Zealand Society of Nuclear Medicine (ANZSNM)
	The State of California Radiologic Health Branch http://www.cdph.ca.gov/rhb	<ul style="list-style-type: none"> • Certified by ARRT and/or NMTCB in Nuclear medicine. -AND- • Successfully complete a Nuclear Medicine Technology Program approved by JRCNMT

<i>Phlebotomy Program</i>	National Center for Competency Testing http://www.ncctinc.com/ California Department of Public Health at http://www.cdph.ca.gov	<ul style="list-style-type: none"> • Successful completion of state approved phlebotomy program
<i>Radiography</i>	American Registry of Radiologic Technologists https://www.arrt.org/	<ul style="list-style-type: none"> • Successfully complete a radiography education program within the last 3 years recognized by ARRT. • Effective January 1, 2015 - candidates must have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.
	The State of California Radiologic Health Branch http://www.cdph.ca.gov/rhb	<ul style="list-style-type: none"> • Certified by ARRT in Radiography. -OR- • Successfully complete a radiologic technology program approved by CDPH-RHB.
<i>Venipuncture</i>	The State of California Radiologic Health Branch http://www.cdph.ca.gov/rhb	<ul style="list-style-type: none"> • Must be a Certified Radiologic Technologist (CRT) pursuant to the Radiologic Technology Act. • The radiologic technologist shall be issued a certificate by an approved school of radiologic technology or instructor indicating satisfactory completion of the training required.

Classes are held at the following locations:

Locations

RICHMOND MAIN CAMPUS

938 Marina Way South
Richmond CA 94804
Phone: (510) 231-5000
Toll Free: (888) 299-0077



STOCKTON BRANCH CAMPUS

612 East Magnolia Street
Stockton, CA 95202
Phone: (209) 664-4421
Toll Free: (888) 299-0077



NOTE: Please visit our website for driving directions.

ADMINISTRATION AND FACULTY

Board of Directors

Rosemary Viramontes-Pineda, Public Member, Chair

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Correspondence with the Board of Directors should be directed to:

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Chief, Division of Cardiology
Kaiser Permanente, San Jose*

Chan Park, M.D.

*Radiography
Radiologist
Kaiser Permanente, Sacramento*

The Program Staff

- Program director provides leadership and is directly in charge of program operations.
- Program medical director and assistant medical directors provide medical/clinical expertise to the program.
- Educators/clinical coordinators and learning consultants develop and deliver instructional services, coordinate program clinical education, conduct clinical site visits, and serve as liaisons between the program and the clinical education sites.

Academic Personnel

Kelly Angel, M.Ed., R.T. (R)(M)(CT)(MR)(ARRT), C.R.T. (M)(F)

Educator/Clinical Coordinator

Radiography Program

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

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

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

Dorsey Ballow, M.Ed., R.D.C.S., R.D.M.S.

Program Director

Sonography Program (General and Cardiac)

M.Ed.; University of Nevada, Las Vegas, NV; Educational Leadership

B.S.; University of Nevada, Las Vegas, NV; Health Science, Sonography

A.A.; University of Alaska, Fairbanks, AK

Steve Diaz, M.S.Ed., B.S., R.T. (R)(ARRT), C.R.T. (F)

Educator/Clinical Coordinator

Radiography Program

M.S.Ed.; California State University, East Bay, Hayward, CA; Online Teaching & Learning

B.S.; California State University, Sacramento, CA; Career and Technical Studies

Certificate; Kaiser Permanente School of Allied Health Sciences, Richmond, CA; Radiologic Technology

Lyn Fischback, M.L.I.S.

Medical Librarian

M.L.I.S.; San Jose State University, San Jose, CA; Library & Information Science

B.S.; University of California, Davis, CA; Clinical Nutrition

Helen Hsu, B.A., R.D.M.S., R.V.T.

Educator/Clinical Coordinator

Sonography Program (General and Cardiac)

B.A.; University of California Davis, CA; Communications

Certificate; Kaiser Permanente School of Allied Health Sciences, Richmond, CA; Diagnostic Medical

Sonography

Christine Lush, B.S.N., R.N.

Program Director-Phlebotomy / Nurse Educator / AHA Training Center Coordinator

B.S.N.; Sonoma State University, Sonoma, CA; Nursing

A.D.N.; DeAnza Community College, Cupertino, CA; Nursing

A.S.; DeAnza Community College, Cupertino, CA; Biology

Lindsey Swift, M.B.A., R.T. (R)(ARRT), C.R.T.

Program Director

Radiography Program

M.B.A.; California State University, Monterey Bay, CA; Business Administration

B.A.; St. Mary's College, Moraga, CA; Management

Certificate; Kaiser Permanente School of Allied Health Sciences, Richmond, CA; Radiologic Technology

David G. Totah, B.S., R.T. (R)(N)(ARRT), C.N.M.T., C.R.T.

Program Director

Nuclear Medicine

B.S.; University of Nevada, Las Vegas, NV; Radiological Sciences
Certificate; University of Nevada, Las Vegas, NV; Nuclear Medicine
Certificate; University of Nevada, Las Vegas, NV; Radiologic Technology

Agnes Wright, M.A., C.P.T. 1 (CA-DHS), N.C.P.T. (MMCI)

Instructor / Clinical Coordinator

Phlebotomy Program

M.A.; Sacramento State University, Sacramento, CA; Education
B.A.; Sacramento State University, Sacramento, CA; Education
A.A.; Contra Costa College, San Pablo, CA; Liberal Arts

Adjunct Faculty

Robbie Jones, B.S.

Sonography

B.S.; Suffield University, Idaho Falls, ID; Business Administration
Certificate; Modern Technology School of Ultrasound, Anaheim, CA; General & Vascular Sonography

Vadim Keyser, Ph.D.

General Education

Ph.D, University of California, Davis, CA; Philosophy of Science
M.A.; University of California, Davis, CA; Philosophy of Science
B.A.; University of Maryland, Baltimore County, MD; Philosophy
B.S.; University of Maryland, Baltimore County, MD; Biology

Facilities and Equipment

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

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

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

Classrooms can accommodate from 12 to 50 students. Some classrooms are equipped with state of the art interactive video conference equipment, VCR, DVD, dry-erase writing boards, LCD projectors, document camera, and computers that link to Kaiser's internal network and the internet. The video conference equipment allows for instruction to our branch campus. The computer lab contains twenty-two (22) computers connected to the 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.

Classroom Space at Branch Campus Location

KPSAHS utilizes additional classroom space at its branch campus location. Students at the branch campus receive identical didactic instruction as students at the main Richmond Campus.

PROGRAMS OF STUDY

RADIOGRAPHY

Program Staff

Program Director: **Lindsey Swift**, M.B.A., R.T. (R)(ARRT), C.R.T.



Faculty: **Kelly Angel**, M.Ed., R.T. (R)(M)(CT)(MR)(ARRT),
C.R.T. (M)(F)
Steve Diaz, M.S.Ed., R.T. (R)(ARRT), C.R.T. (F)

Program Description

The Radiography Program provides a didactic and clinical learning experience to enable students to enter the workforce as entry-level Radiologic Technologists. Students are required to obtain a minimum Associate degree prior to applying to the Radiography Program. Those interested in applying to the Radiography Program are encouraged to visit our website at www.kpsahs.org and attend one of our Information Sessions held throughout the year.

The academic courses of the program are demanding and require a high level of commitment. The decision to enter a rigorous program like this should be well thought out with all outside responsibilities considered. All courses must be completed to receive a Certificate of Completion or Bachelor Degree making the graduate eligible to sit for the State of California and American Registry of Radiologic Technologists (ARRT) certification examinations.

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 radiologic technology programs may be obtained from the Joint Review Committee on Education in Radiologic Technology (JRCERT) at 20 N. Wacker Drive, Suite 2850, Chicago, IL, 60606; 312-704-5300.

Mission Statement

The Diagnostic Radiography Program mission is to train students in the study, theory, and practical application of the tools of Radiography, toward the goal of providing effective treatment within the health care community. The program requires and builds upon skills and attributes of the educated student in the integration of critical thinking skills, demonstrated ability to analyze and synthesize critical information, and communicate this information effectively to a diverse population of health care recipients.

Educational Goals of the Radiography Program

- 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 of the Radiography Program

Successful program graduates will demonstrate the following attributes:

- **Communication Skills:** Graduates will be able to communicate effectively with patients and healthcare professionals.
- **Critical Thinking:** Graduates will be able to effectively utilize critical thinking skills in the 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 healthcare teams.

Radiographer Duties

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

Prerequisite Requirements

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

Must possess a high school diploma or the equivalent.

- Verification of completion of a minimum of an AA/AS degree from a regionally accredited institution.

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

- College Algebra or higher level mathematics
- Human Anatomy & Physiology with a lab (college level)
- Introduction to Computers
- Medical Terminology
- Oral Communication (i.e. Speech)
- Written Communication

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

Physical Requirements

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

Program Structure (Day Track)

The 24-month (8 Quarters, 139.5 quarter credits) continuous Radiography program provides didactic and clinical education for potential Radiographers. Clinical experience occurs at clinical facilities in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

Branch Campus – Radiography Day Only

Due to the limited amount of classroom space at the branch campus, it may be necessary to assign students to these sites on a lottery basis. Assignment of students to this site is performed as follows:

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

Program Structure (Evening Track)

The 27-month (9 Quarters, 138.5 quarter credits) continuous Evening/Weekend Track is a full-time Radiography program that is designed for the working adult. Didactic courses are offered on the main campus in Richmond Monday through Friday in the evenings with clinical rotations scheduled for weekday evenings and Saturdays. Clinical experience occurs at clinical facilities in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

Graduation Requirements

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

The following requirements must be successfully completed:

CERTIFICATE PROGRAM:

TOTAL: 139.5 Quarter Credits - Day

TOTAL: 138.5 Quarter Credits - Evening

BACHELOR'S PROGRAM - DAY

90 Quarter Credits (min.) – Lower Division General Education Courses

139.5 Quarter Credits – Radiography (Certificate Program - Day)

12 Quarter Credits – Upper Division GE

TOTAL: 241.5 Quarter Credits

BACHELOR'S PROGRAM - EVENING

90 Quarter Credits (min.) – Lower Division General Education Courses

138.5 Quarter Credits – Radiography (Certificate Program - Evening)

12 Quarter Credits – Upper Division GE

TOTAL: 240.5 Quarter Credits

UPPER DIVISION GENERAL EDUCATION REQUIREMENTS FOR BACHELOR PROGRAM ONLY

Twelve (12) quarter credits of upper division general education from the following subjects:

- Diversity
- Ethics
- Management
- Scientific Inquiry*

Upper Division General Education credit may be obtained at KPSAHS.

Transfer of Upper Division General Education credit may be accepted for courses which meet the following requirements:

- Credit received from a regionally-accredited institution
- Coursework demonstrates learning outcomes deemed to be comparable to KPSAHS GE Course Learning Outcomes.

*Scientific Inquiry is required of all students, with remaining courses to be selected from a minimum of two subjects from those identified.

Radiography Program Courses

RAD 100: 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.

RAD 101: Physics & Instrumentation I

4.5 credits

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

RAD 102: Introduction to Medical Imaging

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

RAD 103: 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.

RAD 104: 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, darkroom/film processing area, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

RAD 200: Radiographic Procedures II

4.0 credits

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

RAD 201: Image Production I

3.5 credits

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

RAD 202: Patient Care Procedures

3.5 credits

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

RAD 203: Clinical Education II

5.5 credits

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

RAD 300: Radiographic Procedures III

4.0 credits

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

RAD 301: Image Production II

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

RAD 302: 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) are rapidly replacing traditional film based systems, imaging technologists will need to understand these new technologies. This course addresses those new technologies. The course provides students with an in-depth knowledge of the technologies behind CR and DR, digital image formation, processing, and quality. Discussion will include technique selection for exposure and Quality Control. The course answers many of the questions a new imaging technologist may have concerning higher or lower dose with digital systems as compared to traditional imaging systems. Also discussed will be retakes versus image post processing, grids, and artifacts. This course will assume that the student has a good understanding of traditional film-screen radiography.

RAD 303: Clinical Education III

5.5 credits

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

RAD 400: 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 patient and the pediatric for various procedures is addressed. The group process will be used to demonstrate and practice radiographic positioning, critique radiographs and to learn good departmental principles and practice.

RAD 401: Image Evaluation & 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.

RAD 402: 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.

RAD 403: Clinical Education IV

8.5 credits

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

RAD 501: 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.

RAD 502: 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.

RAD 503: Clinical Education V

11.0 credits

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

RAD 600: 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.

RAD 602: Fluoroscopy & Quality Assurance

4.0 credits

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

RAD 603: Clinical Education VI

11.0 credits

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

RAD 700: 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.

RAD 701: Professional Development

3.5 credits

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

RAD 702: Clinical Education VII

11.0 credits

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

RAD 800: 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.

RAD 801: Clinical Education VIII

11.0 credits

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

Radiography Evening Track Clinical Courses

RAD 104: 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, darkroom/film processing area, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

RAD 203: Clinical Education II

7.0 credits

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

RAD 303: Clinical Education III

7.0 credits

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

RAD 403: Clinical Education IV

7.0 credits

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

RAD 503: Clinical Education V

8.5 credits

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

RAD 603: Clinical Education VI

8.0 credits

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

RAD 702: Clinical Education VII

8.0 credits

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

RAD 801: Clinical Education VIII

8.0 credits

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

RAD 901: Clinical Education IX

9.0 credits

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

DIAGNOSTIC MEDICAL SONOGRAPHY

Program Staff

Program Director: **Dorsey Ballow, M.Ed., R.D.C.S., R.D.M.S.**

Faculty: **Helen Hsu, B.A., R.D.M.S., R.V.T.**



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. Those interested in applying to the Diagnostic Medical Sonography program are encouraged to visit our website at www.kpsahs.org and attend one of our Information Sessions held throughout the year.

The academic courses of the program are demanding and require a high level of commitment. The decision to enter a rigorous program like this should be well thought out with all outside responsibilities considered. All courses must be completed to receive a Certificate of Completion or Bachelor Degree making the graduate eligible to sit for the American Registry of Diagnostic Medical Sonographers, American Registry of Radiologic Technologists (General Concentration), and Cardiovascular Credentialing International (Cardiac Concentration).

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

Educational Goals of the Diagnostic Medical Sonography Program

- 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.

Program Learning Outcomes of the Diagnostic Medical Sonography

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 healthcare 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 demonstrate proper safety skills for their patient and themselves.
- **Teamwork:** Graduates demonstrate the ability to work with a variety of personnel from various imaging modalities or departments.

Sonographer Duties

Diagnostic Medical Sonographers, also known as 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.

Prerequisite Requirements

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

Applicants must:

1. Be graduates of an accredited 18-24 month Allied Health program with current certification/registration in their health specialties. Allied health occupations include, but are not limited to: Radiologic Technology, Medical Technology, Nursing, and Respiratory Therapy.
- OR -
2. Have a minimum of 60 semester or 90 quarter college credits with a cumulative minimum grade point average of 2.75 or higher.

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

- College Algebra or higher level mathematics
- Human Anatomy & Physiology with a lab (college level)
- Introduction to Computers
- Medical Terminology
- Oral Communication (i.e. Speech)
- Written Communication
- General Physics

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

Physical Requirements

You must be physically able to:

- Stand/walk up to 8 hours during an 8-hour shift

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

Program Structure (General Concentration)

The 18-month (6 quarters, 101 quarter credits) continuous 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. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Program Structure (Cardiac Concentration)

The 18-month (6 quarters, 95 quarter credits) continuous 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. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance.

Graduation Requirements

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

The following requirements must be successfully completed:

CERTIFICATE PROGRAM:

TOTAL: 100 Quarter Credits – General Concentration

TOTAL: 100 Quarter Credits – Cardiac Concentration

BACHELOR’S PROGRAM – GENERAL CONCENTRATION

90 Quarter Credits (min.) – Lower Division General Education Courses

100 Quarter Credits – Sonography (Certificate Program - General)

12 Quarter Credits – Upper Division GE

TOTAL: 202 Quarter Credits

BACHELOR’S PROGRAM – CARDIAC CONCENTRATION

90 Quarter Credits (min.) – Lower Division General Education Courses

100 Quarter Credits – Sonography (Certificate Program - Cardiac)

12 Quarter Credits – Upper Division GE

TOTAL: 202 Quarter Credits

UPPER DIVISION REQUIREMENTS FOR GENERAL EDUCATION FOR DEGREE PROGRAM ONLY

Twelve (12) quarter credits of upper division general education from the following subjects:

- Diversity
- Ethics
- Management
- Scientific Inquiry*

Upper Division General Education credit may be obtained at KPSAHS.

Transfer of Upper Division General Education credit may be accepted for courses which meet the following requirements:

- Credit received from a regionally-accredited institution
- Coursework demonstrates learning outcomes deemed to be comparable to KPSAHS GE Course Learning Outcomes.

*Scientific Inquiry is required of all students, with remaining courses to be selected from a minimum of two subjects from those identified.

Sonography Program Courses

General Concentration

DMS 100: Patient Care & Ergonomics

2.5 credits

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

DMS 101: Ultrasound Physics & Instrumentation 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. This course also explains instrumentation and image manipulation of 2D and M mode display. Laboratory sessions will reinforce learning and will provide hands-on instruction in the correct and safe utilization of ultrasound equipment. Mastery of sonographic instrumentation and machine functions are required.

DMS 102: Introduction to Abdomen & Pelvic Sonography

8.0 credits

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

DMS 104: Medical & Legal Ethics

2.0 credits

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

DMS 200: GYN Sonography

5.0 credits

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

DMS 201: Ultrasound Physics & Instrumentation 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 law, Poiseuille's law, pressure gradient and Reynold's number.

DMS 202: ABD Sonography I

5.0 credits

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

DMS 203: General Sonography Lab

3.0 credits

This course prepares students to transition 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 liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta and spleen as well as pelvic examinations. The students will learn basic normal structural anatomy, identification and demonstration as well as recognition of gross abnormalities. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical 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 preparation for the clinical setting.

DMS 300: 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 301: ABD Sonography II

5.5 credits

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

DMS 302: Clinical Education 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.

DMS 401: 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 second and third trimester obstetrics following AIUM guidelines. Sonographic evaluation of infertility and patients with multifetal gestations will be discussed. Extensive didactic instruction will be provided in fetal biometric measurements and the evaluation of fetal growth. The normal anatomy and physiology of the placenta, umbilical cord, amniotic fluid, and fetal face and neck are presented along with the sonographic evaluation of pathological conditions affecting these structures.

DMS 402: Clinical Education 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.

DMS 500: Vascular Sonography I

5.0 credits

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

DMS 501: OB Sonography II - Pathologies

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.

DMS 502: 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.

DMS 503: Selected Topics – Small Parts

4.5 credits

This course will consist of a compilation of lecturer 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 600: 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 clinical pertinent situations. The didactic, clinical and practical principles associated with both categories in the general learning concentration will be emphasized. Students will use evaluation methodologies and apply them toward single image analysis and critique. Image and case study evaluation will take place independently and in small groups. The critique and analysis will include: image identification and orientation, image production and quality, critical reasoning skills utilized in interpretation and sonographic examination performance, and the overall significance and role that acquired sonographic information plays in the management of patient care. Students will present cases with sonographic images, pathologies, correlation with other imaging modalities and clinical indications.

DMS 601: Advanced ABD

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

DMS 602: Advanced OB/GYN

4.0 credits

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

DMS 603: Clinical Education 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 sonographer this course addresses the sonographers role as a health care team member. The student will practice sound ergonomics in the clinical setting. The student will be prepared to perform as an entry level sonographer at the end of this clinical rotation.

Cardiac Concentration

DCS 102: Introduction to Cardiovascular Sonography

8.0 credits

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

DCS 200: Electrophysiology of Heart

5.5 credits

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

DCS 202: Echocardiography I

5.0 credits

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

DCS 203: Cardiac Sonography Lab

3.0 credits

This course prepares students to transition from the laboratory to clinical education in a medical imaging department of an affiliated clinical facility. 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 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 preparation for the clinical setting.

DCS 300: 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 in the cardiac learning concentration will be emphasized. Students will use evaluation methodologies and apply them toward single image analysis and critique. Image and case study evaluation will take place independently and in small groups. The critique and analysis will include: image identification and orientation, image production and quality, critical reasoning skills utilized in interpretation and sonographic examination performance, and the overall significance and role that acquired sonographic information plays in the management of patient care.

DCS 301: Echocardiography II

5.0 credits

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

DCS 303: Pharmacology

2.0 credits

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

DCS 302: 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.

DCS 401: Echocardiography III - Pathology

5.0 credits

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

DCS 402: Clinical Education II

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.

DCS 502: 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 echocardiography including 2D imaging, M mode, PW, CW and Color flow Doppler. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer-patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights

are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

DCS 503: Selected Topics – 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 pediatric cardiology. The lab section of this course provides hands-on experience in the application of echocardiography in relation to different pathologies. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies.

DCS 600: Critical Thinking II

2.0 credits

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

DCS 601: Advances in Echocardiography

2.0 credits

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

DCS 602: Echocardiography Registry Review

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 603: Clinical Education IV

8.5 credits

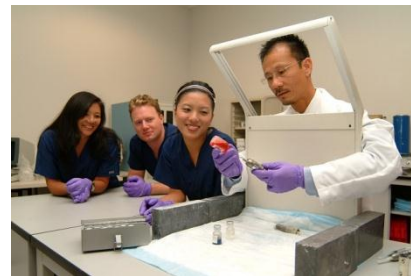
In this course, Students will continue to scan normal Echocardiography including; 2D imaging, M-mode, Pulse wave/Continuous wave Doppler, and Color Doppler technique. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and the sonographer patient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

NUCLEAR MEDICINE

Program Staff

Program Director: **David G. Totah, B.S., R.T. (R)(N)(ARRT), C.N.M.T., C.R.T.**

Faculty: **Andrea Long, M.S., R.T. (N)(R)(CT)(ARRT), C.N.M.T., C.R.T.**



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 a minimum Associate degree prior to applying to the Nuclear Medicine Program. Those interested in applying to the nuclear medicine program are encouraged to visit our website at www.kpsahs.org and attend one of our Information Sessions held throughout the year.

The academic courses of the program are demanding and require a high level of commitment. The decision to enter a rigorous program like this should be well thought out with all outside responsibilities considered. All courses must be completed to receive a Certificate of Completion or Bachelor Degree making the graduate eligible for both the American Registry of Radiologic Technologist (ARRT) and the Nuclear Medicine Technology Certification Board (NMTCB) National Registries.

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 for the nuclear medicine technology programs may be obtained from The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) at 2000 W. Danforth Rd. STE 130, #203 Edmond, OK 73003. Phone: (405) 285-0546

Mission Statement

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

Educational Goals of the Nuclear Medicine Program

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

Program Learning Outcomes of the Nuclear Medicine Program

Successful program graduates will demonstrate the following attributes:

- **Communication Skills:** Graduates will be able to demonstrate effective communication skills in a Healthcare environment
- **Critical thinking:** Graduates will be able to apply critical thinking while critiquing normal as well as non-standard 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 Nuclear Medicine.
- **Radiation Safety:** Graduates will be able to apply appropriate radiation protection practices for patients, self, and other healthcare professionals.
- **Information Literacy:** Graduates will be able to apply information from a variety of sources, including models, graphs and mathematics.

Nuclear Medicine Technologist Duties

The Nuclear Medicine Technologist's duties include but are not limited to: preparing and injecting radiopharmaceuticals, providing patient care, obtaining quality images, performing quality control on equipment, and practicing radiation safety.

Prerequisite Requirements

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

Applicants must have verification of completion of a minimum of an AA/AS degree from a regionally accredited institution.

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

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

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

Physical Requirements

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

Program Structure

The 18-month (6 quarters, 91 quarter credits) continuous Nuclear Medicine program provides didactic and clinical education for potential Nuclear Medicine Technologists. Clinical experience occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

Graduation Requirements

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

The following requirements must be successfully completed:

CERTIFICATE PROGRAM:

TOTAL: 91 Quarter Credits

BACHELOR'S PROGRAM – GENERAL CONCENTRATION

90 Quarter Credits (min.) – Lower Division General Education Courses

91 Quarter Credits – Nuclear Medicine (Certificate Program)

12 Quarter Credits – Upper Division GE

TOTAL: 193 Quarter Credits

UPPER DIVISION REQUIREMENTS FOR GENERAL EDUCATION FOR DEGREE PROGRAM ONLY

Twelve (12) quarter credits of upper division general education including:

- Diversity
- Ethics
- Management

Upper Division General Education credit may be obtained at KPSAHS.

Transfer of Upper Division General Education credit may be accepted for courses which meet the following requirements:

- Credit received from a regionally-accredited institution
- Coursework demonstrates learning outcomes deemed to be comparable to KPSAHS GE Course Learning Outcomes.

Nuclear Medicine Program Courses

NM 100: Introduction to Nuclear Medicine and Patient Care w/Lab

4.0 credits

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

NM 101: 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 102: Radiation Safety & Radiobiology w/Lab

4.0 credits

This course covers the principles and applications of radiation protection as well as applicable regulations, including an awareness of how to apply the "As Low As Reasonably Achievable" (ALARA) philosophy to ionizing radiation exposure. Individual regulations are also covered in detail in content areas where they apply, such as radiopharmacy, instrumentation, and radionuclide therapy.

NM 103: 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 200: Instrumentation w/Lab

4.0 credits

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

NM 201: Radiopharmaceuticals w/Lab

4.0 credits

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

NM 202: Clinical Education I w/ Pharmacy Rotation

5.5 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, darkroom/film processing area, quality assurance, equipment, department safety, Nuclear Medicine procedures and other imaging areas.

NM 300: 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 301: 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 302: Clinical Education II

5.5 credits

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

NM 400: 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 401: 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 402: Clinical Education III

8.5 credits

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

NM 500: Computerized Tomography Imaging

3.5 credits

This course is designed to provide the student with a general history of Computerized Tomography Imaging and the design elements of modern scanners. This includes the fundamentals of equipment, instrumentation, image processing, reconstruction, patient safety, use of ionic contrast and image quality.

NM 501: Emerging Technologies w/Health Science Research

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 502: Clinical Experience IV

11.5 credits

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

NM 600: 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 601: 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 602: Clinical Experience 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.

SHORT TERM PROGRAMS

Basic and Advanced Phlebotomy Technician

PROGRAM STAFF

Program Director: **Christine Lush, B.S.N., R.N.**

Faculty: **Agnes Wright, M.A., C.P.T. 1 (CA-DHS), N.C.P.T. (MMCI)**



PROGRAM DESCRIPTION

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

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

MISSION STATEMENT

The mission of the Phlebotomy Technician program is to graduate professional and compassionate Phlebotomy technicians. The Phlebotomy Technician Program is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The primary goal of phlebotomy technician program is to educate students with didactic, laboratory, clinical experiences that encompass emerging and innovative technology in the preparation for a health care career as a Phlebotomist Technician. The program promotes professional growth and life-long learning with the emphasis on ethical behavior in all aspects of educational experiences. The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Act 88⁷ (CLIA), Clinical laboratory Standards Institute (CLSI), OSHA and Joint Commission Review Committee.

EDUCATIONAL GOALS OF THE PHLEBOTOMY PROGRAM

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

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

PHLEBOTOMIST DUTIES

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

PREREQUISITES

Applicants must be at least 18 years of age.

Applicants must possess a high school diploma or the equivalent.

PHYSICAL REQUIREMENTS

Students should be physically able to:

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

PROGRAM STRUCTURE

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

Graduates of the Basic/Advanced Phlebotomy Program will receive a Certificate of Completion and will be eligible to sit for National certification examinations and apply for State Certification.

COMPLETION REQUIREMENTS

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

Physician Assistant Fluoroscopy Program

PROGRAM STAFF

Program Director: **Lindsey Swift**, M.B.A., R.T. (R)(ARRT), C.R.T.

Faculty: **Kelly Angel**, M.Ed., R.T. (R)(M)(CT)(MR)(ARRT), C.R.T. (M)(F)

PROGRAM DESCRIPTION

The Physician Assistant (PA) Fluoroscopy Program provides a didactic and clinical learning experience to educate current physician assistants in the use of fluoroscopy to produce medical images. The PA must be a graduate of an accredited PA program who has passed the National Commission on Certification of Physician Assistance (NCCPA) administered Physician Assistant National Certifying Exam (PANCE). Those interested in applying to the Fluoroscopy for the Physician Assistant Program are encouraged to visit our website at www.kpsahs.org.

The academic courses of the program are demanding and require a high level of commitment. The decision to enter a rigorous program like this should be well thought out with all outside responsibilities considered. All courses must be completed to receive a Certificate of Completion making the graduate eligible to sit for the state certification examination.

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.

MISSION STATEMENT

The Physician Assistant (PA) Fluoroscopy Program mission is to train current physician assistants in the study, theory, and practical application of fluoroscopy. The program requires and builds upon skills and attributes of the educated student in the integration of critical thinking skills, demonstrated ability to analyze and synthesize critical information, and communicate this information effectively to a diverse population of health care recipients.

EDUCATIONAL GOALS OF THE PHYSICIAN ASSISTANT FLUOROSCOPY PROGRAM

- Prepare students to pass the state certification examination.
- Students will be able to demonstrate the skills and behaviors needed to be a fluoroscopy trained physician assistant.
- Students will demonstrate a commitment to personal and professional growth.
- Function in a professional and ethical manner.

PROGRAM LEARNING OUTCOMES FOR THE PHYSICIAN ASSISTANT FLUOROSCOPY PROGRAM

Successful program graduates will demonstrate the following attributes:

- Differentiate between the sources, types and characteristics of radiation
- Relate the historical development of radiation protection
- Explain the technologist role in radiation protection from an ethical point of view
- Indicate the importance of facility design as it relates to radiation protection
- Evaluate the function of the fluoroscopic unit and related equipment

- Distinguish between the biologic effect of radiation on human tissue both primary and secondary effects
- Specify the state and federal regulation related to the operation of fluoroscopic units
- Compare and contrast quality control methods used to monitor equipment, patient and operator
- Employ effective methods to reduce radiation exposure to both patient and operator

PHYSICIAN ASSISTANT DUTIES

Physician assistants practice medicine on a team under the supervision of physicians and surgeons. They are formally educated to examine patients, diagnose injuries and illnesses, and provide treatment.

PREREQUISITES

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

- Verification of Physician Assistant license

PHYSICAL REQUIREMENTS

Students should be physically able to:

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

PROGRAM STRUCTURE

The 40 hour (4 quarter credits) continuous Physician Assistant (PA) Fluoroscopy Program provides didactic and clinical education for current physician assistants. Clinical experience occurs at clinical facilities in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Upon completion of this program, graduates are eligible to sit for state certification examinations.

PHYSICIAN ASSISTANT FLUOROSCOPY COURSES

F-PA 100: Physician Assistant Fluoroscopy

4.0 credits

This course prepares the student to take the State Department of Health Service's examination for the Fluoroscopy Permit. The course 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.

F-PA 101: Clinical Education I

1 credit

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

Interventional Radiography Program

PROGRAM STAFF

Program Director: **Lindsey Swift**, M.B.A., R.T. (R)(ARRT), C.R.T.
Faculty: **Kelly Angel**, M.Ed., R.T. (R)(M)(CT)(MR)(ARRT), C.R.T.
(M)(F)
Randall Enstrom, M.D.
Darryl Jones, M.D.

PROGRAM DESCRIPTION

The Interventional Radiography (IR) Program provides a didactic and clinical learning experience to enable students to enter the workforce as an IR Radiologic Technologists. Students are required to be registered with the ARRT in Radiography. Those interested in applying to the IR Program are encouraged to visit our website at www.kpsahs.org.

The academic courses of the program are demanding and require a high level of commitment. The decision to enter a rigorous program like this should be well thought out with all outside responsibilities considered. All courses must be completed to receive a Certificate of Completion making the graduate eligible to sit for the American Registry of Radiologic Technologists (ARRT) post-primary certification examination.

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.

MISSION STATEMENT

The Interventional Radiography Program mission is to train current radiologic technologist in the study, theory, and practical application of the tools of Interventional Radiography, toward the goal of providing effective treatment within the health care community. The program requires and builds upon skills and attributes of the educated student in the integration of critical thinking skills, demonstrated ability to analyze and synthesize critical information, and communicate this information effectively to a diverse population of health care recipients.

EDUCATIONAL GOALS OF THE INTERVENTIONAL RADIOGRAPHY PROGRAM

- Prepare students to pass the national post-primary certification examination.
- Students will be able to demonstrate the skills and behaviors needed to be an IR trained Radiographer.
- Students will demonstrate a commitment to personal and professional growth.
- Function in a professional and ethical manner.

PROGRAM LEARNING OUTCOMES OF THE INTERVENTIONAL RADIOGRAPHY PROGRAM

Successful program graduates will demonstrate the following attributes:

- Describe how an IR Fluoroscopy unit produces images.
- Identify various vasculatures in fluoroscopic images.
- Apply proper radiation protection practices when performing patient procedures.
- Demonstrate proper patient care techniques for all types of patients and outline steps to be taken in an adverse event.

- Name and describe common pathologic abnormalities seen on fluoroscopic and other imaging modalities.

INTERVENTIONAL RADIOGRAPHY TECHNOLOGIST DUTIES

Interventional Radiography technologists are responsible for utilizing sophisticated imaging practices which allow vascular procedures to be performed without invasive surgery.

PREREQUISITES

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

- Must possess a high school diploma or the equivalent.
- Verification of completion of a minimum of an AA/AS degree from a regionally accredited institution.
- Verification of ARRT primary certification in Radiography.

PHYSICAL REQUIREMENTS

Students should be physically able to:

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

PROGRAM STRUCTURE

The 9-month (3 Quarters, 38.7 quarter credits) continuous Interventional Radiography program provides didactic and clinical education for current Radiographers. Clinical experience occurs at clinical facilities in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises. Major holidays are observed and break periods are observed between academic quarters. Annual academic calendars are published in advance. Upon completion of this program, graduates are eligible to sit for national post-primary certification examinations.

INTERVENTIONAL RADIOGRAPHY COURSES

IR 100: Imaging Equipment & Supplies

3.5 credits

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

IR 101: Patient Care

3.5 credits

This course is designed to provide information dealing with patient care, aseptic technique and disease transmission. With respect to disease transmission and epidemiological field approach for evaluation is used. This course also covers contrast media, medications, vital signs and emergency care of patients with regards to interventional radiography..

IR 102: Clinical Education I

5.8 credits

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

IR 200: Interventional Radiography Equipment & Supplies

3.5 credits

This course introduces the student to procedures performed in Interventional Radiology to achieve diagnostic and sometimes therapeutic results. The primary goal of the course is to present the student an overview of the most common procedures and equipment used in Interventional Radiology. Focus is on the direct role of the technologist as an integral part of a health care team.

IR 201: Interventional Radiography Procedures I

3.5 credits

This course is designed to provide the student with a working knowledge of routine radiographic positioning for visualization of the vascular system within the central nervous, urinary and digestive systems. Terminology, accessory devices, equipment used in interventional procedures, and the application of protective devices will be discussed.

IR 202: Clinical Education I

5.8 credits

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

IR 300: Interventional Radiography Procedures II

3.5 credits

This course is designed to provide the student with a working knowledge of routine radiographic positioning for visualization of the vascular system within the peripheral nervous system and thoracic region. Terminology, accessory devices, equipment used in interventional procedures, and the application of protective devices will be discussed.

IR 301: Program Review

3.5 credits

This course is designed to promote competence in critical thinking and problem-solving skills in the interventional 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 two program-sections to solve these problems. Discuss and analyze relevant topics to the Interventional Radiography that include: radiation protection practices, projection and technique manipulation due to disease process, patient care, equipment safety, and equipment failure.

IR 302: Clinical Education III

5.8 credits

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

Breast Ultrasound Program

PROGRAM STAFF

Program Director: **Dorsey Ballow, M.Ed., R.D.C.S., R.D.M.S.**

Faculty: **Amy Cole, D.O.**
Vanessa Turner, R.D.M.S.

PROGRAM DESCRIPTION

This 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 course will provide ample opportunity to scan symptomatic patients under close supervision while working under the direction of subspecialty trained breast radiologists. The student will observe and assist with minor procedures within the sonographer's scope of practice. A comprehensive didactic component includes lecture assignments, text book reading assignments, written exams, computer research and journal article construction, as well as, case review and discussion. This program is a pass/fail course requiring submission of a journal article and at least an 80% final grade to earn the certificate.

MISSION STATEMENT

The Breast Ultrasound Program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The Breast Ultrasound 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. The program is committed to preparing students to take the responsibilities as sonographers, who will provide quality patient care, contribute to their profession and dedicate themselves, as professionals, to life-long learning. These are the foundations of the sonography profession and the program is committed to the education of our students and sonographers in the community.

EDUCATIONAL GOALS OF THE BREAST SONOGRAPHY PROGRAM

- Describe the normal breast anatomy including the Sonographic appearance
- Describe the types of breast pathology and correlating Sonographic appearances
- Compare the role of mammography, sonography, computerized tomography and magnetic resonance imaging
- Discuss the various interventional procedures utilized in breast pathology diagnosis

BREAST SONOGRAPHER DUTIES

Diagnostic Medical Sonographers, also known as 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.

PREREQUISITES

Must be a graduate of KPSAHS DMS program and hold Abdominal and Obstetric Registries. Ability to complete 540 clinical hours and 40 didactic hours in a six month time-frame at the discretion of program director and program faculty.

PHYSICAL REQUIREMENTS

You must be physically able to:

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

PROGRAM STRUCTURE

This course is six months in duration to complete the certificate portion. The course provides 540 clinical hours and 40 didactic hours.

SHORT TERM COURSES

Anatomy & Physiology I

This course is offered online only

Course Description

This course provides instruction on the principles of human anatomy and physiology emphasizing the integration of structure and function. The topics covered are terminology, chemistry, cells, histology, articulations, and the integumentary, skeletal, muscular, and nervous systems. In this course a variety of approaches are taken to master the material including lectures, hands-on laboratory work, computer lab, medical imaging, discussion, and textbook reading. This course is designed to meet prerequisite requirements for KPSAHS programs. Other schools may not accept this class as part of their entrance requirements.

Course Duration

33 Lecture / 22 Lab Hours, 11 Week Course

Course Prerequisite Requirements

None

Anatomy & Physiology II

This course is offered online only

Course Description

This course provides instruction on the principles of human anatomy and physiology emphasizing the integration of structure and function. The topics covered are terminology, cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. In this course a variety of approaches are taken to master the material including; lectures, hands-on laboratory work, computer lab, medical imaging, discussion, and textbook reading. This course is designed to meet the prerequisite requirements for KPSAHS programs. Other schools may not accept this class as part of their entrance requirements.

Course Duration

33 Lecture / 22 Lab Hours, 11 Week Course

Course Prerequisite Requirements

KPSAHS-Anatomy & Physiology I

Required Equipment

To be successful in an online course a student should have the following resources available:

- **Personal Computer with Internet Access**
- **Adobe Acrobat**
- **Microsoft Office Suite**
- **Modern Web Browser (e.g. Chrome v.40, FireFox v.36, Internet Explorer v,11, Safari v.8)**
- **Web Camera**
- **Hands Free Speakers and Headphones**

Learning Management (LMS) Training

If any student is not familiar with accessing the KPSAHS Learning Management System (LMS) training will be provided by the Director of Education and Training.

Mammography

Course Description

This course is designed to educate radiographers in the art and science 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.

The course consists of 40 hours of lecture and hands-on laboratory. The clinical portion is NOT included and the enrollee 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.

Course Duration

40 Hours Lecture/Lab

Course Prerequisite Requirements

- California Radiologic Technologist certificate (CRT), OR:
- Be a recent KPSAHS graduate of the Radiography program.

Venipuncture

Course Description

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 (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 person (either an MD, PA, RN or an LVN). Venipunctures are not valid if observed / signed-off by another tech.

Students may have the opportunity to perform venipunctures on each other in an optional lab after the post test, and consent is demonstrated by participation in this portion of the class. Students are not required to attend the lab portion of the class, and may choose to leave once they have successfully passed the post-test.

** If a student chooses to participate in the lab section of the class, all successful venipuncture performed in the lab will count towards the ten starts.

The original documentation of observed venipunctures is to be submitted within 30 days of the didactic class. Contact the instructor if there are any issues complying with this timeframe. Certificates for this course will not be awarded until all ten starts are completed and documentation is submitted to the school.

Successful completion of this course will be determined by obtaining a grade of 80% or above on the course post-test and demonstration of ten (10) successful venipunctures on live subjects (validated by documentation on the form provided in class).

Course Duration

1 Day

Course Prerequisite Requirements

This course is open to Certified Radiologic Technologists. Applicants must provide a copy of current CRT license and CPR certification (from American Heart Association) at time of registration.

Cardiopulmonary Resuscitation (CPR)

These courses are available online only (with a face-to-face skills test component).

BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS (CPR)

Course Description

KPSAHS offers The American Heart Association's Basic Life Support for Healthcare Providers course online. The objective is to reinforce healthcare 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 2 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 that is offered at the Richmond campus.

Course Duration

3 ½ to 4 hours of computer instruction

30-45 minutes skills test

Course Prerequisite Requirements

None

BLS/CPR SKILLS TEST

Course Description

This service is available if a person completes 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. It is only offered at the Richmond campus.

Course Duration

30-45 minutes skills test

Course Prerequisite Requirements

Completion of the online component of the AHA BLS Part 1. The certificate of completion must be presented at the time of the skills exam.

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.

One Day Symposiums

Course Description

This symposium is designed to provide continuing education units (CEU's) for certified Diagnostic Medical Sonography, Nuclear Medicine and Radiology Technologists.

Course Duration

Up to 8 hours

Course Prerequisite Requirements

State or National certification in Diagnostic Medical Sonography, Nuclear Medicine and/or Radiology.

UPPER DIVISION GENERAL EDUCATION

Program Staff

Program Director: **Bert C. Christensen, M.B.A., R.T. (R)(T)(ARRT), C.R.T. (T)**

Mission Statement and Philosophy

The purpose of the General Education Program 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 Program has been designed to complement and complete the specialized education students receive in their particular area of study. The General Education curriculum provides an upper division experience only, it is integrated with the mission and core values of Kaiser Permanente School of Allied Health Sciences, and it assumes that students have completed a lower division General Education curriculum at another institution prior to arriving. The KPSAHS Upper Division General Education Program 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 KPSAHS Upper Division General Education program 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. Developing the ability to comprehend and contribute to diverse and global perspectives, and encouraging the pursuit of lifelong learning, places students on the path to success academically, personally, and professionally.

Program Learning Outcomes of the General Education Program

Upon successful completion of the General Education program, students will demonstrate the following:

- Understanding of and adherence to legal and ethical guidelines
- Written and oral communication skills
- Sensitivity to and appreciation for diversity
- Critical thinking skills
- Quantitative reasoning in the analyses of data
- Information literacy

General Education Courses

General Education courses 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. The online meeting will be held a minimum of twice per month. Additionally, there may be face-to-face meetings as scheduled by the course instructor. The face-to-face meetings will be held at the Richmond Campus.

Currently KPSAHS utilizes WebEx to conduct these online meetings. Students will need access to a computer, tablet, or smartphone to attend the online meetings.

Course Descriptions

GE 801: 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.

GE 802: 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.

GE 803: 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.

GE 804: Health Services Administration

4.0 credits

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

ADMISSIONS, REGISTRATION, AND FINANCIAL INFORMATION

Admissions

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

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

KPSAHS does not accept ATB and does not currently have any articulation agreements.

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

Application Requirements

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

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

- Valid CPR card; American Heart Association, Healthcare Provider Basic Life Support, two (2) year certification.
- A non-refundable application handling fee is required for each program application.

Diagnostic Imaging Programs

- All prerequisite courses must be completed before an application is submitted.
- All applicants must complete Application requirements.
- Applications must include two current signed letters of reference (Original letters signed and dated within 6 months of the application date). Applications with fewer than two letters of reference will not be considered.
- Official academic transcripts are required to document completion of prerequisite courses and documentation of degree from a regionally-accredited institution or as available at KPSAHS. To maintain eligibility, official sealed academic transcripts must accompany application at the time of submission.
- For admission into the Radiography or Nuclear Medicine programs, verification of a minimum of an AA/AS degree from a regionally accredited institution is required.

Short Term Courses

PHLEBOTOMY PROGRAM

- All applicants must complete Application Forms.
- Applicants must submit verification of high school completion, in the form of an official high school transcript, official GED documentation, or successful completion of 12 semester or 18 quarter credits from a regionally-accredited postsecondary institution.
- All applicants must successfully pass an assessment test.
- Documented physical examination.
- Documented immunizations as stated on application.
- Phlebotomy applicants are required to complete and pass a criminal background check and drug screening from the designated agency as a requirement for enrollment into the program.
- All program tuition is due on or before the day of orientation.

ANATOMY & PHYSIOLOGY COURSES

- All applicants must complete Application Forms.
- Must successfully complete A&P 1 to register for A&P 2
- Classes cannot be taken concurrently
- Tuition paid in full.

Submit Application Packet - Applicants must collect all documents required to submit an Application Packet. A completed Application Packet includes the following:

1. **\$55 non-refundable application fee**
2. **Pay required course fees**
3. **Student Checklist (Provided by Admissions)**

Acceptance

Students are registered and accepted into Anatomy and Physiology I & II base on the following:

1. Class reaches capacity. (40 students per class); or
2. Registration deadline.

Enrollment Agreement

The student Enrollment Agreement is reviewed and signed by the applicant during the program's Orientation.

Student Orientation

New students to Anatomy and Physiology are required to attend Orientation an hour before class starts on the first day of class which consists of an introduction to the KPSAHS facility, Enrollment Agreement, Student Catalog, and the issuance of campus access badges.

Assessment Examination – Phlebotomy Program Only

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

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

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

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

Admission Requirements for Prerequisite Coursework

Transcripts are reviewed by Admissions and Records Department at no cost to the applicant. Course work must be completed and documented on an official sealed transcript, college level, from a regionally-accredited institution or as available at KPSAHS, a minimum of 3 semester or 4 quarter units with a grade of "C" or higher. **All prerequisite coursework grades must be verifiable and on an official transcript in the form of a letter grade. KPSAHS does not accept Pass/Fail, Credit/No Credit grades.**

COLLEGE TRANSCRIPTS

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

FOREIGN TRANSCRIPTS

To verify completion of prerequisites, all foreign diplomas and documents must include an official notarized translation in English and be evaluated by a foreign transcript evaluating agency prior to submission. The evaluation must be course by course and include the letter grade; units/credits awarded as semester or quarter credit, total credit hours, and earned cumulative GPA. Foreign transcripts must be official and sealed and accompany the application packet.

MILITARY TRANSCRIPTS

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

HIGH SCHOOL TRANSCRIPTS

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

EXPERIENTIAL LEARNING AND CHALLENGE EXAMS

KPSAHS does not offer award of credit for experiential learning or challenge exams.

Foreign Students (Visa)

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

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

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

- H1B: Work visa
- H4: Spousal visa

English as a Second Language

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

Required English Proficiency

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

Selection Process for Diagnostic Imaging Programs

Interviews

- KPSAHS is not obligated to interview all applicants who meet the minimum admission criteria.
- Interviews will be conducted by a panel of faculty, clinical staff, medical directors, and school administrators.

Class Selection

- Class selection will begin at the conclusion of interviews.
- All applicants will be notified of selection status.

Acceptance Procedure

Selected students must complete the following:

- Formally respond in writing to the “Student Acceptance Letter.” Failure to respond by stated deadline will result in forfeiture of enrollment for the stated application period.
- Pass a mandatory physical examination/immunizations.
- Pass a mandatory drug testing and background screening. (Students are responsible for paying all fees directly to the designated company.)
- Pay a non-refundable registration fee.
- Attend the mandatory KPSAHS pre-enrollment meeting and orientation.

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

Background Check and Drug Testing

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

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

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

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

Pre-Admission Physical Examination

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

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

Student Health Screenings

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

It is the responsibility of individual students to report having a 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.

Student Enrollment Process

Enrollment Agreement

The Student Enrollment Agreement is signed during New Student Orientation.

Registration

Registration payment is due prior to the pre-enrollment meeting. The receipt of payment confirms acceptance into the program. If payment is not received, the selected student forfeits his/her place in the program. Payment instructions can be found on the student portal homepage at mykpsahs.com under My Finances.

Student Orientation

Selected students are required to attend New Student Orientation. During this orientation, students will be introduced to the Kaiser Permanente organization, Enrollment Agreement, Schedule of Student Charges, KPSAHS Catalog, Program Expectations, Compliance, and KPSAHS Facility & Safety procedures.

TRANSFER AND AWARD OF ACADEMIC CREDIT

KPSAHS has established the following principles for the Policy of Transfer and Award of Academic Credit. The intent is that the Statement of Policy and Practices of Implementation provide maximum consideration for the individual student, while maintaining the integrity of academic credit applied toward the educational program of choice.

Types of Institutions from Which Academic Credit Is Accepted

In recognition that the educational programs of Allied Health at KPSAHS require specific knowledge, skills and abilities, the School applies the principles of comparability, applicability, and equivalency of learning outcomes consistent with program coursework at the School.

Transfer credit is allowed only from schools with regional accreditation, as recognized by the U.S. Department of Education. The Policy and Practices of Implementation are established to ensure the following:

- Consistency with implementation practices for award of academic credit.
- Clear communication and accountability with the general public.
- As far as possible, to recognize innovation in higher education.

Policy Components

Comparability and Applicability

Coursework considered for transfer must be comparable to the nature, content, quality, and level of credit to the program and/or courses for which the student is seeking recognition. To establish this comparability, review is made of catalogs, course syllabi, and other applicable materials, and/or decisions made by experienced faculty and staff.

Accreditation Source

Acceptance of transfer credit will not rest exclusively on the source of credit. If submitted coursework does not satisfy requirements for award of credit, the student will be advised of the reason.

Credit for Purposes of Admission versus Applicability of Credit for Program Credit

KPSAHS considers award of credit for purposes of admission to satisfy prerequisite coursework. Prerequisite coursework, satisfied by transfer, is not recognized on the KPSAHS transcript of earned academic credit. A school transcript of record includes only transfer credit awarded toward completion of an academic program.

Credit from Foreign Institutions

KPSAHS will consider transfer credit from a Foreign Institution of higher education, if the expectations of the Transfer Policy are addressed, and an external evaluation provides:

- Validation of the education,
- Transcript translation into English, if necessary, and
- Confirmation of the program level of study, credit hours, and GPA.

Transfer of Upper Division Credit

Academic credit is limited to upper division general education for degree programs, a maximum of 12 quarter credits.

Implementation Practices

KPSAHS has established the following practices for the Policy of Transfer and Award of Academic Credit. The intent is that the Statement of Policy and Practices of Implementation provide maximum consideration for the individual student, while maintaining the integrity of academic credit applied toward the educational program of choice.

Transcript evaluation requires the following:

- Official transcript of record.
- Confirmation the school is regionally-accredited.
- Review of course description from awarding institution, catalog copy and/or syllabus or course outline or validation of learning outcomes are comparable to KPSAHS requirements.
- Courses do not duplicate, overlap, or regress previous work.

The following are required for purposes of admission:

- Prospective coursework for admission credit recognition is: a) prerequisite coursework; b) recommended prerequisite coursework; or c) satisfies requirement of 60 semester/90 quarter credit of collegiate level work.
- Coursework is comparable to prerequisite requirements.
- Coursework has been completed with a minimum grade of "C." **KPSAHS does not accept Pass/Fail, Credit/No Credit grades.**

For purposes of award of academic credit toward degree completion, transfer credit must:

- Be comparable to coursework for upper division general education,
- Be completed with minimum grade of "C,"
- Have been completed at the same level as courses at KPSAHS, i.e., upper division, degree credit-eligible, and
- Transfer credits must be from a regionally accredited institution.

FINANCIAL INFORMATION

Financial Obligations of Students

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

Tuition and Fees

Students pay tuition and fees directly to the Kaiser Permanente School of Allied Health Sciences. Payment of all tuition and fees are due during each inter-quarter break. If full payment is not received by the stated deadline, students will not be allowed to participate in didactic or clinical education. Failure of payment will result in immediate dismissal from the program.

Students are provided with a comprehensive schedule of student charges during the pre-enrollment meeting. This schedule identifies the estimated grand total charges for the entire educational program.

Tuition and fees are subject to change without prior notice.

The KPSAHS Board of Directors and school administration review tuition and fees annually. KPSAHS makes every effort to keep student costs to a minimum. All listed fees should be regarded as estimates that are subject to change. All updates will be posted on the student portal homepage at mykpsahs.com under My Finances.

Returned Check Fee

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

Payment for Repeated Courses

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

Books and Fees

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

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

Booklists are subject to change. If in the event a newer edition of a textbook becomes available, please purchase the most recent edition.

Payment Instructions

KPSAHS does not accept payments at either the Richmond or Stockton Campuses. Payment instructions can be found on the student portal at mykpsahs.com under My Finances. 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 will be applied.

Late Payment of Tuition and Fees

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

Student Right to Cancel

You may cancel your enrollment in the Kaiser Permanente School of Allied Health Sciences, without any penalty or obligation during the first seven (7) days from the start date of the program. Last day to cancel _____.

If you cancel, any payment you have made and any negotiable instruments signed by you shall be returned to you within 30 days following the receipt of your notice to withdraw from the program.

If you have received a student ID/Access Badge, you must return the ID/Access Badge within 30 days of the date you signed your notice of cancellation. To cancel your enrollment in the Kaiser Permanente School of Allied Health Sciences, you must mail or hand deliver a signed and dated copy of your written notice to: **KPSAHS will not accept notices by email.**

Marsha Marsh - Registrar
938 Marina Way South
Richmond, CA 94804

REMEMBER THAT YOU MUST CANCEL IN WRITING (email notification is not acceptable). You do not have the right to cancel by telephoning the school or by not attending class.

Tuition Refund Policy

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

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

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

student portal at mykpsahs.com under My Finances. If a student is eligible for a refund, the refund will be made within 45 days of the effective withdrawal date. All refunds are subject to a \$25 administrative fee.

REFUND EXAMPLE

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

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

Bureau for Private Postsecondary Education

P.O. Box 980818

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

West Sacramento, CA 95798-0818

Financial Aid

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

Kaiser Permanente Student Financial Aid Program (SFAP)

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.

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

Workforce Investment Bureau (WIB)

Qualified students may be eligible for assistance through the Workforce Investment Bureau. Inquiries should be made directly to that agency. Application information and requirements are located at <http://www.cwib.ca.gov/>.

Title 38 (GI Bill)

The Radiography, Sonography, and Nuclear Medicine programs are also approved for veterans training benefits under Title 38 (GI Bill). Application information and requirements are located at http://www.benefits.va.gov/gibill/post911_gibill.asp.

Additional Financial Aid Information

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

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

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

Income Tax Credit - 1098-T

KPSAHS is not required to file a 1098-T because the School is not eligible to participate in the Department of Education's student aid programs.

Please contact the IRS directly or contact a tax advisor to determine if you qualify for an educational credit.

Should you require a receipt for the tuition and fees paid to the school, please complete and email a Transcript/Document Request form to mary.a.mcdonald@kp.org.

http://xnet.kp.org/kpsahs/Transcript_Doc_Request_Form_6_13.pdf

PLEASE NOTE: KPSAHS employees are not professional tax advisors and cannot give tax advice. Please contact a personal tax advisor for assistance. You may also contact the IRS directly at www.irs.gov or (800) 829-3676 / (800) 829-1040.

Schedule of Student Charges

Radiography – Day Bachelor Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	Prior to Pre-Enrollment
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,030.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	35.00	
	Subtotal	3,215.00	September 25, 2015 Noon
Quarter 2	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	December 30, 2015 Noon
Quarter 3	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	April 1, 2016 Noon
Quarter 4	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	July 1, 2016 Noon
Quarter 5	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	September 30, 2016 Noon
Quarter 6	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	December 30, 2016 Noon
Quarter 7	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	March 31, 2017 Noon
Quarter 8	Tuition	3,030.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,230.00	June 30, 2017 Noon
	Total	25,140.00	

Tuition	Required and is refundable according to the KPSAHS tuition refund policy.
Fees	Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.
Insurance	Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
STRF Fee	Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, please refer to the Student Tuition Recovery Fund section. Non-refundable
Note	Tuition and fees are regarded as estimates that are subject to change without prior notice. The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	877.65
	X-Ray Film Markers	25.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	69.99
Quarter 3	Books	69.95
Quarter 4	Books	263.85
Quarter 5	Books	154.90
Quarter 6	Books	96.95
Quarter 7		-
Quarter 8	Books	112.00
	Cap and Gown	50.00
	Total	1,820.29
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 26,960.29

Radiography – Day Certificate Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application Prior to Pre-Enrollment
	Registration Fee	250.00	
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	2,790.00	September 25, 2015 Noon
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	35.00	
	Subtotal	2,975.00	
Quarter 2	Tuition	2,790.00	December 30, 2015 Noon
	Materials Fees	35.00	
	Subtotal	2,825.00	
Quarter 3	Tuition	2,790.00	April 1, 2016 Noon
	Materials Fees	35.00	
	Subtotal	2,825.00	
Quarter 4	Tuition	2,790.00	July 1, 2016 Noon
	Materials Fees	35.00	
	Subtotal	2,825.00	
Quarter 5	Tuition	2,790.00	September 30, 2016 Noon
	Materials Fees	35.00	
	Subtotal	2,825.00	
Quarter 6	Tuition	2,790.00	December 30, 2016 Noon
	Materials Fees	35.00	
	Subtotal	2,825.00	
Quarter 7	Tuition	2,790.00	March 31, 2017 Noon
	Materials Fees	35.00	
	Subtotal	2,825.00	
Quarter 8	Tuition	2,790.00	June 30, 2017 Noon
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	2,990.00	
Total		23,220.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, please refer to the Student Tuition Recovery Fund section. Non-refundable
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

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Quarter 3	Books	69.95
Quarter 4	Books	263.85
Quarter 5	Books	154.90
Quarter 6	Books	96.95
Quarter 7		-
Quarter 8	Books	112.00
	Cap and Gown	50.00
Total		1,820.29
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 25,040.29

Radiography – Evening Bachelor Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	Prior to Pre-enrollment
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	2,675.60	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	35.00	
	Subtotal	2,860.60	June 26, 2015 Noon
Quarter 2	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	September 25, 2015 Noon
Quarter 3	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	December 30, 2015 Noon
Quarter 4	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	April 1, 2016 Noon
Quarter 5	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	July 1, 2016 Noon
Quarter 6	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	September 30, 2016 Noon
Quarter 7	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	December 30, 2016 Noon
Quarter 8	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	March 31, 2017 Noon
Quarter 9	Tuition	2,675.55	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	2,875.55	June 30, 2017 Noon
	Total	25,015.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.

The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	804.70
	X-Ray Film Marker	25.00
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2		-
Quarter 3	Books	82.95
Quarter 4	Books	95.95
Quarter 5	Books	244.85
Quarter 6	Books	96.95
Quarter 7	Books	72.95
Quarter 8		-
Quarter 9	Books	112.00
	Cap and Gown (Estimated Cost)	50.00
	Total	1,685.35
	ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 26,700.35

Radiography – Evening Certificate Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	Prior to Pre-enrollment
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	2,462.24	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	35.00	
	Subtotal	2,647.24	June 26, 2015 Noon
Quarter 2	Tuition	2,462.22	
	Materials Fees	35.00	
	Subtotal	2,497.22	September 25, 2015 Noon
Quarter 3	Tuition	2,462.22	
	Materials Fees	35.00	
	Subtotal	2,497.22	December 30, 2015 Noon
Quarter 4	Tuition	2,462.22	
	Materials Fees	35.00	
	Subtotal	2,497.22	April 1, 2016 Noon
Quarter 5	Tuition	2,462.22	
	Materials Fees	35.00	
	Subtotal	2,497.22	July 1, 2016 Noon
Quarter 6	Tuition	2,462.22	
	Materials Fees	35.00	
	Subtotal	2,497.22	September 30, 2016 Noon
Quarter 7	Tuition	2,462.22	
	Materials Fees	35.00	
	Subtotal	2,497.22	December 30, 2016 Noon
Quarter 8	Tuition	2,462.22	
	Materials Fees	35.00	
	Subtotal	2,497.22	March 31, 2017 Noon
Quarter 9	Tuition	2,462.22	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	2,662.22	June 30, 2017 Noon
	Total	23,095.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	804.70
	X-Ray Film Marker	25.00
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2		-
Quarter 3	Books	82.95
Quarter 4	Books	95.95
Quarter 5	Books	244.85
Quarter 6	Books	96.95
Quarter 7	Books	72.95
Quarter 8		-
Quarter 9	Books	112.00
	Cap and Gown (Estimated Cost)	50.00
	Total	1,685.35
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 24,780.35

Diagnostic Medical Sonography – General Concentration Bachelor Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application February 6, 2015
	Registration Fee	250.00	
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,920.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	4,005.00	March 27, 2015 Noon
Quarter 2	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	June 26, 2015 Noon
Quarter 3	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	September 25, 2015 Noon
Quarter 4	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	December 30, 2015 Noon
Quarter 5	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	March 25, 2016 Noon
Quarter 6	Tuition	3,920.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	4,120.00	June 24, 2016 Noon
Total		24,250.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	650.00
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2	Books	450.00
Quarter 3		-
Quarter 4	Books	150.00
Quarter 5		-
Quarter 6	Cap and Gown (Estimated Cost)	50.00
Total		1,400.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 25,650.00

Diagnostic Medical Sonography – General Concentration Certificate Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application February 13, 2015
	Registration Fee	250.00	
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,500.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	3,585.00	March 27, 2015 Noon
Quarter 2	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	June 26, 2015 Noon
Quarter 3	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	September 25, 2015 Noon
Quarter 4	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	December 30, 2015 Noon
Quarter 5	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	March 25, 2016 Noon
Quarter 6	Tuition	3,500.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,700.00	June 24, 2016 Noon
Total		21,730.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	650.00
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2	Books	450.00
		-
Quarter 4	Books	150.00
Quarter 5		-
Quarter 6	Cap and Gown (Estimated Cost)	50.00
Total		1,400.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 23,130.00

Diagnostic Medical Sonography – Cardiac Concentration Bachelor Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	February 6, 2015
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,920.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	4,005.00	March 27, 2015 Noon
Quarter 2	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	June 26, 2015 Noon
Quarter 3	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	September 25, 2015 Noon
Quarter 4	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	December 30, 2015 Noon
Quarter 5	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	March 25, 2016 Noon
Quarter 6	Tuition	3,920.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	4,120.00	June 24, 2016 Noon
Total		24,250.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	400.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	350.00
Quarter 3		-
Quarter 4		-
Quarter 5	Books	360.00
Quarter 6	Cap and Gown	50.00
Total		1,260.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 25,510.00

Diagnostic Medical Sonography – Cardiac Concentration Certificate Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	February 6, 2015
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,500.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	3,585.00	March 27, 2015 Noon
Quarter 2	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	June 26, 2015 Noon
Quarter 3	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	September 25, 2015 Noon
Quarter 4	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	December 30, 2015 Noon
Quarter 5	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	March 25, 2016 Noon
Quarter 6	Tuition	3,500.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,700.00	June 24, 2016 Noon
Total		21,730.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	400.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	350.00
Quarter 3		-
Quarter 4		-
Quarter 5	Books	360.00
Quarter 6	Cap and Gown	50.00
Total		1,260.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 22,990.00

Nuclear Medicine- Bachelor Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application February 6, 2015
	Registration Fee	250.00	
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,261.70	March 27, 2015 Noon
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	3,346.70	
Quarter 2	Tuition	3,261.66	June 26, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,296.66	
Quarter 3	Tuition	3,261.66	September 25, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,296.66	
Quarter 4	Tuition	3,261.66	December 30, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,296.66	
Quarter 5	Tuition	3,261.66	March 25, 2016 Noon
	Materials Fees	35.00	
	Subtotal	3,296.66	
Quarter 6	Tuition	3,261.66	June 24, 2016 Noon
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,461.66	
Total		20,300.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.

The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	625.00
	(1) Pair of Scrubs (1) Lab Coat (Estimated Cost)	100.00
Quarter 2	Books	110.00
Quarter 3	Books	160.00
Quarter 4	Books	80.00
Quarter 5	Books	30.00
Quarter 6	Books	100.00
	Cap and Gown (Estimated Cost)	50.00
Total		1,255.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 21,555.00

Nuclear Medicine- Certificate Program

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application February 6, 2015
	Registration Fee	250.00	
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	2,881.70	March 27, 2015 Noon
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	2,966.70	
Quarter 2	Tuition	2,881.66	June 26, 2015 Noon
	Materials Fees	35.00	
	Subtotal	2,916.66	
Quarter 3	Tuition	2,881.66	September 25, 2015 Noon
	Materials Fees	35.00	
	Subtotal	2,916.66	
Quarter 4	Tuition	2,881.66	December 30, 2015 Noon
	Materials Fees	35.00	
	Subtotal	2,916.66	
Quarter 5	Tuition	2,881.66	March 25, 2016 Noon
	Materials Fees	35.00	
	Subtotal	2,916.66	
Quarter 6	Tuition	2,881.66	June 24, 2016 Noon
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,081.66	
Total		18,020.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.

The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	625.00
	(1) Pair of Scrubs (1) Lab Coat (Estimated Cost)	100.00
Quarter 2	Books	110.00
Quarter 3	Books	160.00
Quarter 4	Books	80.00
Quarter 5	Books	30.00
Quarter 6	Books	100.00
	Cap and Gown (Estimated Cost)	50.00
Total		1,255.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 19,275.00

Basic and Advanced Phlebotomy

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

	Tuition/Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Tuition	3,000.00	On/before Orientation
	Student Tuition Recovery Fund (STRF) Fee	-	
	Laboratory Fees	600.00	
	Total	3,655.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Laboratory Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons, lab coat and liability insurance. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice. The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

	Description	Amount
	Books	79.99
	NCCT Test Fee	25.00
	Cap and Gown (Estimated Cost)	50.00
	Total	154.99
	ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 3,809.99

Physician Assistant Fluoroscopy

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	-	At Time of Application
	Subtotal		
Duration	Tuition/Fees	Amount	Due Date
10 Weeks	Tuition	650.00	
	Student Tuition Recovery Fund (STRF) Fee	-	
	Subtotal	650.00	Beginning of Program
	Total	650.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, please refer to the Student Tuition Recovery Fund section.
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Duration	Description	Amount
Quarter 1	Books	96.80
	Total	96.80
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 746.80

Interventional Radiography

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Subtotal	55.00	
Duration	Tuition/Fees	Amount	Due Date
9 months	Tuition	5,930.39	Beginning of Program
	Insurance	25.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Educational Materials and Lecture Notes	105.00	
	Subtotal	6,060.39	
Total		6,115.39	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days from the start of the program. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, please refer to the Student Tuition Recovery Fund section. Non-refundable

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.

The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Duration	Description	Amount
Quarter 1	Books	873.33
	(2) Pair of Scrubs (Estimated Cost)	100.00

Total **973.33**

ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM **\$ 7,088.72**

Certificate and Continuing Education Programs

CONTINUING EDUCATION

Mammography

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
1,000.00	-	-	-	-	-	-	-	-	1,000.00

Mammography (KPSAHS Students Only)

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
400.00	-	-	-	-	-	-	-	-	400.00

Fluoroscopy

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
650.00	-	-	-	-	-	-	-	-	650.00

Breast Ultrasound Program

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
TBD	-	-	-	TBD	-	-	-	-	TBD

A&P1

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
300.00	55.00	-	-	-	130.00	-	-	-	485.00

A&P2

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
300.00	55.00	-	-	-	130.00	-	-	-	485.00

Venipuncture

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
200.00	-	-	-	-	-	-	-	-	200.00

Basic Life Support for Healthcare Providers (CPR)

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
85.00	-	-	-	-	-	-	-	-	85.00

CPR Online Renewal

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
75.00	-	-	-	-	-	-	-	-	75.00

BLS/CPR Skills Test

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
45.00	-	-	-	-	-	-	-	-	45.00

One Day Symposiums

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
200.00	-	-	-	-	-	-	-	-	200.00

MISCELLANEOUS FEES

Administrative Fees	Fee
New CPR Card	7.00
CPR Card Replacement	16.00
Administrative Fee (Refund)	25.00
Late Fee Per Day	25.00
Non-Sufficient Funds (NSF) Fee	25.00
Document Request Fee	5.00
Certificate Request Fee	10.00
NCCT Test Fee Internal	25.00
NCCT Test Fee External	50.00

ACADEMIC AND CLINICAL POLICIES

General Graduation Requirements

Graduation Requirements

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

Didactic Education Policies

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

Intellectual Property

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

Review of Examination Materials

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

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

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

Real Time Video Instruction

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

Distance Education

Students taking KPSAHS courses offered through distance education should expect to receive a response or evaluation for all lessons and projects within 10 calendar days of the instructor receiving the student's submission(s).

Required Equipment

To be successful in an online course a student should have the following resources available:

- **Personal Computer with Internet Access**
- **Adobe Acrobat**
- **Microsoft Office Suite**
- **Modern Web Browser (e.g. Chrome v.40, FireFox v.36, Internet Explorer v,11, Safari v.8)**
- **Web Camera**
- **Hands Free Speakers and Headphones**

Learning Management (LMS) Training

If any student is not familiar with accessing the KPSAHS Learning Management System (LMS) training will be provided by the Director of Education and Training.

Video Conference Equipment/Electronic Equipment

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

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

Recording of Class

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

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 your clinical preceptor before leaving your clinical site including attending to emergencies
- Refrain from conversing with the patients about their personal condition, or that of any other patient in the hospital
- Refrain from making any personal remarks, criticisms, or comments regarding physicians, patients, fellow students, staff, supervisors, or methods of treatment in the presence of a patient
- Never advise a patient about retaining or discharging a physician
- Never discuss in public any information that is related to a patient, e.g., diagnosis, prognosis, personal life, etc.
- Be responsible for all assigned tasks by supervisors, staff, and physicians

- Complete all assigned duties each day, unless relieved by a staff or preceptor
- At no time administer medication, water, or treatment of any kind to a patient except under the direction of a physician. If a patient suddenly becomes ill or is injured, notify a supervisor, nurse or physician as required
- Do not adjust or remove clamps on IV tubes, drains, splints, etc, without permission or transport non-ambulatory patients on a stretcher unless otherwise specified by physician, nurse, or floor supervisor. When in doubt, consult the floor supervisor. Inattention to this directive may cause physical hardship for the patients
- Use hospital supplies only for purposes intended and do not remove supplies from the department and/or facility for personal use
- Observe and execute all applicable KPSAHS, clinical site specific, and Kaiser Permanente California Division policies and procedures.
- Photo ID badges must be appropriately worn at all times while on school or hospital property.
- Appropriately wear film badge during clinical education (if applicable)

Clinical Assignments

Clinical assignments for all programs are made by the program director with input from the program staff. Students may be required to travel long distances to receive full clinical education. Clinical assignments are made to ensure all students receive an equitable 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 pro-active 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

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

Clinical Logbook

The Clinical Log Book 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 preceptor 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:

- **Academic Preparation:** Each program presents the student with a didactic and clinical education process that is designed to coordinate the classroom and clinical course work.
- **Observation:** The initial activities in the clinical facilities will consist primarily of observing medical employees at work.
- **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.
- **Competency Evaluation:** When the student is able to perform a particular examination without help, the preceptor or a designated qualified staff should be asked to complete a competency evaluation or examination/procedure performed per program policy addressed in the clinical education logbook. Performance will be documented on a Competency Evaluation Form. 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.
- **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 preceptor so a determination can be made which examinations the student can perform under direct or indirect supervision.

Clinical Staff – Roles and Responsibilities

CLINICAL PRECEPTOR

Each clinical facility has one or more clinical preceptors 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, 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.

CLINICAL COORDINATOR

The clinical coordinator, as part of the KPSAHS faculty, is under the guidance of the program director and performs duties as assigned by the program director. Duties include:

- 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:

- Follow the administrative policies established by the clinical facilities. Make sure your clinical preceptor provides you with these policies.
- Check assigned work center and report on time to the assigned area.
- Notify the clinical preceptor and clinical coordinator no later than the scheduled time in case of illness or absences that are beyond the student's control.
- Wear appropriate dosimetry or other monitoring devices (as required by the program and department).
- Wear both student photo ID badge and access badge.
- Check with your preceptor before leaving the assigned work center.
- Follow the directions provided by the clinical preceptor.
- Ask for advice when indicated.
- Be 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.

Non Retaliation Policy for Students Attending Clinical During a Strike

The Kaiser Permanente School of Allied Health Sciences (KPSAHS) is committed to protecting faculty, staff members, and student's from retaliation for any person 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.

Protection from Retaliation

KPSAHS faculty and students 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 faculty or student 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 **Student Services** or the **Associate Administrator**. For 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, review the procedure being performed, evaluate the patient and approve all images**. 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
- Radiography Students:

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 6 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 adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation is in use on patients.

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

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/documentated 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.

Student Malpractice Insurance Coverage

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

Student Clinical Injury

STUDENT RESPONSIBILITIES

No injury is to be considered too minor to report.

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

RECEIVING CARE FOR MINOR INJURIES DURING CLINICAL EDUCATION

If the injury is minor and does not require immediate medical attention, the student, preceptor/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 SEVERE INJURIES DURING CLINICAL EDUCATION

If a student receives a severe clinical injury at a:

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

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

The Occupational Health Clinics should be directed to call KPSAHS at (510) 231-5032 to speak with KPSAHS Director of Academic Affairs if they have any questions regarding students Worker's Compensation Coverage.

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

Student Pregnancy

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

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

Upon the discovery of pregnancy, the student may continue didactic and clinical hours up to the time of delivery unless medically contraindicated. 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 has the option to provide a written withdrawal of declaration.
- Student may elect to take a “Leave of Absence (LOA) Due To Pregnancy”. 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. A request for an LOA must be written and delivered to the program director. In this case, the student returns to the program one year from the quarter of departure, unless a longer period or extension is medically necessary. All re-admission policies apply to the student who takes a LOA Due To Pregnancy.
- Student may elect to consult with the program director, Radiation Safety Officer, or the program medical director to consider her special circumstances and to design an individual instructional program for completing her remaining clinical and didactic requirements. In such a scenario the student may take an LOA not to exceed 3 months. A request for an LOA must be written and delivered to the program director.

In all circumstances, missed clinical and didactic assignments must be made up before a Certificate of Completion or Bachelor 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

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

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

Dosimetry

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

Any student exceeding 125 mrem per month will meet with the Radiation Safety Officer and discuss the readings and ways to limit exposure.

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

Occupational Considerations

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

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

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

Attendance Policies for Classroom, Lab, and Clinic

Learning objectives cannot be met with frequent absences, tardiness or leaving didactic or clinical education early. The program reserves the right to impose remedial work on its students, require clinical make-up, or reduce academic or clinical grades. Excessive absenteeism or patterns of attendance abuse will result in grade reduction or disciplinary action up to and including dismissal from the program.

Classroom/Lab Attendance

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

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

Classroom Absence Notification

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

Clinical Attendance

As part of the clinical education, the student must be dependable. Absences, tardiness, and not meeting assigned clinic hours affect clinical performance and overall educational development.

Clinical Absence/Clinical Tardy Notification

All students must report clinical absences by phone directly to their clinical preceptor and school educator/clinical coordinator as outlined in the clinical syllabi.

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

Clinical Hours Policy

Students must complete all clinical education hours 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 a total of 40 hours of clinical and didactic combined activities per week, and 8 hours per day.

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

DEFINITIONS

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

Class/lab tardy – Arrival after the scheduled start time

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

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

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

CLINICAL TARDINESS

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

CLINICAL ABSENCE

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

Each clinical absence, after the first 2 absences, results in a penalty from the final clinical grade. A physician's excuse will remove the penalty, but all clinical absences must be made up regardless of the reason for the absence.

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

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

- Radiography Students: Maximum of 6 clinical absences per quarter
- Sonography Students: Maximum of 4 clinical absences per quarter
- Nuclear Medicine Students: Maximum of 4 clinical absences per quarter
- Phlebotomy Students: Maximum of 1 clinical absence per quarter

If a student exceeds the maximum number of allowable quarterly clinical absences, the student will not receive credit for the clinical course until all course requirements are met.

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

A consistent pattern of unexcused absences may result in disciplinary action.

Phlebotomy students must make up clinical time at the end of their program.

CLINICAL MAKE-UP AGREEMENTS

"Clinical Attendance Make-Up Agreements" are required for **all** clinical absences. All such Agreements must be completed, signed by the student and preceptor, and submitted to the educator/clinical coordinator within seven days of the absence. The program director will sign the "Clinical Attendance Make-up Agreement" after completing the day(s) and prior to assigning a letter grade to the student for the Clinical Experience course. Once completed, the Agreement will become part of the student's permanent file.

Basic & Advanced Phlebotomy Program Attendance Policy and Exam Make-Up Policy

Student attendance for classroom and clinical training activities is essential for the development of high caliber knowledge and skills in phlebotomy. Attendance for all scheduled phlebotomy class time and clinical time is mandatory.

Class Attendance

If a student is late to or will miss any class time due to some unforeseen reason (i.e., illness), the student must notify the instructor as soon as possible **prior** to the start of class. This can be done by a phone call (and leaving a voice message if no answer) or via E-mail. 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. This is required by California Laboratory Field Services. **If a student misses 3 full classes, they will be dropped from the program.**

Clinical Attendance

If a student will miss **any time** during clinical rotation, the notification **must** be to the instructor, *and* the clinical site, ensuring the preceptor is notified. Notification to the clinical site must be by phone call to the department. If leaving a message for the preceptor, make sure to write down the person that took the message. Notification to the instructor can be by a phone call (and leaving a voice message if no answer) or via E-mail.

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. **Missing two full days of clinical will result in that site dropping the student.** Reassignment to another facility may be attempted by the instructor pending site availability and will result in a delay of finishing the program.

Grading System for Didactic, Lab, and Clinical Courses

Didactic Grading System

The respective course instructor, program educator, or clinical coordinator assigns a single letter grade for each course. A student's 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.

The following grading scale is applied to each academic course.

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

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

Minimum Standards for Performance

Each diagnostic imaging program has minimum grade standards. Please refer to the course syllabi.

Phlebotomy Program Grading System

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

Incomplete "I"

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

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

Standards of Academic Progress

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

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

MINIMUM ACADEMIC ACHIEVEMENT

All students must maintain a cumulative GPA of 2.0 or better and a minimum grade of "C" or better in each course. The Admissions and Records staff will calculate student GPA on a quarterly basis to determine compliance with this standard. **Any student on academic probation or in danger of being dismissed will be reviewed by their Program Director, Dean of Academic Affairs, Director of Student Services, and the Associate School Administrator.**

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

Failing any **one** didactic course within a 24-month program (e.g., Radiography) may result in the placement on Academic Probation in accordance with guidelines established in the Academic Probation policy.

Failing more than one course in a 24-month program may result in being dismissed from the program. Any student failing a clinical course will be dismissed and is ineligible for readmission.

Note: All students are entitled to due process in matters regarding academic probation and dismissal. Please refer to the KPSAHS Due Process policy on page 122 of this catalog.

Academic Probation for the Radiography Program

Student grades are reviewed at the completion of each quarter. A student will be placed on formal academic probation when he/she:

- Fails to pass any one didactic course in a given quarter while maintaining a cumulative GPA of 2.0 or higher.

NOTE: A student is not eligible for academic probation for failing a clinical course. Failing a clinical course results in dismissal from the 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 KPSAHS Withdrawal policy. Students who choose to withdraw from the program for failing to meet academic requirements will be permitted a one-

time only opportunity to re-apply to the program. A student seeking readmission will be required to adhere to the re-admission policy as stated in the KPSAHS 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 of Completion or Bachelor 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.

Withdrawals

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

Students must complete the following procedure to formally withdraw:

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

Any student who fails to withdraw without written notification or fails to follow the KPSAHS process for withdrawing from a program will be assigned a failing grade for each course in which he/she is currently enrolled. Any student who withdraws following proper withdrawal protocol will be assigned a grade of “W” for each course in which he/she is currently enrolled. Students will not receive a Certificate of Completion or Bachelor Degree until all courses with a grade of “W” have been successfully completed.

Withdrawal/Drop Policy: Upper Division Course(s)

During the first two weeks of instruction, dropping a course(s) is permitted without restriction of academic penalty. No grade is recorded on the student’s permanent record. At KPSAHS, dropping a course is the student’s responsibility. However, faculty has been authorized to drop students who do not attend the first class meeting or do not meet the course criteria. Faculty is strongly encouraged to drop all students who are not attending class before the end of the drop period.

After the first two weeks but before the eight week of instruction, withdrawal from a course is permissible, only for serious and compelling reasons, by consulting the instructor and obtaining the approval of the instructor and program director. The student must submit the cancellation/withdrawal form along with any supporting documents to the instructor. The instructor will review, approve, or deny the petition. **If the student has previously withdrawn from the same course two times, the petition will be denied.** If the withdrawal is approved, the student will submit the signed petition to the Registrar’s Office. This will result in a “W” on the student’s record.

Withdrawals after the eight week of instruction will result in an Incomplete “I” on the student’s permanent record except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not practical (Student must provide supporting documentation).

The symbol “W” indicates that the student was permitted to withdraw from the course after the second week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average.

Re-admission Following Withdrawal

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

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

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

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

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

Leave of Absence – Personal

Personal absence may be considered for the following reasons:

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

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

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

Returning students must complete the pre-enrollment process as outlined under the Student Enrollment Process.

Clinical Grading System

Minimum Standards for Performance

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

“Incomplete” in a Clinical Course

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

- Absences are due to an unforeseeable emergency (i.e., surgery, car accidents, death in family)
- The student has the permission of his/her clinical coordinator, clinical preceptor, and program director to complete the unfinished portion of the course during the next quarter. All reasons for non-completion of required materials, including medical and/or personal problems are subject to approval by both the clinical coordinator and the program director.

If a student receives an incomplete for a course, the instructor will determine the scope of work necessary for the student to complete the course and remove the “I” grade from his/her student record. The required work must be completed as agreed upon with the program director.

STUDENT ACADEMIC RECORD

Report Card

The official report card issued at the conclusion of each academic quarter for the programs and is viewable online through the student portal at mykpsahs.com. A grade for each course completed is recorded on this record. It also serves as an official program transcript when affixed with the official school seal.

Student Record Retention

KPSAHS maintains all student records for an indefinite period of time.

Students Review of Academic File

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

- Depending on the required information, fill out the appropriate form(s), below, which are available from the Admission and Records Department.
 - “Request for Student Documentation” form (including miscellaneous documents in the student’s file)
 - “Transcript” form (including grades and other student academic records)
 - “Student Information Sheet” (including updated student demographics, name changes)
- Submit the completed form to the Admission and Records Department.

STUDENT SERVICES

Student Services Mission Statement

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

Student Orientation

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

Tutoring Services

KPSAHS students are eligible for individual assistance and tutoring through their respective programs.

Student Wellness

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

Library

The KPSAHS Student Library provides a resource for student study and research. The library houses a small print collection of class-related materials, textbooks, and journals specializing in the diagnostic imaging sciences. In addition, the library provides access to all electronic resources through the Kaiser internal network from computers on campus and from offsite through password protection. 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: www.kplibraries.libguides.com/kpsahs.

Academic Advisory

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

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

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

Student Housing

KPSAHS does not provide student dormitory facilities under its control. Availability of housing within the Richmond area begins at \$650+ for a one bedroom apartment. KPSAHS assumes no responsibility to find or assist students in obtaining housing.

Parking and Public Transportation

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.

Career Services

KPSAHS offers career services including but not limited to the following:

- Interview Skills Workshop
- Resume Workshop

Job Placement

KPSAHS does not guarantee employment and does not find employment for students.

ACADEMIC, PERSONAL, PROFESSIONAL INTEGRITY

Freedom of Expression

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

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

Student Rights and Responsibilities

Student Code of Conduct

The Student Code of Conduct is a statement of the Kaiser Permanente School of Allied Health Sciences of expectations regarding student standards of conduct, both academic and non-academic, and is adapted from the California Code of Regulations, Title 5, § 41301, Standards for Student Conduct. Students are expected to obey all laws and KPSAHS policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of KPSAHS, including, but not limited to regulations regarding complaints of harassment and discrimination.

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

- 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, 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 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 law or by regulation of the Governing Board or 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 other cause identified as good cause by Education Code section 76033, not identified above; or any applicable Penal Code sections, or other applicable local, state, or federal laws.
- Any other ground constituting good cause. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed. Code section 76036).

Academic Freedom Policy

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

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

The School commits to the following premise:

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

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

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

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

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

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

Academic Honesty Policy

Students at KPSAHS are expected to perform honestly and ethically in completing homework and class assignments. Students who are dishonest in the performance of class work will be subject to disciplinary action.

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. The KPSAHS reserves the right to use any process, including use of software to determine if plagiarism has occurred. Any student, who knowingly cheats, plagiarizes, or allows/aids another student in cheating or plagiarism will receive up to and/or including the following:

- a failing grade on a single assignment and/or final course grade

- suspension or dismissal from the program

Plagiarism

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

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

Cheating

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

Fabrication

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

Aiding/Abetting Dishonesty

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

Forgery

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.

Social Media Privacy Policy

1.0 Policy Statement

Cal. Education Codes §§ 99120-99122 require a private nonprofit or for-profit postsecondary educational institution to post its social media privacy policy on the school website. This law directly impacts the Kaiser Permanente School of Allied Health Sciences (KPSAHS) and is intended to provide protection to students and prospective students regarding their personal social media accounts and activities.

2.0 Purpose

The purpose of this policy is to restrict the actions of KPSAHS, its employees and its representatives regarding the personal social media accounts and activities of students and prospective students.

3.0 Scope/Coverage

This policy applies to all KPSAHS employees, agents and representatives, including, but not limited to, adjunct faculties who instruct in KPSAHS educational programs and clinical sites.

4.0 Definitions

Social media is defined in the law 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.

5.0 Provisions

- 5.1** KPSAHS employees and adjunct faculties are prohibited from requiring or requesting a student, prospective student or student group to:
- 5.1.1 Disclose a user name or password for accessing personal social media;
 - 5.1.2 Access personal social media in the presence of the institutions employer or representative; or
 - 5.1.3 Divulge any personal social media information.
- 5.2** KPSAHS employees and adjunct faculties are prohibited from penalizing a student, prospective student or student group for refusing to comply with a request or demand that violates section 5.1 above.
- 5.3** This policy does not:
- 5.3.1 Affect KPSAHS' existing rights and obligations to protect against and investigate alleged student misconduct or violations of applicable laws.
 - 5.3.2 Prohibit KPSAHS from taking any adverse action against a student, prospective student, or student group for any lawful reason.
- 5.4** The School will post this social media privacy policy on its website.

6.0 Approval

This policy was approved by the Regional School Administrator and Regional School Medical Director for the Kaiser Permanente School of Allied Health Sciences.

Technology Use Policy

Student Use of KPSAHS Technology

The use of provided technology at the Kaiser Permanente School of Allied Health Sciences is a privilege, not a right. Students are expected to comply with all school policies related to the use of this equipment. **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 the Kaiser Permanente 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 Notification Policy

The official method of communication with the Kaiser Permanente School of Allied Health Sciences faculty and staff is via the KPScholar issued email account. In order to stay informed and aware, students are required to set up and maintain their email accounts. Students should check email frequently.

Student Grievances, Complaints, and Concerns

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

Concern/Issue Reporting Form

Students, clinical preceptors, or anyone involved with KPSAHS can use the “Concern/Issue Reporting Form” to report concerns to KPSAHS. All concerns will be investigated by the program director of the affected Education Program. All Concern/Issue forms will be addressed and maintained at the school.

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

KPSAHS CAMPUS

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

CLINIC AFFILIATE

- The student should first discuss his/her problem or question to their clinical preceptor. Usually the clinical preceptor will have direct knowledge about the subject and is best qualified to resolve the situation.
- If the student and clinical preceptor are unable to find an immediate solution or answer, the student may then bring the matter to the attention of the clinical coordinator. The student should feel free to discuss the matter fully.
- 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.
- If the student is dissatisfied with the process at any point, they can refer to due process.

Disciplinary Action

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

Counseling

Counseling 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 continues to violate a policy or procedure. A student who receives a verbal warning will meet with the person giving the warning and then problem-solve the issue, clarify the expectations, and agree upon a corrective action plan to include measurements of achievement and time line.

Written Letter of Warning

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

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

Suspension

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

School Administrators may suspend a student while an investigation is conducted of alleged inappropriate conduct. Misconduct include but are not limited to:

- violations of the *American Registry of Radiologic Technologist's Ethical Standards of the Practice of Radiography*, *The Society of Nuclear Medicine Code of Ethics*, *Society of Diagnostic Medical Sonography Code of Ethics*
- any violation of civil laws or regulations
- non-compliance with clinical affiliate policies and procedures
- 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., HIPPA, breach of confidentiality)
- cheating or plagiarizing

Dismissal

Dismissal from the program is final. Dismissed students will **not** be readmitted. The program director consults with the faculty, Kaiser Permanente Legal, and KPSAHS administrators, when a student dismissal is warranted.

Grounds for dismissal include but are not limited to the following actions:

- failure to adhere to policies stated in the School Catalog
- violation of civil law, code of ethics, and/or Kaiser Permanente, Medical Center, or KPSAHS policies specifically requiring mandatory dismissal
- repeated incidents of infractions after a written letter of warning is issued
- gross inconsistent behavior with the objectives of the Program and the expectations of an allied health care professional
- cheating or plagiarizing
- being under the influence of intoxicating drugs or liquor in the classroom or clinical site
- failure to maintain a 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

Due Process

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

Informal Process

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

Formal Process

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

1. Submit the form and any accompanying documentation to the program director. If the program director participated in the disciplinary decision that gave rise to the student's appeal, then the student should submit the form and any accompanying documentation to the Director of Academic Affairs.
2. The program director or Director of Academic Affairs has three (3) customary working days to make a determination on the issue and respond to the student in writing. A request for appeal is granted when it is more likely than not that a procedural or substantive error occurred in the

disciplinary decision that gave rise to the appeal. In addition to reviewing the student's file, the materials accompanying the appeal and any other relevant documentation, the program director (or Director of Academic Affairs, if applicable) reserves the right to interview the student, any KPSAHS faculty or staff member, or any other involved individual in order to gather relevant information.

3. If the student, after receiving the response from the program director (or Director of Academic Affairs, if applicable), does not agree with the decision, s/he may appeal to the KPSAHS administration for review and resolution within three (3) customary working days. To initiate this final appeal, the student must complete an additional Request for Appeal of Disciplinary Decision Form and submit the form, along with any relevant documentation, to the KPSAHS administration.
4. KPSAHS administration has five (5) customary working days to make a determination and respond to the student in writing. A request for appeal is granted when it is more likely than not that a procedural or substantive error occurred in the disciplinary decision that gave rise to the appeal or in the first level of appeal.

In addition to reviewing the student's file, the materials relevant to the first appeal, the materials accompanying the request for the second appeal and any other relevant documentation, KPSAHS administration reserves the right to interview the student, any KPSAHS faculty or staff member, or any other involved individual in order to gather relevant information

5. The decision of KPSAHS administration is binding.

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

Bureau for Private Postsecondary Education

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

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

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

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

Fax: (916) 263-1897

Professional Expectations

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

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

Professional Conduct/Behavior

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

Professional Guidelines

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

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

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

Professional Appearance

Kaiser Permanente School of Allied Health Sciences is a community institution. Those who come to KPSAHS evaluate the quality of services by the image presented. A neat, well-groomed appearance is important and promotes confidence in the quality of care. Therefore students represent KPSAHS and must dress appropriate to clinical education. Apparel must be well maintained, clean, and consistent with health and safety guidelines for the department at the clinical facilities and KPSAHS. Good hygiene is to be maintained at all times.

Any students who receive didactic education at a clinical facility must adhere to the KPSAHS Dress Policy. If a student dresses inappropriately and does not appear professional or does not adhere to the KPSAHS, clinical facility, or department specific standards or guidelines, the student may be sent home and required to return to the clinic properly attired. Any clinical time missed must be made up. In the event a trip home is necessary, the student will also be counted tardy for that day.

The KPSAHS Program Professional Appearance guidelines are as follows:

KPSAHS Campus Dress Policy

UNACCEPTABLE CLOTHING

- Halter tops or back-less dresses
- See-through garments of any kind
- Low-cut or plunging necklines
- Any garment with offensive symbols or advertisements
- Sagging clothes
- Audio headphones/radios (during class)
- Visible undergarments

SHOES

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

KPSAHS Clinical Dress Policy

SCRUB SUITS, AND WHITE LAB COATS

- All students are required to wear KPSAHS issued scrub suits and/or lab coats during clinical education (unless other specified by the clinical facilities).
- Uniforms and white coats must be clean and pressed.
- Denim jeans are not acceptable in the clinical environment.
- Students are responsible for purchasing and maintaining scrubs. The school will provide vendor information for KPSAHS approved scrubs.

SHOES

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

HOSIERY

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

HAIR

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

JEWELRY

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

TATTOOS

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

NAILS

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

PERFUME

- Colognes, perfumes and after-shaves are not allowed in clinical facilities. Ill patients are especially sensitive to strong fragrances.

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

PROFESSIONAL CODE OF ETHICS

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

American Society of Radiologic Technologists Code of Ethics

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

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

PRINCIPLE 1

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

PRINCIPLE 2

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

PRINCIPLE 3

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

PRINCIPLE 4

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

PRINCIPLE 5

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

PRINCIPLE 6

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

PRINCIPLE 7

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

PRINCIPLE 8

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

PRINCIPLE 9

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

PRINCIPLE 10

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

American Society of Radiologic Technologists Radiation Therapy Code of Ethics

PRINCIPLE 1

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

PRINCIPLE 2

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

PRINCIPLE 3

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

PRINCIPLE 4

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

PRINCIPLE 5

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

Society of Diagnostic Medical Sonography Code of Ethics

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

PREAMBLE

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

OBJECTIVES

To create an environment where professional and ethical issues are discussed

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

Principles

Principle 1

In order to promote patient well being, professionals shall:

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

Principle 2

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

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

Principle 3

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

- Be truthful and promote honesty in interactions with patients, colleagues and the public
- Accurately represent their level of competence, education and certification
- Avoid situations which may constitute a conflict of interest

- Maintain appropriate personal boundaries with patients including avoidance of inappropriate conduct, be it verbal or nonverbal
- Promote cooperative relationships within the profession and with other members of the health care community
- Avoid situations, which exploit others for financial gain or misrepresent information to obtain reimbursement
- Promote equitable access to care

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Society of Nuclear Medicine Code of Ethics

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

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

PRINCIPLE 1

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

PRINCIPLE 2

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

PRINCIPLE 3

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

PRINCIPLE 4

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

PRINCIPLE 5

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

PRINCIPLE 6

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

PRINCIPLE 7

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

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

American Society of Phlebotomy Technicians Code of Ethics

A Phlebotomist should demonstrate:

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

CAMPUS POLICIES

Door Security

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

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

Photo ID Access Badge

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

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

Students who do not have their photo ID/access badge, may be required to leave and return with the badge. The student will be held responsible for all disseminated educational materials and any missed clinical time must be made up.

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

Visitors on Campus

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

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

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

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

Student Lounge

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

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

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

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

Student Use of Campus Computers

Computer Laboratory

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

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

Library Computers

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

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

Eating and Drinking on Campus

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

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

Smoking

The Kaiser Permanente School of Allied Health Sciences is a smoke-free campus. Smoking is not allowed anywhere on the Marina Way South Campus.

Drug/Alcoholic Beverage Policy

The Kaiser Permanente School of Allied Health Sciences is a drug and alcohol free campus. Drugs and alcohol are not allowed anywhere on the Marina Way South Campus.

CPR

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

FEDERAL AND STATE REGULATORY POLICIES

Nondiscrimination Policy

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

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

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

Procedures

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

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

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

Open Enrollment Policy

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Kaiser Permanente School of Allied Health Sciences (KPSAHS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree 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 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 course work 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 KPSAHS to determine if your credits, certificate, or degree will transfer.

Questions Regarding this Catalog

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

Bureau for Private Postsecondary Education

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

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

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

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

Fax: (916) 263-1897

Filing a Complaint

Any student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov/

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

Examples of Sexual Harassment

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

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

Procedure – Sexual Harassment Complaint

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

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. 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 Director of Student Services.

- o The student will meet with the Director of Student Services to provide the required disability documentation.
 - Individualized Education Plan (IEP); or
 - Documentation from a medical professional, psychologist or learning disability specialist. **Documentation cannot exceed 5 years.**
- o Director of Student Services will review and determines the appropriate accommodations and meet with the student.
- o Once approved, Program Directors meet with students twice per quarter to ensure accommodations are being met in the classroom.
- o Director of Student Services and Program Directors keep separate ADA files on the student until they graduate.
- o The ADA File will be merged with the permanent education record upon graduation.

Drug Free Schools and Communities Act of 1989

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

Family Educational Rights and Privacy Act of 1974(FERPA)

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

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

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

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

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

Directory information shall include:

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

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the **Kaiser Permanente School of Allied Health Sciences (KPSAHS)** receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the **Kaiser Permanente School of Allied Health Sciences** in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the **Kaiser Permanente School of Allied Health Sciences** who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the **Kaiser Permanente School of Allied Health Sciences**

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the **Kaiser Permanente School of Allied Health Sciences** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Students Rights to Know Act 1990

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

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

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).

ADDENDUM A: EMERGENCY AND DISASTER PLAN

KPSAHS Emergency / Disaster Plan

At Kaiser Permanente School of Allied Health Sciences (KPSAHS), we care about the safety, health, and well-being of our employees and students. Our school operates with the goal of providing a safe environment for all staff, students, and visitors who enter our campus.

At KPSAHS, everyone equally shares in the responsibility to follow safety procedures and practices. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

Purpose:

The Emergency/Disaster plan provides guidelines in the event that Kaiser Permanente School of Allied Health Sciences faces a disaster or emergency situation that would affect operations and the safety of its occupants. Plans will include responses to region-wide emergencies, city-wide incidents, or localized at the Marina Way South complex.

This Emergency Plan contains comprehensive, yet simple and flexible, procedures that can apply to a variety of emergency incidents that may occur, including

- ◆ Earthquakes
- ◆ Fires or Explosions
- ◆ Utilities Outages (Water, Phone, IT)
- ◆ Bomb threat
- ◆ Hazardous Materials Releases / Spills
- ◆ Shelter-In-Place

Policy Statement (NATL.NFS.002-KP Policy Library):

Kaiser Permanente (KP) takes reasonable preventive measures to provide a safe environment for everyone on KP premises. KP has zero tolerance toward violence, threats, and/or intimidation that that involve, or affect KP or occur on KP premises. As such, the possession of weapons on KP premises is strictly prohibited. Anyone engaging in conduct that violates this policy is subject to remedial action.

This plan will be reviewed annually to assure that the appropriate individuals and unit representatives are included; additional individuals and units will be added and/or deleted based upon this review.

A rehearsal of the plan will be conducted a minimum of once every two years, and the plan will be updated if needed. KPSAHS Management will assist with this exercise.

The details of this plan should be communicated through faculty/staff meetings, professional development workshops, as well as through messages from the director/dean/chair.

KPSAHS Emergency Codes

Code	Description
Red	Fire Emergency
Blue	Cardiac Arrest or Respiratory Distress (Adult)
Orange	Security Emergency, External Incident, or Civil Disturbance
Yellow	Hazardous Materials Incident
Black	Bomb Threat
Dry	Water / Utilities Disruption
Silent	Telephone Outage
White	IT Outage

Congregation Area:

For any major event that requires evacuation, KPSAHS employees, students, and visitors will relocate to:

The front lawn located at the main campus entrance

Building Emergency Response Team (BERT) members will be wearing orange color vests / hats. They will assist with evacuation by directing and monitoring the situation until cleared by Associate Administrator.

Students are not to leave the campus until cleared to do so. This is important so that everyone is accounted for.

Power Outage

A variety of events may result in a power outage. If there is a loss of electricity:

Each classroom has a flashlight to enhance emergency lights.

Staff are to keep students / visitors in place.

Staff will check with Administration about status (notification of maintenance and/or PG & E).

Administration will determine continuation of activities vs. evacuation of facility.

Earthquake

Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave. Many fatalities from an earthquake occur when people run outside of buildings only to be killed by falling debris from collapsing walls.

During the Shaking

Minimize movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

- DROP to the ground
- COVER by getting under a sturdy table or other piece of furniture. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

- HOLD ON until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- Electricity may go out. Fire alarms or the sprinkler systems may turn on.

If Outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.

After shaking subsides:

Administration will direct a rapid inspection of the area for signs of obvious damage or personal injury and take a census of people in the area.

Students are to remain in place until further instructions from faculty / staff.

If necessary, BERT members will administer First Aid/CPR.

Fire

At the first sign of fire or smoke:

Alert the Faculty / Staff / Front Desk– to ensure notification of 911

Activate the closest Fire Alarm Box

Remember the acronym R.A.C.E.

R – Rescue – move students / visitors away from any danger

A – Alert others

C – Confine – close ALL doors and windows. Pack sheets or blankets under doors to contain smoke

E - Evacuate / Extinguish

Use fire extinguishers only if:

1. You are trained and familiar with how to use the extinguisher.
2. You are sure the fire is small and can be easily contained.
3. You have a means of quick and safe exit at all times.

Safety first! Do not endanger yourself by unnecessary heroics or attempts to save belongings.

If there is smoke present, crawl with your face near floor level where you can breathe and see.

Pay special attention to the needs of physically challenged/impaired persons around you.

Wait for further instructions from fire fighters, or BERT members.

Upon receiving a report of fire in the area, BERT members will:

- * Close doors as you exit to help contain the fire
- * Monitor/direct hallway traffic
- * Perform a thorough area search for personnel
- * Give people clear, simple commands and keep them informed
- * Attend to the needs of physically challenged/impaired persons

Utilities Outage

Water, Internet services, phones as well as electricity are major factors in the event of a major utilities outage. If there is a utility outage, the following will occur:

- An overhead announcement will alert staff to the issue, or staff will walk to each classroom / office with further instructions
- Students to remain in place until further instructions.
- Administration will determine if an evacuation is necessary

Bomb Threat

Any time a bomb threat is received; always assume that it is a real danger to occupants and property. If a bomb threat is received via phone call:

- Keep the person on the line while asking someone else to notify administration / security
- Remain calm and courteous
- Take note of the caller's voice and background noises
- Try to gain as much information as possible from the caller
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name/address?

Should an evacuation be ordered, follow the instructions of the faculty/staff, and report anything that seems out of place immediately.

Remember the acronym R.A.I.N.

R - Recognize that a hazard exists

A - Avoid the package, avoid becoming injured, and avoid contamination

I - Isolate the area. Inform others in the area that a hazard exists

N - Notify, your local security department if an imminent life safety hazard exist

Hazardous Materials Spill / Release

Accidental release of toxic chemicals (either external or internal) may threaten the air quality and ultimately the health of the school's population. The community warning system is designed to provide Contra Costa County specific information directly to the media.

For a HAZMAT situation staff should take the following actions:

- Close all windows and doors
- Engineering will turn off ventilation systems such as heating, air, and fans.
- Move to the shelter in place location
- Administration will work with External Contact(s) for updates of the situation
- Listen for further instructions
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate
- Staff will assist, or seek assistance for, a physically disabled individual

Shelter-In-Place (SIP)

There are a variety of external events, such as active shooter, building intruder, civil disturbance, or a release of hazardous substance at a local refinery, that can threaten the safety of the school's population. The basic concept of a Shelter-In Place (SIP) is to create obstructions / barriers between any danger and staff/students, while maintaining safety and communications.

Each situation is different. The key objective is safety for all staff, students, and visitors at our facility. Staff are to assist in the safety of students and / or visitors in the building by asking them to stay and follow instructions. Action guidelines include:

- Overhead Paging Code to alert staff (see page 5)
- Remain in a classroom or office
- Move from areas with windows (library and student lounge)
- Close and lock, then blockade all doors
- Turn off lights
- Remain quiet and out of sight (if possible)
- Locate yourself near solid interior walls, under furniture, or large objects.
- Use cell phone/text messages for emergencies only
- Leave your shelter only when informed through the overhead paging system
(i.e. Code Orange Clear)

BERT (Building Emergency Response Team)

The purpose of the Building Emergency Response Team (BERT) is to provide support and coordination in the event of a crisis situation. The goals of this team include, but are not limited to:

- Assistance in protection of lives and property
- Ensure the KPSAHS community is efficiently and effectively served in a time of crisis
- Assist in effective communication among KPSAHS staff
- Support those community members who may be negatively impacted by a crisis situation
- Continually monitor conditions and report changes
- Once a crisis is over, evaluate procedures in order to achieve continuous improvement

Members of the BERT are assigned in advance, along with responsibilities. BERT is coordinated by the Facilities Manager, who is in direct contact with Administration.

Members will wear orange color vests / hats for easy identification, and will be supplied with walkie-talkies for internal communications. They will assist with evacuation by directing and monitoring the situation.

Appendix A

The following supplies should be considered and reviewed when preparing for an emergency – especially at home:

- **FIRST AID KIT**
 - (20) Adhesive bandages various sizes
 - 5” x 9” sterile dressing
 - Conforming roller gauze bandage
 - (2) Triangular bandages
 - (2) 3 x 3 sterile gauze pads
 - 3” roll of cohesive bandage
 - (2) Germicidal hand wipes or waterless alcohol-based hand sanitizer
 - (6) Antiseptic wipes
 - (2) Pair large medical grade non-latex gloves
 - Adhesive tape, 2” width
 - Anti-bacterial ointment
 - Cold packs
 - Scissors (small, personal)
 - Tweezers
 - CPR breathing barrier, such as a face shield
- **Food And Bottled Water:**

One gallon per person in plastic bottles, as well as ready-to-eat foods that will keep without refrigeration should be stored in an easier accessible location.
- **Battery-Powered Radio:**

News about the emergency may change rapidly as events unfold. Radio reports will give information about the areas most affected.
- **Flashlight With Extra Batteries:**

Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.
- **Medications:**

Include usual non-prescription medications, including pain relievers, stomach remedies, etc. For prescription medications, keep at least a three day’s supply of these medications at your workplace. Consult with your physician or pharmacist on how these medications should be stored, and your employer about storage concerns.
- **Tool And Supplies:**

Include an emergency “space” blanket (Mylar), paper plates and cups, plastic utensils, and non-electric can opener

ADDENDUM B: DEFINITIONS

American Registry of Diagnostic Medical Sonographers (ARDMS)

Independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical Sonography, diagnostic cardiac Sonography, vascular technology, and ophthalmic biometry.

ARDMS offers the following four credentials:

- RDMS[®] Registered Diagnostic Medical Sonographer[®]
- RDCS[®] Registered Diagnostic Cardiac Sonographer[®]
- RVT[®] Registered Vascular Technologist[®]
- ROUB[®] Registered Ophthalmic Ultrasound Biometrist[®]

American Registry of Radiologic Technologists (ARRT)

Purposes include encouraging the study and elevating the standards of radiologic science, as well as the examining and certifying of eligible candidates and periodic publication of a listing of registrants.

Attending Physician:

Physician responsible for a particular patient; also generally responsible for ordering the radiographic examinations to be carried out by radiologists and radiographers.

Clinical Coordinator/Educator

KPSAHS faculty member that develops and delivers instructional services, coordinates the program's clinical education, conducts clinical site visits, serves as a liaison between the Program and the clinical education sites.

Clinical Preceptor

The Certified/Registered Professional designated at each clinical facility that is responsible for the supervision of the clinical education of students assigned to that facility.

Computed Tomography (CT)

Computer-generated image of precise areas of the body acquired in a cross-sectional or axial plane.

Coronary Care Unit (CCU)

Specially equipped hospital area designed for the treatment of patients with sudden, life-threatening cardiac conditions.

California Department of Health Services

See below, "Radiologic Health Branch" (California Department of Health Services).

California Society of Radiologic Technologists

The professional organization for radiologic technologists for the state of California; affiliated with ASRT.

Diagnostic Medical Sonographer

A highly skilled professional whose competence has been tested and approved by the American Registry of Diagnostic Medical Sonographer. This includes echo cardiographers, Sonographers and vascular technologists.

Intensive Care Unit (ICU)

Hospital unit in which patients requiring close monitoring and intensive care are located.

KPSAHS

Kaiser Permanente School of Allied Health Sciences

Magnetic Resonance Imaging (MRI)

Medical imaging that uses nuclear magnetic resonance as its source of energy.

Nuclear Medicine	The use of radioactive substances to image certain parts of the body.
Nuclear Medicine Technologist	Individual who, under the supervision of a physician radiologist, operates radiologic equipment and assists radiologists and other health professionals, and whose competence has been tested and approved by the American Registry of Radiologic Technologists.
Radiation Therapy (Oncology)	The treatment of neoplastic diseases by using x-rays or gamma rays to deter the proliferation of malignant cells by decreasing the rate of mitosis or impairing DNA synthesis.
Radiographer	Individual who uses high-tech equipment and radioactive tracers to study the function of the various organ systems. This includes imaging the progress of disease, as well as treatment of disease. The Nuclear Medicine Technologist is also responsible for quality control of equipment and radiation safety practices in the hospital or clinic.
Radiologic Health Branch (California Department of Health Services)	In addition to many other health-related functions, this agency is responsible for enforcing the state certification act. All working radiologic technologists within the state of California must be certified as a certified radiologic technologist (CRT) with this agency. This agency also controls and registers sources of radiation.
Radiologist	Physician who has had a 3 to 4 year residency in the specialty of radiology.
Radiology	Branch of medicine concerned with radioactive substances and, using various techniques of visualization, with the diagnosis and treatment of disease using any of the various sources of radiant energy.
Radiology or Imaging Services Director	Individual responsible to the hospital administration and who supervises radiographers, clerical staff, and other support personnel within the radiology or imaging department
Society of Diagnostic Medical Sonography (SDMS)	Promotes, advances, and educates its members and the medical community in the science of Diagnostic Medical Sonography. The Society achieves its purpose by: <ul style="list-style-type: none"> • seeking the cooperation of similar organizations • initiating and overseeing educational programs • stimulating and encouraging research; encouraging presentation and publication of scientific papers • collecting and disseminating information pertinent to the membership; • publishing a scientific journal and a newsletter, and • reviewing and establishing policies regarding the professional status, legislative activity, and welfare of its members
Ultrasound (Sonography)	(Commonly called “Sonography”) A diagnostic medical procedure that uses high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body.

ADDENDUM C: FORMS

CANCELLATION/WITHDRAWAL

CONCERN/ISSUE REPORTING FORM

REQUEST FOR DUE PROCESS – APPEAL FORM

CANCELLATION/WITHDRAWAL

Criteria for Withdrawal: Please attach relevant supporting documentation to this form.

- Student must be in Good Standing
- Must submit written notification
- Withdrawals will show a grade of “W” on transcripts
- One-time voluntary withdrawal for students enrolled in KPSAHS Imaging Programs

Imaging Programs please refer to the written withdrawal policy in the KPSAHS School Catalog. Short-Term courses please refer to the cancellation policy stated on the registration form.

Student Name	Student ID Number

KPSAHS Program	Term/Year	Campus

Address	City	State	Zip Code

<input type="checkbox"/> Main:	<input type="checkbox"/> Cell/Alternate:
Phone Number <i>(check preferred contact #)</i>	

E-mail

Reason for Cancellation/Withdrawal: *(Please specify clearly and attach supporting documentation)*

I understand that an approved withdrawal does not release me from any financial obligation owed for tuition, fees or student loans.

Student Signature: _____ Date: _____

For School Use Only:

CONCERN/ISSUE REPORTING FORM

Radiography	Sonography	Nuclear Medicine
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Clinical Education Site: _____

Name of Person Completing this form:	Position:	Location
Contact Phone Number: Tel: FAX:		Date Issue Occurred:
Department/Location Where The Issue Occurred:		
Please Describe the Nature of the Issue (Attach Additional Sheets If Needed)		
Please Explain How you Tried To Resolve This Issue:		
What Would You Consider A Proper Solution To This Issue?		
Signature:		Date:
Please FAX to:		
Date Received:	Staff initials:	
Resolution:		

REQUEST FOR DUE PROCESS-APPEAL FORM

Student Information:

Print Name:	Date:
Program:	Phone:
E-mail:	Alternate Ph:

Decision Being Appealed (Please specify whether this is a first or second level appeal)

- Academic
Specific Action being appealed: _____
- Discipline
Discipline action being appealed: _____

Informal Appeal

Was an informal appeal made directly to the educator/clinical coordinator involved?

- Yes Date: _____ Name of educator/clinical coordinator: _____
- No

What resolution was proposed during the informal appeal process?

Formal Appeal

I chose to appeal based on the following criteria (check all that apply):

- The decision was not supported by the information – *Describe why and how the decision was not supported by the information.*
- The policies and procedures in the KPSAHS Catalog were not followed – *Describe how the procedures were not followed.*
- New relevant information is available that was not available at the time the decision was made – *Describe the new and relevant information and why it was not available at the time the decision was made.*

Please attach your typed responses and any other documentation to this form.

I understand that submission of this appeal will follow the stated timelines as found in the KPSAHS Student Catalog.

Student Signature: _____ **Date:** _____

Program Director:	Signature:	Date:
Dean of Academic Affairs:	Signature:	Date:
Associate Regional School Administrator:	Signature:	Date:
Regional School Administrator: Only required if escalated	Signature:	Date:
Director of Student Services:	Signature:	Date:



SCHOOL of ALLIED HEALTH SCIENCES

Addendum to the 2015¹ Catalog

9/28/15

Page	Page Section	Change	Addenda Date
1	Stockton Branch Campus	<i>Remove</i> the Stockton Branch Campus, address, and phone numbers.	9/28/2015
2	Catalog Rights	<i>Add</i> underlined text: Graduation requirements are determined according to the catalog in effect at the time of first enrollment, <u>provided the student remains continuously enrolled at KPSAHS.</u>	9/28/2015
2	After "Catalog Rights," add new section titled "Program Offerings"	<i>Add</i> Program Offerings Not all programs included in this catalog will be offered every quarter.	9/28/2015
10	Academic Calendar	<i>Add</i> Phlebotomy Orientation <ul style="list-style-type: none"> • September 25, 2015 • December 18, 2015 	6/29/2015
11	Academic Calendar	<i>Add:</i> Phlebotomy Orientation <ul style="list-style-type: none"> • April 1, 2016 • July 1, 2016 • September 1, 2016 • December 16, 2016 	6/29/2015
14	Institutional Approval to Operate	<i>Remove:</i> Paragraph that begins with, "Kaiser Permanente School of Allied Health Sciences (KPSAHS) and its certificate/degree programs are not regionally accredited by an accrediting agency recognized by the United States Department of Education."	6/29/2015
15	State Approvals & Programmatic Accreditation	<i>Change</i> "Radiography Program" to "Radiologic Technology Program"	9/28/2015
19	Locations	<i>Remove</i> the Stockton branch campus, address, phone number, and photograph.	9/28/2015
20	Administration	<i>Add underlined text:</i> Bert C. Christensen, M.B.A., R.T. <u>(R)(T)</u>	6/29/2015

¹ Dated 1/1/2015 – 12/31/2015



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Page	Page Section	Change	Addenda Date
20	Administration	<i>Edit</i> Chris Salem, M.Ed., D.C. <i>Director of Instructional Innovation and Digital Learning</i> <i>Director of Education and Training</i>	9/28/2015
20	Administration	<i>Add:</i> Richard Geraghty, M.Ed. Director, Career Services Megan D. Lawrence, M.A. Director, Accreditation and Compliance Pamela Pressley, B.S. Associate Director, Finance	6/29/2015
20	Administration	<i>Add:</i> Rebecca Stern, M.A. Instructional Designer	9/28/2015
21	Academic Personnel	<i>Remove:</i> • Steve Diaz	6/29/2015
22	Academic Personnel	<i>Add:</i> Kristeen Oronan, RRA, RT(R) Educator / Clinical Coordinator Radiologic Technology Program B.S.: Loma Linda University, CA: Radiologist Assistant AS: Charles R. Drew University of Medicine and Science, CA: Radiologic Sciences	6/29/2015
22	Academic Personnel	<i>Add:</i> Lori Selbrede, M.B.A.,C.N.M.T.(CT), C.R.T. <i>Educator / Clinical Coordinator</i> <i>Nuclear Medicine Program</i> M.B.A.; St. Mary's College of California, Orinda, CA; Business Administration B.A.; California State University, Long Beach, CA; Physical Sciences Certificate; VA Medical Center, Long Angeles; Nuclear Medicine Technology	6/29/2015



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Page	Page Section	Change	Addenda Date
22	Adjunct Faculty	<p><i>Add:</i> Linda Sue Bogner <i>Nuclear Medicine</i> M.S.; University of St. Francis, Joliet, IL; Training and Development B.S.; University of St. Francis, Joliet, IL; Health Arts A.A.S.; Community College of Denver, Denver, CO; Nuclear Medicine Technology A.A.S.; University of Southern Colorado, Pueblo, CO; Radiologic Technology</p>	6/29/2015
22	Adjunct Faculty	<p><i>Add:</i> Tosca Bridges <i>Radiologic Technology</i> B.S.; William Carey College, Hattiesburg, MS; Radiologic Technology</p>	9/28/2015
22	Adjunct Faculty	<p><i>Add:</i> Jared Cedar <i>Radiologic Technology</i> B.A.; Vassar College, Poughkeepsie, NY; English Certificate; New York Methodist Bartone School of Radiography, Brooklyn, NY; Radiography</p>	6/29/2015
22	Adjunct Faculty	<p><i>Add:</i> Jeff Cogliandro <i>Diagnostic Medical Sonography</i> A.S.; San Francisco City College, San Francisco, CA; Cardiac Sonography</p>	6/29/2015
22	Adjunct Faculty	<p><i>Add:</i> Michael S. Cronan, RT. RDMS. <i>Diagnostic Medical Sonography</i> Certificate; School of Medicine and University Extension, University of California, San Diego; Diagnostic Ultrasound Certificate; St. Francis Hospital of Lynwood, School of Radiologic Technology, Lynwood, CA; Radiologist Technology</p>	9/28/2015



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Page	Page Section	Change	Addenda Date
22	Adjunct Faculty	<i>Add:</i> Melinda Phetsomphou, RDCS. <i>Diagnostic Medical Sonography</i> B.S.; Kaiser School of Allied Health, Richmond, CA; <i>Diagnostic Medical</i> <i>Sonography - Cardiac</i> A.A.; Santa Rosa Junior College, Santa Rosa, CA; Liberal Arts and Sciences	9/28/2015
22	Adjunct Faculty	<i>Add:</i> Susan L. Graham <i>Radiography</i> B.S.; Siena Heights University, Adrian, MI; Radiologic Technology A.S.; Foothill College, Los Altos Hills, CA; Radiology	6/29/2015 Removed 9/28/2015
22	Adjunct Faculty	<i>Add:</i> Love F. Lah <i>Radiography</i> M.S.; Midwestern State University, Wichita Falls, TX; Radiology Education B.M.S.; Emory University School of Medicine, Atlanta, GA; Radiologic Sciences	6/29/2015 Removed 9/28/2015
24	Program Staff	<i>Remove:</i> Steve Diaz	6/29/2015
24	Program Staff	<i>Add:</i> Kristeen Oronan, RRA, RT(R)	6/29/2015
24	Radiography	<i>Change</i> name of program from "Radiography" to "Radiologic Technology"	9/28/2015
26	Branch Campus – Radiography Day Only	<i>Remove</i> the section titled "Branch Campus – Radiography Day Only" and all text under this heading.	9/28/2015
27	Graduation Requirements	Replace "Bachelor's Program" with "Bachelor of Science in Radiologic Technology"	6/29/2015
27	Bachelor's Program – Day & Bachelor's Program – Evening	<i>Add</i> footnote: "Upon successful completion of all major courses, students will be issued a <i>Certificate of</i> <i>Completion in Radiologic Technology.</i> "	9/28/2015
29	Radiography Program Courses	<i>Edit</i> heading: Radiography Radiologic Technology Program Courses	9/28/2015



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Page	Page Section	Change	Addenda Date
29 – 33	Radiography Program Courses	<p><i>Change</i> header to “Radiologic Technology Program Courses”</p> <p><i>Add</i> footnote: All radiologic technology program courses included in this section are considered major courses.</p>	9/28/2015
29-33	Radiography Program Courses	<p><i>Replace</i> course prefixes and/or names:</p> <p>RAD 100 = RD100 or RE100 RAD 101 = RD101 or RE101 RAD 102 = RD102 or RE102 RAD 103 = RD103 or RE103 RAD 104 = RD 104 Clinical Education Experience I RAD 200 = RD200 or RE200 RAD 201 = RD201 or RE201 RAD 202 = RD202 or RE202 RAD 203 = RD203 Clinical Education Experience II RAD 300 = RD300 or RE300 RAD 301 = RD301 or RE301 RAD 302 = RD302 or RE302 RAD 303 = RD303 Clinical Education Experience III RAD 400 = RD400 or RE400 RAD 401 = RD401 or RE401 RAD 402 = RD402 or RE402 RAD 403 = RD403 Clinical Education Experience IV RAD 501 = RD501 or RE501 RAD 502 = RD502 or RE502 RAD 503 = RD503 Clinical Education Experience V RAD 600 = RD600 or RE600 RAD 602 = RD602 or RE602 RAD 603 = RD603 Clinical Education Experience VI RAD 700 = RD700 or RE700 RAD 701 = RD701 or RE701 RAD 702 = RD702 Clinical Education Experience VII RAD 800 = RD800 or RE800 RAD 801 = RD801 Clinical Education Experience VIII</p>	9/28/2015
32	Radiography Evening Track Clinical Courses	<p><i>Edit</i> heading: Radiography Radiologic Technology Evening Track Clinical Courses</p>	9/28/2015



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Page	Page Section	Change	Addenda Date
32 - 33	Radiography Evening Track Clinical Courses	<i>Replace</i> course prefixes: RAD 104 = RE104 RAD 203 = RE203 RAD 303 = RE303 RAD 403 = RE403 RAD 503 = RE503 RAD 603 = RE603 RAD 702 = RE702 RAD 801 = RE801 RAD 901 = RE901	9/28/2015
36	Bachelor's Program – General Concentration	<i>Add</i> footnote: "Upon successful completion of all major courses, students will be issued a <i>Certificate of Completion in Diagnostic Medical Sonography – General Concentration.</i> "	9/28/2015
36	Bachelor's Program – Cardiac Concentration	<i>Add</i> footnote: "Upon successful completion of all major courses, students will be issued a <i>Certificate of Completion in Diagnostic Medical Sonography – Cardiac Concentration.</i> "	9/28/2015
36	Program Structure (General Concentration)	<i>Edit:</i> The 18-month program (6 quarters, 101 98 quarter credits) continuous....	6/29/2015
36	Program Structure (Cardiac Concentration)	<i>Edit:</i> The 18-month program (6 quarters, 95 100 quarter credits) continuous...	6/29/2015
36	Graduation Requirements: Certificate Program	<i>Edit:</i> Total: 100 98 Quarter Credits – General Concentration	6/29/2015
36	Graduation Requirements: Bachelor's Program – General Concentration	<i>Edit:</i> 100 98 Quarter Credits – Sonography (Certificate Program – General)	6/29/2015
36	Graduation Requirements	<i>Replace:</i> "Bachelor's Program – General Concentration" with "Bachelor of Science in Diagnostic Medical Sonography – General Concentration"	6/29/2015
36	Graduation Requirements	<i>Replace:</i> "Bachelor's Program – Cardiac Concentration" with "Bachelor of Science in Diagnostic Medical Sonography – Cardiac Concentration"	6/29/2015
38	Sonography Program Courses	<i>Add</i> footnote: All diagnostic medical sonography program courses included in this section are considered major courses.	9/28/2015



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Page	Page Section	Change	Addenda Date
38 – 42	Sonography Program Courses, General Concentration	Replace course prefixes: DMS 100 = DM100 DMS101 = D101 DMS102 = DM102 DMS104 = DM104 DMS200 = DM200 DMS201 = D201 DMS203 = DM203 DMS300 = DM300 DMS302 = DM302 DMS401 = D401 DMS402 = DM402 DMS501 = D501 DMS502 = DM502 DMS600 = DM600 DMS602 = D602 DMS603 = DM603	9/28/2015
39	DMS 202 ABD Sonography I	Edit Course Title: DM 202 ABD Abdominal Sonography I	6/29/2015
39	DMS 301 ABD Sonography II	Edit Course Title: D 302 ABD Abdominal Sonography I	6/29/2015
40	DMS 500: Vascular Sonography I	Edit Course Title: D 500: Vascular Sonography I	6/29/2015
41	DMS 503: Selected Topics – Small Parts	Edit Course Title: DM 503: Selected Topics —Small Parts	6/29/2015
41	DMS 601: Advanced ABD	Edit Course Title: DM 601: Advanced ABD Abdomen	6/29/2015
41	DMS 602: Advanced OB/GYN	Change course credits from 4 credits to 2 credits	6/29/2015
43 – 45	Sonography Program Courses, Cardiac Concentration	Replace course prefixes DCS102 = DC102 DCS203 = DC203 DCS300 = DC300 DCS301 = DC301 DCS303 = DC303 DCS302 = DC302 DCS402 = DC402 DCS502 = DC502 DCS503 = 503DC DCS600 = DC600 DCS601 = 601DC DCS602 = 602DC DCS603 = DC603	9/28/2015
43	DCS 200: Electrophysiology of Heart	Edit Course Title: 200DC: Electrophysiology of Heart	6/29/2015

Page	Page Section	Change	Addenda Date
43	Cardiac Concentration Course List	<p><i>Add the following course:</i></p> <p>DM 100: Patient Care & Ergonomics</p> <p>2.5 credits</p> <p>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.</p>	6/29/2015
43	Cardiac Concentration Course List	<p><i>Add the following course:</i></p> <p>D 101: Ultrasound Physics & Instrumentation I</p> <p>5.0 credits</p> <p>This course provides the foundation for the understanding of acoustic physics and instrumentation. The physics of sound and how sound is produced, propagated through media, and its manipulation for diagnostic purposes will be studied. This course also explains instrumentation and image manipulation of 2D and M mode display. Laboratory sessions will reinforce learning and will provide hands-on instruction in the correct and safe utilization of ultrasound equipment. Mastery of sonographic instrumentation and machine functions are required.</p>	6/29/2015



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Page	Page Section	Change	Addenda Date
43	Cardiac Concentration Course List	<p><i>Add the following course:</i></p> <p>DM 104: Medical & Legal Ethics 2.0 credits</p> <p>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.</p>	6/29/2015
43	Cardiac Concentration Course List	<p><i>Add the following course:</i></p> <p>D 201: Ultrasound Physics & Instrumentation II 4.5 credits</p> <p>This course will describe Doppler and hemodynamic principles and actions, Identify instrument options and transducer selection, interpret methods of Doppler flow analysis, differentiate common image artifacts and describe potential bio effects. The students will understand and practice Doppler principles and instrumentation in Ultrasound Lab, describe arterial and venous hemodynamics, anatomy, physiology and sonographic interpretation, describe Bernoulli law, Poiusvilli's law, pressure gradient and Reynold's number.</p>	6/29/2015
44	DCS 401: Echocardiography III – Pathology	<p><i>Edit Course Title:</i></p> <p>DC 401: Echocardiography III— Pathology</p>	6/29/2015



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Page	Page Section	Change	Addenda Date
44	Cardiac Concentration Course List	<p><i>Add the following course:</i></p> <p>DM 500: Vascular Sonography I 5.0 credits</p> <p>This course will discuss the common pathologies and basic scanning protocols of vascular ultrasound imaging. This course will discuss Doppler analysis into interpretation of vascular studies, diagnostic criteria for carotid artery diseases, peripheral arterial and peripheral venous diseases. The student will also practice common vascular duplex imaging protocols.</p>	6/29/2015
44	DCS 503: Selected Topics – Pediatric Echocardiography	<p><i>Edit Course Title:</i> DCS 503: Selected Topics —Pediatric Echocardiography</p>	6/29/2015
46	Faculty	<p><i>Remove:</i> Andrea Long</p> <p><i>Add:</i> Lori Selbrede, M.B.A.,C.N.M.T.(CT), C.R.T.</p>	6/29/2015
48	Bachelor’s Program	<p><i>Revise the heading, “Bachelor’s Program” to “Bachelor of Science in Nuclear Medicine”</i></p>	6/29/2015
48	Bachelor’s Program	<p><i>Add footnote: “Upon successful completion of all major courses, students will be issued a <i>Certificate of Completion in Nuclear Medicine.</i>”</i></p>	9/28/2015
50	Nuclear Medicine Program Courses	<p><i>Add footnote:</i> All nuclear medicine program courses included in this section are considered major courses.</p>	9/28/2015
50-52	Nuclear Medicine Program Courses	<p><i>Edit all course prefixes noted as “NM” to “N.” For example, “NM 100” is “N 100.”</i></p>	6/29/2015



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Page	Page Section	Change	Addenda Date
52	Nuclear Medicine Program Courses	<p>Add the following course:</p> <p>RD 501: Sectional Anatomy for Radiographers</p> <p>3.5 credits</p> <p>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.</p>	6/29/2015
64	Anatomy and Physiology I & II	Replace "This course is offered online only" with "This course is offered both online and on site."	6/29/2015
64	Anatomy & Physiology 1	<p>Add course prefix AP10</p> <p>Replace "33 Lecture / 22 Lab hours" with "4.5 credits"</p>	<p>7/24/2015</p> <p>9/28/2015</p>
64	Anatomy & Physiology II	<p>Add course prefix AP20</p> <p>Replace "33 Lecture / 22 Lab Hours" with "5 credits"</p>	<p>7/24/2015</p> <p>9/28/2015</p>
64	Anatomy & Physiology I	Replace Course Prerequisite Requirements "None" wjth "High School Diploma or G.E.D."	7/24/2015



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Page	Page Section	Change	Addenda Date
64	Before section "Required Equipment"	<i>Add:</i> SS 10 Student Success This course is designed to prepare students to learn and succeed in an online environment. A combination of synchronous and asynchronous activities are provided. Self-assessments and inventories are provided to help students evaluate their readiness for online learning. Topics include: best practices for interacting online (email and forum); critical thinking skills; professional communications (word processor and browser systems); and navigating the learning management system. Tips for success with online study skills, goal setting, and time management are provided from a real-world real-student perspective.	9/28/2015
64	Required Equipment	<i>Remove</i> bolding. 4 th bullet: Remove reference to "Modern" 6 th bullet: Remove phrase "Hands Free Speakers and Headphones"	6/29/2015
64	Learning Management (LMS) Training	<i>Replace</i> sentence starting with, "If any student is not familiar with accessing..." with the sentences: "Students are oriented to the operation of 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 Innovation and Digital Learning."	6/29/2015
67	Program Staff	<i>Add underlined text:</i> Bert C. Christensen, M.B.A., R.T. (R)(T)(ARRT), C.R.T. (R)(T)	6/29/2015



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Page	Page Section	Change	Addenda Date
67	General Education Courses	<i>Replace</i> sentence stating "Currently KPSAHS utilizes WebEx to conduct...attend online meetings" with new text: "Technology Requirements: To enroll in online GE courses students must have adequate internet connectivity. Students must have access to and be able to use a computer or tablet with webcam capabilities. Webcam capability is required for participation in online WebEx classwork. Additionally, students must be able to record and send/upload video files."	6/29/2015
69	Diagnostic Imaging Programs	<i>Add</i> underlined text to fifth bullet point: For admission into the Radiography, <u>Diagnostic Medical Sonography</u> , or Nuclear Medicine programs, verification of a minimum of an AA/AS degree from a regionally accredited institution is required.	6/29/2015
70	Phlebotomy Program	<i>Add:</i> 4 th bullet point: Add underlined text " <u>Documented physical examination within 12 months prior to program start date.</u> "	6/29/2015
70	Phlebotomy Program	<i>Add:</i> 4 th bullet point: Add underlined text " <u>Documented physical examination within 9 months prior to program start date.</u> "	9/28/2015
78	Student Right to Cancel	<i>Edit</i> text as noted below. Underlined text should be inserted. You may cancel your enrollment in the Kaiser Permanente School of Allied Health Sciences, without any penalty or obligation during the first seven (7) <u>working</u> days from the start date of the program. Last day to cancel _____.	6/29/2015

Page	Page Section	Change	Addenda Date
81	Income Tax Credit – 1098-T	<p><i>Remove the content under this heading. "KPSAHS is not required to file a 1098-T because the School is not eligible to participate in the Department of Education's student aid programs...You may also contact the IRS directly at www.irs.gov or (800) 829-3676 / (800) 829-1040."</i></p> <p><i>Add text below:</i> Until January 1, 2015, KPSAHS was not required to provide students with a 1098-T because the School was not eligible to participate in the Department of Education's student aid programs. Effective January 1, 2015, KPSAHS will issue 1098-T statements for tuition and tuition payments received January 1, 2015 and after in accordance with IRS regulations.</p> <p>Please contact the IRS directly or contact a tax advisor to determine if you qualify for an educational credit.</p> <p>Should you require a receipt for the tuition and fees paid to the school, please complete and email a Transcript/Document Request form (also see <i>Appendix C</i>) to pamela.c.pressley@kp.org.</p> <p>PLEASE NOTE: KPASAHS employees are not professional tax advisors and cannot give tax advice. Please contact a personal tax advisor for assistance. You may contact the IRS directly at www.irs.gov or 1 (800) 829-3676.</p>	6/29/2015
82	Schedule of Student Charges – Radiography Day Bachelor Program	<i>See updated schedule of student charges, p. 172</i>	6/29/2015

Page	Page Section	Change	Addenda Date
84	Schedule of Student Charges – Radiography Evening Bachelor Program	<i>See updated schedule of student charges, p. 173</i>	6/29/2015
86	Schedule of Student Charges – Diagnostic Medical Sonography – General Concentration Bachelor Program	<i>See updated schedule of student charges, p. 174</i>	6/29/2015
87	Schedule of Student Charges – Diagnostic Medical Sonography – General Concentration Certificate Program	<i>See updated schedule of student charges, p. 175</i>	6/29/2015
88	Schedule of Student Charges – Diagnostic Medical Sonography – Cardiac Concentration Bachelor Program	<i>See updated schedule of student charges, p. 176</i>	6/29/2015
89	Schedule of Student Charges – Diagnostic Medical Sonography – Cardiac Concentration Certificate Program	<i>See updated schedule of student charges, p. 177</i>	6/29/2015
90	Schedule of Student Charges – Nuclear Medicine – Bachelor Program	<i>See updated schedule of student charges, p. 178</i>	6/29/2015
91	Schedule of Student Charges – Nuclear Medicine – Certificate Program	<i>See updated schedule of student charges, p. 179</i>	6/29/2015
92	Schedule of Student Charges – Basic and Advanced Phlebotomy	<i>See updated schedule of student charges, p. 180</i>	6/29/2015

Page	Page Section	Change	Addenda Date
95	Schedule of Student Charges – Certificate and Continuing Education Programs	<i>See updated schedule of student charges, p. 181-182</i>	6/29/2015 & 7/24/2015
105	After section labeled “Classroom Absence Notification”	<p><i>Add</i></p> <p>Online Class Attendance</p> <p><i>Online courses with weekly class meeting(s) conducted synchronously: Attendance is taken for all synchronous class meetings conducted in the online environment.</i></p> <p><i>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.</i></p> <p>Students will be counted present in a given week when at least one of the following activities occurs:</p> <ul style="list-style-type: none"> • 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 	9/28/2015
107	Didactic Grading System	<p><i>Add:</i></p> <p>AU = Audit. Grade Points = 0.00</p> <p>TRAN = 0 – Transfer. Grade Points = 0.00</p> <p>IC = 0 – Incomplete. Grade Points = 0.00</p>	6/29/2015

Page	Page Section	Change	Addenda Date
108	Minimum Academic Achievement	<p><i>Replace</i> first eight paragraphs (text from "All students must maintain a cumulative up to the paragraph beginning "Any student placed on Academic Probation...") with text below.</p> <p>Nuclear Medicine and Diagnostic Medical Sonography (Certificate of Completion and Bachelor of Science)</p> <ul style="list-style-type: none"> • A student who fails a <i>clinical</i> course will be dismissed and is ineligible for readmission. • A student who fails a <i>didactic</i> course will 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. <p>Note: All students are entitled to due process in matters regarding academic probation and dismissal. Please refer to the KPSAHS Due Process policy on page 122 of this catalog.</p> <p>Radiography (Certificate of Completion and Bachelor of Science)</p> <p>A student who fails a <i>clinical</i> course will be dismissed and is ineligible for readmission.</p> <p>A student who fails a <i>didactic</i> course will be:</p> <ul style="list-style-type: none"> • Dismissed if the student's cumulative grade point average drops below 2.0. • Placed on formal academic probation if the student's cumulative grade point average is above 2.0. 	7/24/2015

Page	Page Section	Change	Addenda Date
110	Re-admission Following Withdrawal	<i>Add</i> underlined text to header: "Re-admission Following Withdrawal or <u>Leave of Absence</u> "	9/28/2015
113	Student Services	<i>Add text below as a new student service:</i> 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. The Certifying Official will process your certification once all requirements have been met. KPSAHS Certifying Official: Candra Raynor, Director of Student Services 510-231-5132 Candra.Raynor@kp.org	6/29/2015
113	Student Housing	<i>Edit</i> sentence: "Availability of housing within the Richmond area begins at \$650+ <u>\$1,000+</u> for a one bedroom apartment."	9/28/2015
138	Family Education and Privacy Rights Action of 1974 (FERPA)	<i>Add</i> underlined items to the list of information designated as directory information: Directory information shall include: <ul style="list-style-type: none"> • <u>Name</u> • <u>Date of attendance</u> • <u>Class level (e.g. Senior)</u> • <u>Number of units in which enrolled</u> • <u>Major field of study</u> • Participation in official recognized activities • Degrees, <u>certificates</u>, and awards received by students, including honors, scholarship awards, athletic awards. • Dean's list recognition. 	6/29/2015
150	Addendum C: Forms	<i>Add</i> Transcript / Document Request Form (available at end of addendum, p. 183)	6/29/2015

SCHEDULE OF STUDENT CHARGES - RADIOGRAPHY DAY PROGRAM (BS)

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	Prior to Pre-Enrollment
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,030.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	35.00	
	Subtotal	3,215.00	September 25, 2015 Noon
Quarter 2	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	December 30, 2015 Noon
Quarter 3	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	April 1, 2016 Noon
Quarter 4	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	July 1, 2016 Noon
Quarter 5	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	September 30, 2016 Noon
Quarter 6	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	December 30, 2016 Noon
Quarter 7	Tuition	3,030.00	
	Materials Fees	35.00	
	Subtotal	3,065.00	March 31, 2017 Noon
Quarter 8	Tuition	3,030.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,230.00	June 30, 2017 Noon
	Total	25,140.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, please refer to the Student Tuition Recovery Fund section. Non-refundable
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
 The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	945.85
	X-Ray Film Markers	25.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	77.99
Quarter 3	Books	75.95
Quarter 4	Books	276.85
Quarter 5	Books	186.90
Quarter 6	Books	108.00
Quarter 7		-
Quarter 8	Books	120.00
	Cap and Gown	50.00

Total **1,966.54**

ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ **27,106.54**

SCHEDULE OF STUDENT CHARGES - RADIOGRAPHY EVENING PROGRAM (BS)

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

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	Prior to Pre-enrollment
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	2,675.60	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	35.00	
	Subtotal	2,860.60	June 26, 2015 Noon
Quarter 2	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	September 25, 2015 Noon
Quarter 3	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	December 30, 2015 Noon
Quarter 4	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	April 1, 2016 Noon
Quarter 5	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	July 1, 2016 Noon
Quarter 6	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	September 30, 2016 Noon
Quarter 7	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	December 30, 2016 Noon
Quarter 8	Tuition	2,675.55	
	Materials Fees	35.00	
	Subtotal	2,710.55	March 31, 2017 Noon
Quarter 9	Tuition	2,675.55	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	2,875.55	June 30, 2017 Noon
	Total	25,015.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	855.85
	X-Ray Film Marker	25.00
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2		77.99
Quarter 3	Books	89.95
Quarter 4	Books	199.99
Quarter 5	Books	262.85
Quarter 6	Books	108.00
Quarter 7	Books	76.95
Quarter 8		-
Quarter 9	Books	120.00
	Cap and Gown (Estimated Cost)	50.00
	Total	1,966.58
	ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 26,981.58

SCHEDULE OF STUDENT CHARGES -SONOGRAPHY GENERAL PROGRAM (BS)
TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	February 6, 2015
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,920.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	4,005.00	March 27, 2015 Noon
Quarter 2	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	June 26, 2015 Noon
Quarter 3	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	September 25, 2015 Noon
Quarter 4	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	December 30, 2015 Noon
Quarter 5	Tuition	3,920.00	
	Materials Fees	35.00	
	Subtotal	3,955.00	March 25, 2016 Noon
Quarter 6	Tuition	3,920.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	4,120.00	June 24, 2016 Noon
Total		24,250.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	558.63
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2	Books	501.97
Quarter 3	Books-TBA	-
Quarter 4	Books-TBA	-
Quarter 5	Books-TBA	-
Quarter 6	Books-TBA Cap and Gown (Estimated Cost)	50.00
Total		1,210.60
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 25,460.60

SCHEDULE OF STUDENT CHARGES -SONOGRAPHY GENERAL PROGRAM (Cert)
TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	February 13, 2015
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,500.00	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	3,585.00	March 27, 2015 Noon
Quarter 2	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	June 26, 2015 Noon
Quarter 3	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	September 25, 2015 Noon
Quarter 4	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	December 30, 2015 Noon
Quarter 5	Tuition	3,500.00	
	Materials Fees	35.00	
	Subtotal	3,535.00	March 25, 2016 Noon
Quarter 6	Tuition	3,500.00	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,700.00	June 24, 2016 Noon
Total		21,730.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	558.63
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2	Books	501.97
Quarter 3	Books-TBA	-
Quarter 4	Books-TBA	-
Quarter 5	Books-TBA	-
Quarter 6	Books-TBA Cap and Gown (Estimated Cost)	50.00
Total		1,210.60
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 22,940.60

SCHEDULE OF STUDENT CHARGES - SONOGRAPHY CARDIAC PROGRAM (BS)
TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application February 13, 2015
	Registration Fee	250.00	
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,920.00	March 27, 2015 Noon
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	4,005.00	
Quarter 2	Tuition	3,920.00	June 26, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,955.00	
Quarter 3	Tuition	3,920.00	September 25, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,955.00	
Quarter 4	Tuition	3,920.00	December 30, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,955.00	
Quarter 5	Tuition	3,920.00	March 25, 2016 Noon
	Materials Fees	35.00	
	Subtotal	3,955.00	
Quarter 6	Tuition	3,920.00	June 24, 2016 Noon
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	4,120.00	
Total		24,250.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.

The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	665.62
	(2) Pair of Scrubs	100.00
Quarter 2	Books	131.95
Quarter 3	Books-TBA	-
Quarter 4	Books-TBA	-
Quarter 5	Books-TBA	-
Quarter 6	Books- TBA Cap and Gown	50.00
Total		947.57
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 25,197.57

SCHEDULE OF STUDENT CHARGES - SONOGRAPHY CARDIAC PROGRAM (Cert)
TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application February 13, 2015
	Registration Fee	250.00	
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,500.00	March 27, 2015 Noon
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	3,585.00	
Quarter 2	Tuition	3,500.00	June 26, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,535.00	
Quarter 3	Tuition	3,500.00	September 25, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,535.00	
Quarter 4	Tuition	3,500.00	December 30, 2015 Noon
	Materials Fees	35.00	
	Subtotal	3,535.00	
Quarter 5	Tuition	3,500.00	March 25, 2016 Noon
	Materials Fees	35.00	
	Subtotal	3,535.00	
Quarter 6	Tuition	3,500.00	June 24, 2016 Noon
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,700.00	
Total		21,730.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 per day is assessed to students who do not complete payment.

Insurance Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice.

The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	665.62
	(2) Pair of Scrubs	100.00
Quarter 2	Books	131.95
Quarter 3	Books-TBA	-
Quarter 4	Books-TBA	-
Quarter 5	Books-TBA	-
Quarter 6	Books-TBA Cap and Gown	50.00
Total		947.57
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 22,677.57

SCHEDULE OF STUDENT CHARGES - NUCLEAR MEDICINE PROGRAM (BS)
TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	February 13, 2015
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,261.70	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	3,346.70	March 27, 2015 Noon
Quarter 2	Tuition	3,261.66	
	Materials Fees	35.00	
	Subtotal	3,296.66	June 26, 2015 Noon
Quarter 3	Tuition	3,261.66	
	Materials Fees	35.00	
	Subtotal	3,296.66	September 25, 2015 Noon
Quarter 4	Tuition	3,261.66	
	Materials Fees	35.00	
	Subtotal	3,296.66	December 30, 2015 Noon
Quarter 5	Tuition	3,261.66	
	Materials Fees	35.00	
	Subtotal	3,296.66	March 25, 2016 Noon
Quarter 6	Tuition	3,261.66	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,461.66	June 24, 2016 Noon
Total		20,300.00	

- Tuition** Required and is refundable according to the KPSAHS tuition refund policy.
- Fees** Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
- Insurance** Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
- STRF Fee** Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.
- Note** Tuition and fees are regarded as estimates that are subject to change without prior notice.
The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	711.34
	(1) Pair of Scrubs (1) Lab Coat (Estimated Cost)	100.00
Quarter 2	Books	109.00
Quarter 3	Books	168.95
Quarter 4	Books	80.00
Quarter 5	Books	30.00
Quarter 6	Books	138.50
	Cap and Gown (Estimated Cost)	50.00
Total		1,387.79
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 21,687.79

SCHEDULE OF STUDENT CHARGES - NUCLEAR MEDICINE PROGRAM (Certificate)
TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS)

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Registration Fee	250.00	February 13, 2015
	Subtotal	305.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	2,881.70	
	Insurance	50.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	35.00	
	Subtotal	2,966.70	March 27, 2015 Noon
Quarter 2	Tuition	2,881.66	
	Materials Fees	35.00	
	Subtotal	2,916.66	June 26, 2015 Noon
Quarter 3	Tuition	2,881.66	
	Materials Fees	35.00	
	Subtotal	2,916.66	September 25, 2015 Noon
Quarter 4	Tuition	2,881.66	
	Materials Fees	35.00	
	Subtotal	2,916.66	December 30, 2015 Noon
Quarter 5	Tuition	2,881.66	
	Materials Fees	35.00	
	Subtotal	2,916.66	March 25, 2016 Noon
Quarter 6	Tuition	2,881.66	
	Materials Fees	35.00	
	Graduation Fees	165.00	
	Subtotal	3,081.66	June 24, 2016 Noon
Total		18,020.00	

Tuition	Required and is refundable according to the KPSAHS tuition refund policy.
Fees	Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.
Insurance	Required and is non-refundable after first seven (7) days of enrollment. Students must purchase liability insurance from the National Professional Group to perform in the clinical setting.
STRF Fee	Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section. Non-refundable.
Note	Tuition and fees are regarded as estimates that are subject to change without prior notice. The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT

Quarter	Description	Amount
Quarter 1	Books	711.34
	(1) Pair of Scrubs (1) Lab Coat (Estimated Cost)	100.00
Quarter 2	Books	109.00
Quarter 3	Books	168.95
Quarter 4	Books	80.00
Quarter 5	Books	30.00
Quarter 6	Books	138.50
	Cap and Gown (Estimated Cost)	50.00
Total		1,387.79
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 19,407.79

SCHEDULE OF STUDENT CHARGES - PHLEBOTOMY BASIC AND ADVANCED PROGRAM

Updated September 2015

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

	Tuition/Fees	Amount	Due Date
	Application Fee	55.00	At Time of Application
	Tuition	3,000.00	On/before Orientation
	Student Tuition Recovery Fund (STRF) Fee	-	
	Laboratory Fees	600.00	
	Total	3,655.00	

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Laboratory Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, scantrons, lab coat and liability insurance. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section.

Note Tuition and fees are regarded as estimates that are subject to change without prior notice. The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes every effort to keep student costs to a minimum.

ITEMS TO BE PAID BY THE STUDENT (Estimated Charges)

	Description	Amount
	Books ISBN: 9781605476377 9781437735451	79.99
	NCCT Test Fee	90.00
	NCCT Test Sitting Fee	25.00
	Scrubs (Estimated at \$50 per set X 3 sets)	150.00
	Clinic Shoes	60.00
	State Application	100.00
	Cap and Gown (Estimated Cost)	50.00
	Total	554.99
	ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 4,209.99

KPSAHS - 2015 Tuition and Fees

As of September 2015

CONTINUING EDUCATION

Mammography

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
1,000.00	-	-	-	-	-	-	-	-	1,000.00

Mammography (KPSAHS Students Only)

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
400.00	-	-	-	-	-	-	-	-	400.00

Fluoroscopy

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
650.00	-	-	-	-	-	-	-	-	650.00

Breast Ultrasound Program

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
TBD	-	-	-	TBD	-	-	-	-	TBD

Anatomy & Physiology I - Traditional Delivery

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
300.00	55.00	-	-	-	130.00	-	-	-	485.00

Anatomy & Physiology II - Traditional Delivery

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
300.00	55.00	-	-	-	130.00	-	-	-	485.00

Venipuncture

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
200.00	-	-	-	-	-	-	-	-	200.00

Basic Life Support for Healthcare Providers (CPR) - Online

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
75.00	-	-	-	-	-	-	-	-	75.00

BLS/CPR Skills Test (if online portion completed through another organization)

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
45.00	-	-	-	-	-	-	-	-	45.00

One Day Symposiums

Tuition	App Fee	Reg Fee	Ins Fee	STRF Fee	Mat Fee	Lab Fee	Ed Mat Fee	Grad Fee	Total
200.00	-	-	-	-	-	-	-	-	200.00

MISCELLANEOUS FEES

Administrative Fees	Fee
New CPR Card	7.00
CPR Card Replacement	16.00
Administrative Fee (Refund)	25.00
Late Fee Per Day	25.00
Non-Sufficient Funds (NSF) Fee	25.00
Document Request Fee	5.00
Certificate Request Fee	10.00
NCCT Test Fee Internal	25.00
NCCT Test Fee External	50.00

SCHEDULE OF STUDENT CHARGES - ANATOMY AND PHYSIOLOGY I AND II Online

Updated September 2015

Anatomy & Physiology I

Course Name	Tuition/Fees	Amount	Due Date
Anatomy & Physiology I	Application Fee*One time charge at enrollment	55.00	One time charge at enrollment
	Tuition	500.00	
	Student Tuition Recovery Fund (STRF) Fee	-	
	Lab/Material Fees	-	
Subtotal		555.00	

ITEMS TO BE PAID BY THE STUDENT (Estimated)

Course Name	Description	Amount
Anatomy & Physiology I & II	Books: Gary A. Thibodeau, PhD and Kevin T. Patton, PhD, Mosby, Inc.,; 8th ed.,2003. ISBN: 978-0-323-08357-7	175.00
"Hands On Lab" for A&P I	Instructions for purchase will be provided prior to start of class.	381.00
Total		556.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 1,111.00

Anatomy & Physiology II

Anatomy & Physiology II	Application Fee	55.00	One time charge at enrollment. Application fee waived for A&P II if students paid application fee for A&P I.
	Tuition	500.00	
	Student Tuition Recovery Fund (STRF) Fee	-	
	Lab/Material Fees	-	
Subtotal		555.00	

ITEMS TO BE PAID BY THE STUDENT (Estimated)

Course Name	Description	Amount
Anatomy & Physiology I & II	Books: Gary A. Thibodeau, PhD and Kevin T. Patton, PhD, Mosby, Inc.,; 8th ed.,2003. ISBN: 978-0-323-08357-7. (Students who completed A&P I at KPSAHS will already have purchased textbook.)	175.00
"Hands On Lab" for A&P II	Instructions for purchase will be provided prior to start of class.	381.00
Total		556.00
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		\$ 1,111.00

Tuition Required and is refundable according to the KPSAHS tuition refund policy.

Material Fees Required and is non-refundable after first seven (7) days of enrollment. Covers costs for copies, handouts, clinical logbooks, lab fees, and scantrons. A late payment fee of \$25 per day up to \$125 is assessed to students who do not complete payment by the deadline.

STRF Fee Students must pay the state-imposed assessment unless all institutional charges are paid by a third party. For a full description, refer to the KPSAHS Catalog - Student Tuition Recovery Fund section.

Note Tuition and fees are subject to change without prior notice. The KPSAHS Board of Directors and the School Administration reviews tuition and fees at least annually. KPSAHS makes

Additional Requirements ON LINE COURSE
 To be successful in an online course, student should have the following resources available:
 Personal computer with Internet Access
 Adobe Acrobat
 Microsoft Office Suite
 Web Browser (e.g. Chrome v.40, FireFox v.36, Internet Explorer v.11, Safari v.8)
 Web Camera



TRANSCRIPT/DOCUMENT REQUEST FORM
Fax to: (510) 231-5155

Today's Date _____

Student ID# _____

Name: _____
Last First Middle Initial Maiden / Previous

Address: _____
Street City State Zip Code

Phone Number: _____

Program/Course Attended:

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> A & P 1 | <input type="checkbox"/> Venipuncture | <input type="checkbox"/> Phlebotomy |
| <input type="checkbox"/> A & P 2 | <input type="checkbox"/> Radiography-Day | <input type="checkbox"/> IVT & BW |
| <input type="checkbox"/> CT Course | <input type="checkbox"/> Radiography-Eve | <input type="checkbox"/> Radiation Therapy |
| <input type="checkbox"/> Fluoroscopy | <input type="checkbox"/> Sonography -General | |
| <input type="checkbox"/> Mammography | <input type="checkbox"/> Sonography-Cardiac | |
| | <input type="checkbox"/> Nuclear Medicine | |

Attended K.P.S.A.H.S.: from: _____ to: _____

Requested Document(s)		# of Copies
<input type="checkbox"/> Official Transcript	Additional Information:	
<input type="checkbox"/> Unofficial Transcript		
<input type="checkbox"/> Duplicate Certificate		
<input type="checkbox"/> Enrollment Verification		
<input type="checkbox"/> Academic/Clinical Documents		

Signature Date

The Kaiser Permanente School of Allied Health Sciences will not release transcripts from other institutions.

- The first Transcript /Document is free of charge. A fee of \$5.00 per additional transcript/Document must accompany this request.
- Duplicate Certificate fee is \$10.
- Rush service is available at \$10.00 per Transcript/Document in addition to the regular (\$5) processing fee. *

Normal Transcript/Document Processing will take up to 5-10 working days.

Rush Transcript/Document Service* if request is received by 12 noon the transcript will be processed by 5pm same day. If received by 3pm M-F documents will be processed by 10am the following business day. Rushed transcripts may be mailed or picked up by the student (Photo ID required). **If the student has not picked up the Transcript/Documents in (10) days, they will be discarded.**

<p>Send Transcript/Documents To:</p> <p>Name _____</p> <p>Dept. _____</p> <p>Street _____</p> <p>City, State, and Zip Code _____</p>	<p>Send Transcript/Documents To:</p> <p>Name _____</p> <p>Dept. _____</p> <p>Street _____</p> <p>City, State, and Zip Code _____</p>
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For Office Use Only

No Charge, 1 st Copy ____	Number of copies Requested () x \$5.00 =	Total charge to requestor:
Copies will be mailed within (5-10) business days. There is a \$10.00 additional charge for RUSH requests		
Processed by		Date sent / pickup



TRANSCRIPT/DOCUMENT REQUEST FORM

Fax to: (510) 231-5155

Transcript/Document Request Payment Instructions

Please complete and fax the **Transcript/Document Request Form** before remitting payment.

Payment by PayPal Only - Copy the correct link below directly into your internet browser:

\$5 Document Request Fee

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=U7J44V4N9S3RG

\$10 Certificate Request Fee

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=PTEPLGSA7RJ9E

\$10 Document Rush Fee

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=RDQXZDHKAJUN4

Note: If another person is paying for your **Transcript/Document Request** through PayPal, have that person enter your name in the comments section. Directly under their name and address, there is a small section called “Add special instructions to the seller”. Have the payer enter your name in that section