



# Kaiser Permanente School of Allied Health Sciences 2018 Academic Catalog

**Effective Dates: January 1, 2018 – December 31, 2018**

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## About this Catalog

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

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

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

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

## Catalog Rights

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

## Questions

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

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818

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

Telephone and Fax Numbers: Toll Free (888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897

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## General Information

### *Location – Main Campus*

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

### *Location – Satellite location*

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

### *Contact Information*

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

### *Web Address*

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

## Mission, Vision, Values Statements

### Mission Statement

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

### Vision Statement

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

### Values Statement

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

### KPSAHS Values

#### Student-Centric Culture

- Our students are at the heart of what we do. We give them the skills, confidence, and support to succeed, both as scholars and health care professionals. Student success is the truest measure of our success.

#### Excellence

- We are committed to the highest standards of academic excellence. Our graduates are the best-educated professionals and the future leaders of the health care industry.

#### Innovation

- Our culture embraces change and innovation. We lead. We improve. We evolve.

#### Integrity

- We hold our students and ourselves accountable to the highest standards of honesty, ethics, and compassion.

#### Passion

- Our passion is reflected in our teaching, culture, and a love for our professions. The work we do is important and has a positive, lasting impact on the lives of our students and the patients they serve.

## Institutional Learning Outcomes

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

## Course Numbering System

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

## Quarter System

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

## Credit Hour Policy

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

## Organizational Structure

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

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

### *Ownership*

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

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## History of Kaiser Permanente School of Allied Health Sciences

The Kaiser Permanente School of Allied Health Sciences (KPSAHS) was established in 1989 as a hospital-based School of Radiology, fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The first campus was located at 1025 MacDonald Avenue in Richmond, California, and was founded to meet the demands of technologist shortages and to provide community outreach and vocational training. In response to Kaiser Permanente's needs and regulatory changes, advance certificate programs in mammography, fluoroscopy, and venipuncture were developed in 1995.

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

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

In 2011, KPSAHS opened a satellite campus in Stockton, California, to better serve students from the Central Valley and San Joaquin communities. The Stockton branch campus offered educational programs in radiologic technology, diagnostic medical sonography, and phlebotomy. The branch campus was closed in 2015.

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



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## Accreditation and Approvals

### Institutional Accreditation

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

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

### Institutional Approval

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

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

### Programmatic Accreditation

Program	Organization	Address / Phone	Notes
Diagnostic Medical Sonography <ul style="list-style-type: none"><li>• General Concentration</li><li>• Cardiac Concentration</li></ul>	Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) <a href="http://www.jrcdms.org">www.jrcdms.org</a>	6021 University Blvd. Suite 500 Ellicott City, MD 21043 (443) 973-3251	Program Number: 110109
Diagnostic Medical Sonography <ul style="list-style-type: none"><li>• General Concentration</li><li>• Cardiac Concentration</li></ul>	The Commission on Accreditation of Allied Health Education Programs (CAAHEP) <a href="http://www.caahep.org">www.caahep.org</a>	25400 US Highway 19 N. Suite 158 Clearwater, FL 33763 (727) 210-2350	The Commission on Accreditation of Allied Health Education Programs (CAAHEP) certifies that the Diagnostic Medical Sonography Program (General Concentration/Cardiac Concentration) has completed an accreditation review and is judged to be in compliance with the nationally established standards.
Nuclear Medicine	Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) <a href="http://www.jrcnmt.org">www.jrcnmt.org</a>	2000 W. Danforth Rd., Ste. 130 #203 Edmond, OK 73003 (405) 285-0547	Program Code: 905860

Program	Organization	Address / Phone	Notes
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT) <a href="http://www.jrcert.org">www.jrcert.org</a>	20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182 (312) 704-5300 mail@jrcert.org	Program Number: 47850000

### Programmatic Approvals

Program	Organization	Address / Phone	Notes
Phlebotomy <ul style="list-style-type: none"> <li>Limited</li> <li>Basic and Advanced</li> </ul>	California Department of Public Health (CDPH) – Laboratory Field Services <a href="http://cdph.ca.gov/programs/lfs">cdph.ca.gov/programs/lfs</a>	850 Marina Bay Parkway Building P, 1 <sup>st</sup> Floor Richmond, CA 94804	n/a
Radiologic Technology	California Department of Public Health (CDPH) – Radiologic Health Branch <a href="http://www.cdph.ca.gov/rhb">www.cdph.ca.gov/rhb</a>	MS 7610 P.O. Box 997414 Sacramento, CA 95899 (916) 937-5106	The program is a recognized provider of education in Radiologic Technology by the California Department of Health Services, California Department of Public Health. School Codes: <ul style="list-style-type: none"> <li>Radiology: 1028</li> <li>Fluoroscopy: 1099</li> <li>Mammography: 013</li> </ul>

## Certification / Licensure Requirements<sup>1</sup>

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

Program	Examination Boards	Certification / Licensure Requirements
Cardiopulmonary Resuscitation (CPR), Health Care Provider Basic Life Support	American Heart Association (AHA) <a href="http://www.heart.org">www.heart.org</a>	Successful completion of an AHA-approved course
Diagnostic Medical Sonography – Cardiac Concentration	American Registry of Diagnostic Medical Sonographers <a href="http://www.ardms.org">www.ardms.org</a> Cardiovascular Credentialing International (CCI) <a href="http://www.cci-online.org">www.cci-online.org</a>	Under Prerequisite 2 from ARDMS <ul style="list-style-type: none"> <li>Graduate from a CAAHEP Accredited program.</li> <li>Copy of Diploma or official transcript indicating degree date conferred.</li> <li>Signed letter from the program director or medical director indicating successful completion of a program.</li> </ul>
Diagnostic Medical Sonography – General Concentration	American Registry of Diagnostic Medical Sonographers <a href="http://www.ardms.org">www.ardms.org</a> American Registry of Radiologic Technologists <a href="http://www.arrt.org">www.arrt.org</a>	Under Prerequisite 2 from ARDMS <ul style="list-style-type: none"> <li>Graduate from a CAAHEP Accredited program.</li> <li>Copy of Diploma or official transcript indicating degree date conferred.</li> <li>Signed letter from the program director or medical director indicating successful completion of a program.</li> </ul>
Mammography	American Registry of Radiologic Technologists <a href="http://www.arrt.org">www.arrt.org</a>	<ul style="list-style-type: none"> <li>Must be registered with the ARRT in Radiography</li> <li>Documented completion of the ARRT Mammography Clinical Experience Requirements</li> <li>Candidates must document completion of 16 hours of structured education</li> </ul>

<sup>1</sup> Certification and licensure requirements are accurate at time of catalog publication; students should review requirements from each agency for the most up-to-date information.

Program	Examination Boards	Certification / Licensure Requirements
Mammography	The State of California Radiologic Health Branch <a href="http://www.cdph.ca.gov/rhb">www.cdph.ca.gov/rhb</a>	<ul style="list-style-type: none"> <li>• Successfully complete 40 hours of continuing education in mammography courses.</li> </ul> AND <ul style="list-style-type: none"> <li>• Certified by ARRT in Radiography.</li> </ul> OR <ul style="list-style-type: none"> <li>• Have a current and valid California Diagnostic Radiologic Technology Certificate issued by the CDPH-RHB</li> </ul>
Nuclear Medicine	American Registry of Radiologic Technologists <a href="http://www.arrt.org">www.arrt.org</a>	<ul style="list-style-type: none"> <li>• Successfully complete a Nuclear Medicine education program within the last 3 years recognized by ARRT.</li> <li>• Candidates must have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.</li> </ul>
Nuclear Medicine	State of California Radiologic Health Branch <a href="http://www.cph.ca.gov/rhb">www.cph.ca.gov/rhb</a>	<ul style="list-style-type: none"> <li>• Certified by ARRT and/or NMTCB in Nuclear Medicine</li> </ul> AND <ul style="list-style-type: none"> <li>• Successfully complete a Nuclear Medicine Technology program approved by JRCNMT</li> </ul>

Program	Examination Boards	Certification / Licensure Requirements
Nuclear Medicine	Nuclear Medicine Technology Certification Board <a href="http://www.nmtcb.org">www.nmtcb.org</a>	<p>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:</p> <ol style="list-style-type: none"> <li>1) Completion of a NMTCB recognized nuclear medicine technology program</li> <li>2) Completion of a certificate, associate degree or baccalaureate degree in nuclear medicine technology program from a regionally accredited academic institution.</li> </ol> <p>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:</p> <ul style="list-style-type: none"> <li>• Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)</li> <li>• Armed Forces Military Training Commands</li> <li>• Canadian Association of Medical Radiation Technologists (CAMRT)</li> <li>• Australian and New Zealand Society of Nuclear Medicine (ANZSNM)</li> </ul>
Phlebotomy – Basic and Advanced	National Center for Competency Testing <a href="http://www.ncctinc.com">www.ncctinc.com</a> California Department of Public Health <a href="http://www.cdph.ca.gov">www.cdph.ca.gov</a>	<ul style="list-style-type: none"> <li>• Must be a high school graduate, possess a GED, or demonstrate completion of general education courses at an accredited college or university.</li> <li>• Successful completion of state approved program.</li> </ul>
Phlebotomy – Limited	California Department of Public Health <a href="http://www.cdph.ca.gov">www.cdph.ca.gov</a>	<ul style="list-style-type: none"> <li>• Must be a high school graduate, possess a GED, or demonstrate completion of general education courses at an accredited college or university.</li> <li>• Successful completion of state approved program.</li> </ul>

Program	Examination Boards	Certification / Licensure Requirements
Radiologic Technology	American Registry of Radiologic Technologists <a href="http://www.arrt.org">www.arrt.org</a>	<ul style="list-style-type: none"> <li>• Successfully complete a radiography education program recognized by ARRT within the last 3 years.</li> <li>• Candidates must have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.</li> </ul>
Radiologic Technology	State of California Radiologic Health Branch <a href="http://www.cph.ca.gov/rhb">www.cph.ca.gov/rhb</a>	<ul style="list-style-type: none"> <li>• Certified by ARRT in Radiography. OR</li> <li>• Successfully complete a radiologic technology program approved by CDPH-RHB.</li> </ul>
Venipuncture	State of California Radiologic Health Branch <a href="http://www.cph.ca.gov/rhb">www.cph.ca.gov/rhb</a>	<ul style="list-style-type: none"> <li>• Must be a Certified Radiologic Technologist (CRT) pursuant to the Radiologic Technology Act.</li> <li>• The radiologic technologist must have a certificate issued by an approved school of radiologic technology or instructor indicating satisfactory completion of the training required.</li> </ul>

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## Facilities and Equipment

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

The administrative suite is comprised of thirty-one (31) private offices for administrators, program directors and instructors, two (2) 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, student break room, records office, career services office, and two (2) bathrooms. The student break room is equipped with three (3) refrigerators, four (4) microwave ovens, two (2) vending machines, and a water cooler with an ice maker.

Classrooms can accommodate from 12 to 48 students. Classrooms are equipped with a range of equipment, including state of the art interactive video conference equipment, VCR player, DVD player, dry-erase writing boards, LCD projectors, document camera, and computers that link to Kaiser Permanente's internal network and the internet. The computer lab contains twenty-two (22) computers connected to Kaiser Permanente's internal network and the internet.

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

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

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## General Education

### *Program Director*

**Bert Christensen**, M.B.A., R.T. (R)(T)

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

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

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

### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### *Admissions Requirements*

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

### *Mission Statement and Philosophy*

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

### *Learning Outcomes*

General Education Learning Outcomes have been aligned to the *Institutional Learning Outcomes* (see p. 6). This alignment reinforces the breadth of knowledge and skills students' gain outside the specialized knowledge gained from their chosen area of study.

### *Course Credit Requirements – Associate Degrees*

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

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



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

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

### Course Credit Requirements – Bachelor Degrees

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

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

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

Refer to the *Online Course Requirements* section of this catalog (p. 134) for technology requirements.

### Course Descriptions

#### GE 481 or 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. *Offered online only*

#### GE 482 or 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. *Offered online only.*

#### GE 483 or 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. *Offered online only*

#### GE 484 or GE 804 Health Services Administration

4.0 credits

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

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## Programs of Study: Degrees

### Diagnostic Medical Sonography (Bachelor of Science)

#### *Program Director*

**Nee Barnor, R.D.M.S.**

M.S.; Kings College, University of London, London, England; Medical Ultrasound

B.S.; University of Science and Technology, Kumasi, Ghana; Agriculture

A.A.; Montgomery College, Rockville, MD; Diagnostic Medical Sonography

#### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

#### *Admissions Requirements*

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

- Complete a minimum of eight (8) job shadow hours in a sonography or ultrasound department.
- Academic requirements specified below must be completed at a regionally accredited institution:
  - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
  - A 3.0 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
  - Successful completion (defined as receiving a grade of “C” or higher) of college-level coursework in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits. Prerequisite course descriptions are provided on pages 85 – 87 of this catalog.
    - Human Anatomy & Physiology with a lab
    - Medical Terminology
    - General Physics (topics must include sound waves, heat, light, and motion)
    - Oral Communication (i.e. Speech)
    - Written Communication
    - College Algebra or higher-level mathematics

#### *Certification / Licensure Requirements*

Refer to *Certification / Licensure Requirements*, p. 11 - 14.

All license and registry agencies have eligibility standards for their applicants that are independent of and may differ from Kaiser Permanente or KPSAHS. These standards address the question of an applicant's conviction of a felony or misdemeanor. KPSAHS assumes no responsibility for such eligibility standards. It is the applicant's/student's responsibility for ensuring their license / registry eligibility. If you have questions regarding your eligibility, please contact the American Registry of Diagnostic Medical Sonographers (contact information provided on p. 11).

### ***Program Description***

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

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

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

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

### ***Mission Statement***

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

### ***Educational Goals***

- Produce qualified graduates, prepared for entry level careers as diagnostic medical sonographers.
- Equip students to achieve professional and academic excellence throughout their careers.
- Prepare graduates to successfully pass the ARDMS examination.
- Instill professional and ethical behaviors, which are recognized and contained in the Professional Code of Ethics and Scope of Practice as set by the Society of Diagnostic Medical Sonographers.
- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains [DMS – General Concentration].
- To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains [DMS – Cardiac Concentration].

### ***Program Learning Outcomes***

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to successfully and professionally communicate with a patient (and with other health care professionals)
- *Critical Thinking:* Graduates will be able to apply critical thinking while critiquing normal as well as pathological exams
- *Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care

- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in Diagnostic Medical Sonography.
- *Safety:* Graduates will be able to demonstrate proper safety skills for their patient and themselves.
- *Information Literacy:* Graduates will be able to apply information from a variety of sources, including models, graphs and mathematics.

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

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

*Employment Position(s):*  
Diagnostic Medical Sonographer

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

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

### ***Diagnostic Medical Sonographer Duties***

Diagnostic medical sonographers, 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.

### ***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
- 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 Length***

The Bachelor of Science in Diagnostic Medical Sonography, both general and cardiac concentrations, requires 18 months of study completed during six academic quarters. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

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

### ***Program Structure***

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

### ***Graduation Requirements***

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

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

### Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower- division coursework is required in the following areas prior to admission:</i>		
Human Anatomy & Physiology with a lab		
Medical Terminology		
General Physics (topics must include sound waves, heat, light, and motion)		
Oral Communication (i.e. Speech)		
Written Communication		
College Algebra or higher-level mathematics		
 <b>Major Courses (Upper-division)</b>		 <b>98.0</b>
DMS 311 Ultrasound Physics I	1	5.0
DMS 312 Introduction to Abdomen and Pelvic Sonography	1	3.0
DMS 312L Introduction to Abdomen and Pelvic Sonography Lab	1	2.0
DMS 313 Patient Care and Ergonomics	1	2.5
DMS 314 Medical and Legal Ethics	1	2.0
DMS 315 General Lab	1	3.0
DMS 321 Ultrasound Physics II	2	4.5
DMS 322 Abdominal Sonography I	2	3.0
DMS 322L Abdominal Sonography I Lab	2	2.0
DMS 323 GYN Sonography	2	3.0
DMS 323L GYN Sonography Lab	2	2.0
DMS 325 Clinical Lab	2	3.0
DMS 330 Critical Thinking I	3	2.0
DMS 332 Abdominal Sonography II	3	3.0
DMS 332L Abdominal Sonography II Lab	3	2.5
DMS 333 OB Sonography I	3	3.0
DMS 335 Clinical Education I	3	8.5
DMS 443 OB Sonography II	4	3.0
DMS 444 Vascular Sonography	4	3.0
DMS 444L Vascular Sonography Lab	4	2.0
DMS 445 Clinical Education II	4	8.5
DMS 451 Selected Topics	5	4.5

	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
DMS 455 Clinical Education III	5	8.5
DMS 460 Critical Thinking II	6	2.0
DMS 462 Abdomen Registry Review	6	2.0
DMS 463 OB/GYN Registry Review	6	2.0
DMS 465 Clinical Education IV	6	8.5
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 801 Scientific Inquiry*	4, 5, or 6	4.0
<i>Students will complete two courses from the list below.</i>		
GE 802 Ethics – Real Choices, Right Decisions*	4, 5, or 6	4.0
GE 803 Cultural Diversity in the 21st Century*	4, 5, or 6	4.0
GE 804 Health Services Administration*	4, 5, or 6	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>200.0</b>
<b>Total Credits Completed at KPSAHS</b>		<b>110.0</b>

*\*Offered online*

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

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

### Academic Requirements

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



	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
DMS 313 Patient Care and Ergonomics	1	2.5
DMS 314 Medical and Legal Ethics	1	2.0
DMS 321 Ultrasound Physics II	2	4.5
DMS 444 Vascular Sonography	4	3.0
DMS 444L Vascular Sonography Lab	4	2.0
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 801 Scientific Inquiry*	4, 5, or 6	4.0
<i>Students will complete two courses from the list below.</i>		
GE 802 Ethics – Real Choices, Right Decisions*	4, 5, or 6	4.0
GE 803 Cultural Diversity in the 21st Century*	4, 5, or 6	4.0
GE 804 Health Services Administration*	4, 5, or 6	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>202.0</b>
<b>Total Credits Completed at KPSAHS</b>		<b>112.0</b>

*\*Offered online*

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

## **Course Descriptions**

### **DCS 312 Introduction to Echocardiography**

3.0 credits

This course provides a basic foundation for the core principles of cardiovascular sonography along with the recognition of normal cardiovascular anatomy. This course will provide detailed understanding and assessment of systolic and diastolic function, including LV measurements and assessment of ejection fraction, fractional shortening, stroke volume, and cardiac output. Concentrated areas of study will include cardiac embryology, walls and layers of the heart, cardiac conduction cycles, pressure gradients and cardiac valves and chambers. Additionally, this course discusses the application and techniques of 2D cardiac imaging, basic protocols and introduction of M-mode of the heart. DCS 312L will provide the laboratory application of techniques studied in DCS312.

### **DCS 312L Introduction to Echocardiography Lab**

2.0 credits

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

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

3.0 credits

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

interrogation of structures in the heart. This lab section also provides hands on experience in the application of basic Ultrasound Physics principles as an adjunct to Ultrasound Physics I course.

### **DCS 322 Echocardiography I**

3.0 credits

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

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

2.0 credits

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

#### *Prerequisite*

DCS 312L Introduction to Echocardiography Lab

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

4.0 credits

This course provides understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events. This course discusses mechanical and electrical events in cardiovascular hemodynamics. The course also provides understanding of electrical and mechanical events of cardiac cycle. This course

also demonstrates correlation of EKG in relation to cardiac events and echocardiographic findings in the lab. This course allows students to identify and interpret individual rhythm strips and 12-lead EKGs. This Course involves understanding how f cardiac medications can relate to certain EKG and echocardiographic findings.

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

3.0 credits

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

*Prerequisite*

DCS 315 Cardiac Lab I

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

2.0 credits

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

### **DCS 332 Echocardiography II**

3.0 credits

This course covers myocardial, endocardial, pericardial processes to include diseases and sonographic findings associated with each. Also examined are the diseases of the Aorta and types of dissections. Each section will be

discussed in detail regarding causes, signs, symptoms and echocardiographic findings. This course also encourages quantitative & qualitative analysis of cardiac functions in relation to different pathologies. Discussion is both detailed and concise for understanding and comprehension.

*Prerequisite*

DCS 322 Echocardiography I

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

2.0 credits

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

*Prerequisite*

DCS 322L Echocardiography I Lab

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

3.5 credits

This Course involves understanding of cardiac physiology. An in-depth study of systolic function, symptomatology, stress echocardiography, complications of a myocardial infarction, and pharmacology are studied in relation to the echocardiographic exam. Pharmacology, indications and contraindications of common drugs used in cardiac patients. Provocative stress agents and their uses/adverse effects will be discussed. This course also discusses potential side effects of cardiac medications on the cardiac function and the related Echocardiographic findings along with systolic function, coronary artery disease and complications of coronary artery disease.

*Prerequisite*

DCS 324 Cardiac Physiology I

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

8.5 credits

This course transitions from the laboratory to clinical education in a medical imaging

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

### **DCS 442 Echocardiography III**

3.0 credits

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

#### *Prerequisite*

DCS 332 Echocardiography II

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

2.0 credits

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

#### *Prerequisite*

DCS 332L Echocardiography II Lab

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

8.5 credits

This course is the second in continuation of Clinical Education courses and the concentration is on performing basic echocardiographic views with or without assistance from clinical preceptors.

Understanding specific lab protocols, rules, schedules and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal echocardiograms.

#### *Prerequisite*

DCS 335 Clinical Education I

### **DCS 453 Pediatric Echocardiography**

4.5 credits

This course covers cardiac embryology, common congenital heart diseases both in pediatric and adult population. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings and complications. This course also discusses common surgical procedure in congenital heart disease. This course encourages quantitative and qualitative analysis of cardiac functions in relation to different congenital pathologies.

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

8.5 credits

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

#### *Prerequisite*

DCS 445 Clinical Education II

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

2.0 credits

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

significance and role that acquired sonographic information plays in the management of patient care. Students will present cases with sonographic images, pathologies, correlation with other imaging modalities, and clinical indications.

*Prerequisite*

DCS 330 Critical Thinking I

**DCS 461 Advances in Echocardiography**

2.0 credits

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

**DCS 462 Echocardiography Registry Review**

3.0 credits

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

**DCS 465 Clinical Education IV**

8.5 credits

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

*Prerequisite*

DCS 455 Clinical Education III

**DMS 311 Ultrasound Physics I**

5.0 credits

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

**DMS 312 Introduction to Abdomen & Pelvic Sonography**

3.0 credits

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

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

2.0 credits

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



apply the didactic information presented in the classroom.

### **DMS 313 Patient Care and Ergonomics**

2.5 credits

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

### **DMS 314 Medical and Legal Ethics**

2.0 credits

The student will gain basic understanding of the important legal definitions, legal doctrines, malpractice and risk management information, ethics and patient rights relevant to the field of diagnostic imaging and the role of the imaging professional. It includes case histories in the form of vignettes that assist readers in applying the principles of law to real work situations. This is a foundation course for all future classes and the skills and principles will be utilized throughout the program. This course covers clinical policies and procedures, HIPAA and the patient's bill of rights. This course focuses on the sonographer's role as a health care team member.

### **DMS 315 General Lab**

3.0 credits

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

apply the didactic information presented in the classroom.

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

4.5 credits

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

#### *Prerequisite*

DMS 311 Ultrasound Physics I

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

3.0 credits

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

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

2.0 credits

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

direct supervision of faculty; students will apply the didactic information presented in the classroom to the laboratory setting.

*Prerequisite*

DMS 312L Introduction to Abdomen & Pelvic Sonography Lab

**DMS 323 GYN Sonography**

3.0 credits

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

**DMS 323L GYN Sonography Lab**

2.0 credits

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

*Prerequisite*

DMS 312L Introduction to Abdomen & Pelvic Sonography Lab

**DMS 325 Clinical Lab**

3.0 credits

This course continues laboratory education with an emphasis on clinical education in a medical imaging department. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal

veins, GB, biliary tree, pancreas, renal, aorta, spleen urinary bladder, diaphragm, uterus, and ovaries. Basic normal structural anatomy identification and demonstration as well as recognition of gross abnormalities will be emphasized.

*Prerequisite*

DMS 315 General Lab

**DMS 330 Critical Thinking I**

2.0 credits

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

**DMS 332 Abdominal Sonography II**

3.0 credits

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

*Prerequisite*

DMS 322 Abdominal Sonography I

**DMS 332L Abdominal Sonography II Lab**

2.5 credits

This course provides students hands on experiential learning and in-depth study of the normal and common pathologic processes of the abdomen, including but not limited to the biliary system, pancreas, spleen, and renals.

Sonographic significant abnormalities affecting the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on the interpretation of clinical tests and basic scanning techniques relative to the development of a differential diagnosis. This laboratory course offers sonography students' hands-on and experiential learning in the basics of selected sonographic examinations with emphasis on pathology. Under direct supervision of faculty, students' will apply the didactic and clinical information to the laboratory setting.

*Prerequisite*

DMS 322L Abdominal Sonography I Lab

**DMS 333 OB Sonography I**

3.0 credits

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

*Prerequisite*

DMS 323 GYN Sonography

**DMS 335 Clinical Education I**

8.5 credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical facility. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta, spleen and pelvic examinations. The students will learn basic normal structural anatomy, identification and demonstration as well as recognition of gross abnormalities. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical

affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting.

*Prerequisite*

DMS 325 Clinical Lab

**DMS 443 OB Sonography II**

3.0 credits

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

*Prerequisite*

DMS 333 OB Sonography I

**DMS 444 Vascular Sonography**

3.0 credits

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

**DMS 444L Vascular Sonography Lab**

2.0 credits

This laboratory course reinforces the foundations and principles of vascular sonography and gray scale duplex imaging of arterial and venous. DMS 444L provides students hands on experiential learning of the vascular systems by reinforcing the foundations of vascular sonography as related to the general and cardiovascular clinical labs. The main focus



is on common vascular imaging, recognition of normal anatomy and normal ultrasonic findings. This course involves understanding of normal extracranial vascular anatomy, peripheral vascular anatomy, abdominal vascular anatomy and the relationship of abdominal, cerebral and thoracic organs with great the vessels, as well as the use of Doppler and spectral display analysis and an overview of alternative vascular testing

### **DMS 445 Clinical Education II**

8.5 credits

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

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

#### *Prerequisite*

DMS 335 Clinical Education I

### **DMS 451 Selected Topics**

4.5 credits

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

### **DMS 455 Clinical Education III**

8.5 credits

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

#### *Prerequisite*

DMS 445 Clinical Education II

### **DMS 460 Critical Thinking II**

2.0 credits

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

#### *Prerequisite*

DMS 330 Critical Thinking I

### **DMS 462 Abdomen Registry Review**

2.0 credits

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

### **DMS 463 OB/GYN Registry Review**

2.0 credits

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

### **DMS 465 Clinical Education IV**

8.5 credits

This course continues to offer clinical education in a medical imaging department of an affiliated clinical facility. Students transition from landmark identification and demonstration to scanning normal liver, hepatic veins, portal veins, GB, biliary tree, pancreas, renal, aorta, spleen, pelvic, superficial and OB examinations. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographer and addresses the 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.

#### *Prerequisite*

DMS 455 Clinical Education III

## Medical Assisting (Associate of Science)

See pages 172 - 175 for updated Medical Assisting program pages.

### Program Director

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

A.S.; Carrington College, Medical Assisting

A.A.; Chabot College, Liberal Arts Faculty

Catalog pages relevant to the Medical Assisting Certificate of Completion, available beginning Winter 2019, are provided on p. 178 - 192.

### Faculty

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### Admissions Requirements

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

- High school diploma or GED
- College-level course work: Students must complete specific college-level courses at a regionally accredited institution with a grade of "C" or higher in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits and earned at an institution with regional accreditation. Prerequisite course descriptions are provided on pages 85 – 87 of this catalog.
  - Written Communication ("Freshman Composition")
  - Arts/Humanities (any course in these disciplines)
  - Mathematics (Intermediate Algebra or higher)

### Certification / Licensure Requirements

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

### Program Description

The Associate of Science in Medical Assisting program provides didactic, laboratory, and clinical learning experiences to enable students to enter the workforce as entry-level medical assistants after fifteen (15) months of training at KPSAHS. In addition, students will be qualified to work as EKG technicians, phlebotomists, or medical office assistants. Students will learn both front and back office medical office skills performed within the scope of practice of a medical assistant. Major topics include pharmacology, phlebotomy, medical law and ethics, interpersonal communications, and medical clinical procedures.

This program is unique from other programs offered in the Northern California area because students are expected to take and pass national credentialing examinations to receive an EKG Technician Certificate as well as a California Phlebotomy Certificate, thereby enhancing employment opportunities upon graduation.

Students should expect to undergo a rigorous admissions process in which applicants must demonstrate they have met the program pre-requisites by completing twelve quarter credits of college level work as well as successfully passing drug tests and a physical wellness exam.

After the first two quarters of didactic and laboratory training, students will begin their clinical experiences. Travel to selected healthcare facilities in the area is to be expected.

### Mission Statement

The mission of the medical assisting program at the Kaiser Permanente School of Allied Health Sciences is to educate students with didactic, laboratory, and clinical experiences in preparation for a health career

as a medical assistant. The graduate will deliver compassionate care in the healthcare setting and function as an integral member of the health care team with competence and confidence. The program's rigorous admissions criteria, broad scope of competencies, and high academic standards produces graduates who are the most sought after medical assistants in the area.

### **Educational Goals**

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

### **Program Learning Outcomes**

Successful program graduates will demonstrate the following attributes:

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

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

<i>U.S. Department of Labor's Standard Occupational Classification (SOC) Code</i>	<i>Employment Position(s)</i>
29-2031	Cardiovascular Technologist and Technician
31-9092	Medical Assistant
31-9097	Phlebotomist
43-6013	Medical Secretary and Administrative Assistant

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

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

### **Medical Assistant Duties**

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for

insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

### **Physical Requirements**

- Stand and/or walk up to 6 ½ hours throughout an eight (8) hour shift
- Lift and move a minimum of 50 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

### **Program Length**

The 15-month (5 quarters, 78 quarter credits) medical assisting program provides didactic, laboratory, and clinical education. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

### **Program Structure**

The program builds from in-person, hybrid, and online didactic course work to laboratory training and clinical experience. Clinical experience occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises.

### **Graduation Requirements**

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

## Associate of Science in Medical Assisting Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits (minimum)	General Education Area, if applicable
<b>General Education Courses</b>		<b>29.5</b>	
English Composition	Prerequisite	4.0	Written Communication
Arts / Humanities (any course)	Prerequisite	4.0	Arts/Humanities
Mathematics (Intermediate Algebra or higher)	Prerequisite	4.0	Mathematics
AP 15 Principles of Anatomy & Physiology I*^	1	3.0	Natural Sciences
AP 15L Principles of Anatomy & Physiology I Lab*^	1	1.5	Natural Sciences
AP 25 Principles of Anatomy & Physiology II*^	2	3.0	Natural Sciences
AP 25L Principles of Anatomy & Physiology II Lab*^	2	2.0	Natural Sciences
COMM 24 Interpersonal Communications*	2	4.0	Oral Communications
ETHS 11 Medical Law / Ethics*	1	4.0	Social Sciences
<b>Major Courses</b>		<b>60.5</b>	
MA 10 Physical Wellness	1	3.5	
MA 15 Medical Office Administration	1	1.5	
MA 15L Medical Office Administration Lab	1	0.5	
MA 16 Medical Terminology**	1	4.0	
MA 18 Academic and Professional Development I	1	0.5	
MA 20 Medical Assistant I	2	3.0	
MA 20L Medical Assistant Skills Lab I	2	3.0	
MA 25 Medical Business Practices	2	3.0	
MA 25L Medical Business Practices Lab	2	1.0	
MA 28 Academic and Professional Development II	2	0.5	
MA 30 Medical Assistant II	3	3.0	
MA 30L Medical Assistant Skills Lab II	3	3.0	
MA 32 Pharmacology	3	4.0	
MA 34 Medical Specialties Overview	3	2.0	
MA 34C Medical Specialties Overview Clinical	3	1.0	
MA 36 EKG Technology	3	2.0	

	Quarter Completed (Estimated)	Quarter Credits (minimum)	General Education Area, if applicable
MA 36L EKG Technology Lab	3	1.0	
MA 38 Academic and Professional Development III	3	0.5	
MA 40 Phlebotomy	4	6.0	
MA 40L Phlebotomy Lab	4	1.0	
MA 41 Allied Health Career Preparation	4	2.5	
MA 48 Academic and Professional Development IV	4	0.5	
MA 58 Academic and Professional Development V**	5	0.5	
MA 92 Phlebotomy Clinical	4	2.5	
MA 93 Clinical Rotation	5	10.5	
<b>Total Credits in Associate of Science Degree</b>		<b>90</b>	
<b>Total Credits Completed at KPSAHS</b>		<b>78</b>	

\* Also a major course

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

\*\* Offered online

## **Course Descriptions**

### **AP 15 Principles of Anatomy & Physiology I**

3.0 credits

### **AP 15L Principles of Anatomy & Physiology I Lab**

1.5 credits

This course provides instruction on the principles of human anatomy and physiology, emphasizing the integration of structure and function. The topics covered are terminology, metabolism, chemistry, cytology, histology, integumentary, skeletal, muscular, and nervous systems. Courses are co-requisites. (Hybrid format)

### **AP 25 Principles of Anatomy & Physiology II**

3.0 credits

### **AP 25L Principles of Anatomy & Physiology II Lab**

2.0 credits

This course provides instruction on the principles of human anatomy and physiology, emphasizing the integration of structure and function. The topics covered build upon the material from Anatomy and Physiology I and include the nervous, endocrine, cardiovascular, pulmonary, immune, digestive, urinary and reproductive systems. Courses are co-requisites. (Hybrid format)

#### *Prerequisites:*

- AP 15 Principles of Anatomy & Physiology I (3.0 credits)
- AP 15L Principles of Anatomy & Physiology I Lab (1.5 credits)

### **COMM 24 Interpersonal Communications**

4.0 credits

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

### **ETHS 11 Medical Law / Ethics**

4.0 credits

This course is designed to introduce students to the larger legal and ethical environment with

applications in laws relevant to the medical practice and ethical behavior expected by healthcare professionals. The course examines the history and practices of legal and ethical behavior in society and applies that knowledge into the context of the medical professions. Discussion will include: the roles and expectations of all members of the health care team, ethical behavior, medical-legal obligations and liabilities, patient rights, scope of practice, federal regulations, and accurate documentation. To develop affective skills, the course will provide opportunities for students to practice sensitivity to patient rights and to practice ethical behaviors in performance of medical assisting duties.

### **MA 10 Physical Wellness and Nutrition**

3.5 credits

This course provides instruction on the principles of nutrition, first aid, CPR, ergonomics, and personal wellness. The topics covered will create a foundation for the health care professional. Emphasis is placed on dietary nutrients, safety, and self-awareness.

### **MA 15 Medical Office Administration**

1.5 Credits

### **MA 15L Medical Office Administration Lab**

0.5 Credits

This course provides instruction on the operation of a healthcare facility such as a medical office. Topics include business software applications, software applications, written and oral communication, as well as an introduction to electronic health records. The laboratory course will include hands-on experience with the software applications that are required for medical administrative functions. Courses are co-requisites.

### **MA 16 Medical Terminology**

4.0 credits

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



### **MA 18 Academic and Professional Development I**

0.5 credits

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

### **MA 20 Medical Assistant I**

3.0 credits

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

*Prerequisites:*

- AP 15 Principles of Anatomy & Physiology I
- AP 15L Principles of Anatomy & Physiology I Lab
- MA 16 Medical Terminology

*Corequisite:*

- MA 20L Medical Assistant Skills Lab I

### **MA 20L Medical Assistant Skills Lab I**

3.0 credits

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

*Corequisite:*

- MA 20 Medical Assistant I

### **MA 25 Medical Business Practices**

3.0 credits

### **MA 25L Medical Business Practices Lab**

1.0 credits

This course provides instruction on the management of a healthcare facility such as a medical office. Topics include, appointment scheduling, manual and electronic health records, bookkeeping, payments, banking, billing and coding, and practice management systems. The course will include hands-on experience with practice management software

that are required for medical administrative functions. Courses are co-requisites.

*Prerequisites:*

- MA 15 Medical Office Administration
- MA 15L Medical Office Administration Lab

### **MA 28 Academic and Professional Development II**

0.5 credits

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

### **MA 30 Medical Assistant II**

3.0 credits

Continues on the basic and advanced clinical skills utilized in outpatient medical settings. Included are administration of medications (oral and injectable), and assisting with a variety of procedures. Emphasis is placed on personal protective equipment, rules of medication administration, and patient interactions.

*Prerequisite:*

- MA 20 Medical Assistant I

*Corequisite:*

- MA 30L Medical Assistant Skills Lab II

### **MA 30L Medical Assistant Skills Lab II**

3.0 credits

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

*Prerequisite:*

- MA 20L Medical Assistant Skills Lab I

*Corequisite:*

- MA 30 Medical Assistant II

**MA 32 Pharmacology**

4.0 credits

This course is designed for Medical Assistant and Allied Health program students who require an understanding of pharmacology. It provides the basic rationale for current drug therapy including the mechanisms of action, main therapeutic effects, clinical indications, adverse reactions, and drug interventions. Includes recognition and identification of commonly used drugs; classification of drugs according to action; modes of administration of drugs; and care and storage of drugs according to regulations of the Food and Drug Administration (FDA).

**MA 34 Medical Specialties Overview**

2.0 credits

**MA 34C Medical Specialties Overview  
Clinical**

1.0 credits

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

**MA 36 EKG Technology**

2.0 credits

**MA 36L EKG Technology Lab**

1.0 credits

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

**MA 38 Academic and Professional  
Development III**

0.5 credits

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

**MA 40 Phlebotomy**

6.0 credits

**MA 40L Phlebotomy Lab**

1.0 credits

This course is designed to provide the student with a working knowledge of State and national phlebotomy requirements. The course will emphasize the theory of medical terminology, universal precautions, anatomy & physiology, venipuncture procedures, skin puncture, blood collection equipment, and specimen handling & processing. Courses are co-requisites.

**MA 41 Allied Health Career Preparation**

2.5 Credits

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

**MA 48 Academic and Professional  
Development IV**

0.5 credits

This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include job search strategies, references, interviews, and post-interview protocols.

**MA 58 Academic and Professional  
Development V**

0.5 credits

This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include professional success, career management, leadership skills, and continuing education. (Offered online)

**MA92 Phlebotomy Clinical**

2.5 credits

During "Supervised Clinical Training," students will have hands-on experience with blood collection equipment, personal protection equipment, and biohazard disposal. The student will be assigned directly to a clinical preceptor. They will work with that preceptor, who will supervise and document the number and type of blood draws successfully performed by the student.

*Prerequisites:*

- MA 40 Phlebotomy
- MA 40L Phlebotomy Lab

### **MA 93 Clinical Rotation**

10.5 credits

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

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

*Prerequisite:*

- MA 30L Medical Assistant Skills Lab I

## Nuclear Medicine (Bachelor of Science)

### Program Director

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

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

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

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

### Faculty

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### Admissions Requirements

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

- Complete a minimum of eight (8) job shadow hours in any relevant imaging department.
- Academic requirements specified below must be completed at a regionally accredited institution:
  - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
  - A 2.75 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
  - Successful completion (defined as receiving a grade of "C" or higher) of college-level coursework at a regionally accredited institution in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits. Prerequisite course descriptions are provided on pages 85 – 87 of this catalog.
    - College Algebra or higher-level mathematics
    - Chemistry with laboratory
    - General Physics: Courses should be designed for biological science students. Topics should include kinematics, Newton's Laws, dynamics of rigid bodies, momentum, and work & energy.
    - Human Anatomy & Physiology with laboratory
    - Humanities course
    - Medical Terminology
    - Oral Communication
    - Social Science course
    - Written Communication

### Certification / Licensure Requirements

Refer to *Certification / Licensure Requirements*, p. 11 - 14.

All license and registry agencies have eligibility standards for their applicants that are independent of and may differ from Kaiser Permanente or KPSAHS. These standards address the question of an applicant's conviction of a felony or misdemeanor. KPSAHS assumes no responsibility for such eligibility standards. It is the applicant's/student's responsibility for ensuring their license / registry eligibility. If you have

questions regarding your eligibility, please contact the Nuclear Medicine Technology Certification Board (contact information p. 13).

### **Program Description**

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

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

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

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

### **Mission Statement**

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

### **Educational Goals**

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

### **Program Learning Outcomes**

Successful program graduates will demonstrate the following attributes:

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

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

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

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

*Employment Position(s):*  
Nuclear Medicine Technologists

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

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

### **Nuclear Medicine Technologist Duties**

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

### **Physical Requirements**

You must be physically able to:

- Stand and/or walk up to 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 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 Length**

The Bachelor of Science in Nuclear Medicine requires 18 months of study completed during six academic quarters. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

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

### **Program Structure**

The nuclear medicine program provides didactic and clinical education for nuclear medicine students. Clinical experience occurs at partnering medical centers and medical offices in Northern California. Students can expect substantial off-campus study and preparation for classroom lecture and lab

exercises. Upon completion of all major courses, students are eligible to sit for state and national certification examinations.

### **Graduation Requirements**

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

## **Bachelor of Science in Nuclear Medicine Academic Requirements**

	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower-division coursework is required in the following areas prior to admission:</i>		
<ul style="list-style-type: none"> <li>• College Algebra or higher-level mathematics</li> <li>• Chemistry with laboratory</li> <li>• General Physics: Courses should be designed for biological science students. Topics should include kinematics, Newton's Laws, dynamics of rigid bodies, momentum, and work &amp; energy.</li> <li>• Human anatomy &amp; Physiology with laboratory</li> <li>• Humanities course</li> <li>• Medical Terminology</li> <li>• Oral Communication</li> <li>• Social Science course</li> <li>• Written Communication</li> </ul>		
<b>Major Courses (Upper-division)</b>		<b>91.0</b>
NM 311 Radiation Physics	1	3.5
NM 313 Nuclear Medicine Mathematics	1	3.5
NM 314 Introduction to Nuclear Medicine and Patient Care	1	3.5
NM 314L Introduction to Nuclear Medicine Lab	1	0.5
NM 315 Radiation Safety and Radiobiology	1	3.5
NM 315L Radiation Safety Lab	1	0.5
NM 320 Nuclear Cardiology Imaging	2	3.5
NM 321 Diagnostic Imaging I	2	3.5
NM 3252 Clinical Experience Education I	2	8.5
NM 333 Instrumentation	3	3.5
NM 333L Instrumentation Lab	3	0.5



	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
NM 334 Radiopharmaceuticals	3	3.5
NM 334L Radiopharmaceuticals Lab	3	0.5
NM 335 Clinical Experience Education II	3	8.5
NM 440 Positron Emission Tomography Imaging	4	3.5
NM 441 Diagnostic Imaging II	4	3.5
NM 445 Clinical Experience Education III	4	8.5
NM 450 Computed Tomography Imaging	5	3.5
NM 451S Emerging Technologies with Health Science Research Seminar	6	3.5
NM 452 Clinical Experience Education IV	5	511.5
NM 460 Management and Ethical Law	6	3.5
NM 461 Registry Review	6	3.5
NM 465 Clinical Experience Education V	6	5.5
RD 451 Sectional Anatomy for Radiographers	5	3.5
VENI Venipuncture	1	0
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 802 Ethics – Real Choices, Right Decisions*	3	4.0
GE 803 Cultural Diversity in the 21st Century*	4	4.0
GE 804 Health Services Administration*	2	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>193.0</b>
<b>Total Credits Completed at KPSAHS</b>		<b>103.0</b>

*\*Offered online*

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

## **Course Descriptions**

### **NM 311 Radiation Physics**

3.5 credits

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

### **NM 313 Nuclear Medicine Mathematics**

3.5 credits

This course is an essential tool for students to help enhance basic math skills within nuclear medicine technology and general knowledge of statistics, radiation safety, instrumentation, radiotherapy and clinical procedures.

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

3.5 credits

#### **NM 314L Introduction to Nuclear Medicine Lab**

0.5 credits

This course 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.

Courses are co-requisites.

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

3.5 credits

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

0.5 credits

This course is an introductory course that familiarizes the student to the fundamentals of Radiobiology and Radiation Safety. This course evaluates the effects of radiation from the cellular level to the epidemiological effects on communities and potential offspring. Specific topics in Radiobiology include basic radiation interactions; cellular biology review; short- and long-term effects of radiation exposure; risk factors; containment and proper handling of radiation sources; reduction of exposure; radiation monitoring; applicable state and federal

regulations; proper procedures for emergency spills.

Courses are co-requisites.

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

3.5 credits

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

### **NM 321 Diagnostic Imaging I**

3.5 credits

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

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

8.5 credits

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

### **NM 333 Instrumentation**

3.5 credits

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

0.5 credits

This course is designed to provide the student with the principles and application of radiation detection equipment and instrumentation, 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.

Courses are co-requisites.

### **NM 334 Radiopharmaceuticals**

3.5 credits

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

0.5 credits

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

Courses are co-requisites.

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

8.5 credits

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

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

3.5 credits

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

### **NM 441 Diagnostic Imaging II**

3.5 credits

This course is designed to provide the student with preparation, performance, and evaluation of procedures and pathology related to the endocrine, urogenital, tumor, radionuclide therapy, oncology, hematology, and bone marrow imaging. Principles of sensitivity, specificity, accuracy and predictive values of diagnostic testing are described. The student will

acquire an in-depth knowledge of the diagnostic imaging aspects of the above nuclear medicine procedures by integrating technical considerations with anatomy, physiology, pathology, and patient care considerations.

### **NM 445 Clinical Education III**

8.5 credits

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

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

3.5 credits

This course is designed to provide the student with a general history of Computed 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 451S Emerging Technologies w/Health Science Research Seminar**

3.5 credits

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

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

5.5 credits

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

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

3.5 credits

This course focuses on the ethical standards and laws of the health care professional and management fundamentals. As the role of the health care professional continues to expand and systems based practice continues to evolve, the fundamentals of health care policy and regulations are essential. From Joint Commission Standards to HIPAA regulations,

students will be exposed to various managerial functions, operational procedures, patient information systems, compliance issues, unions, and finance.

#### **NM 461 Registry Review**

3.5 credits

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

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

5.5 credits

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

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

3.5 credits

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

#### **VENI Venipuncture**

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

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

## Prior Course Prefixes and Names

*Nuclear Medicine course prefixes and names used in the 2017 and 2018 catalogs are provided below.*

<b>Course Prefix (2018 Catalog)</b>	<b>Course Name (2018 Catalog)</b>	<b>Course Prefix (2017 Catalog)</b>	<b>Course Name (2017 Catalog)</b>
NM 314	Introduction to Nuclear Medicine and Patient Care	NM 310	Introduction to Nuclear Medicine and Patient Care with Lab
NM 314L	Introduction to Nuclear Medicine Lab	NM 310	Introduction to Nuclear Medicine and Patient Care with Lab
NM 315	Radiation Safety and Radiobiology	NM 312	Radiation Safety and Radiobiology Lab
NM 315L	Radiation Safety Lab	NM 312	Radiation Safety and Radiobiology Lab
NM 325	Clinical Education I	NM 322	Clinical Experience I
NM 333	Instrumentation	NM 330	Instrumentation with Lab
NM 333L	Instrumentation Lab	NM 330	Instrumentation with Lab
NM 334	Radiopharmaceuticals	NM 331	Radiopharmaceuticals with Lab
NM 334L	Radiopharmaceuticals Lab	NM 331	Radiopharmaceuticals with Lab
NM 335	Clinical Education II	NM 332	Clinical Experience II
NM 445	Clinical Education III	NM 442	Clinical Experience III
NM 451S	Emerging Technologies with Health Science Research Seminar	NM 451	Emerging Technologies with Health Science Research
NM 455	Clinical Education IV	NM 452	Clinical Experience IV
NM 465	Clinical Education V	NM 462	Clinical Experience V

## Radiologic Technology (Bachelor of Science)

### *Program Director*

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

*Program Director*

Radiologic Technology

Nuclear Medicine

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

### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### *Admissions Requirements*

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

- Complete a minimum of eight (8) job shadow hours in any relevant imaging department.
- Academic requirements specified below must be completed at a regionally accredited institution:
  - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
  - A 3.0 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
  - Successful completion (defined as receiving a grade of “C” or higher) of college-level coursework in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits. Prerequisite course descriptions are provided on pages 85 – 87 of this catalog.
    - College Algebra or higher-level mathematics
    - Human Anatomy & Physiology with a lab
    - Introduction to Computers
    - Oral Communication (i.e. Speech)
    - Written Communication

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

### *Certification / Licensure Requirements*

Refer to *Certification / Licensure Requirements*, p. 11 - 14. Upon completion of this program, graduates are eligible to sit for state and national certification examinations.

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.

All license and registry agencies have eligibility standards for their applicants that are independent of and may differ from Kaiser Permanente or KPSAHS. These standards address the question of an applicant's conviction of a felony or misdemeanor. KPSAHS assumes no responsibility for such eligibility standards. It is the applicant's/student's responsibility for ensuring their license / registry eligibility. If you have questions regarding your eligibility, please contact the American Registry of Radiologic Technologists or the State of California Radiologic Health Branch (contact information on p. 10).

### ***Program Description***

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

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

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

### ***Mission Statement***

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

### ***Educational Goals***

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

### ***Program Learning Outcomes***

Successful program graduates will demonstrate the following attributes:

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

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

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

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

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



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

### ***Radiologic Technologist Duties***

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

### ***Physical Requirements***

- Stand and/or walk up to 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 Length***

A Bachelor of Science in Radiologic Technology requires 24 months of study completed during eight academic quarters for students enrolled in the day program (the “day track”). Students enrolled in the evening track will be scheduled to complete the program in 27 months of study over nine academic quarters. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

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

### ***Program Structure***

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

Scheduling varies based on track:

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

Clinical experience occurs at hospital and medical office facilities in Northern California. Average one way distance between KPSAHS and clinical sites is 44 miles, within a range of 3 miles to 92 miles. Travel times may be impacted by traffic conditions.

### ***Graduation Requirements***

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

## Bachelor of Science in Radiologic Technology – Day Track

### Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower-division coursework is required in the following areas prior to admission:</i>		
College Algebra or higher-level mathematics		
Human Anatomy & Physiology with a lab		
Introduction to Computers		
Oral Communication (i.e. Speech)		
Written Communication		
 <b>Major Courses (Upper-division)</b>		 <b>134</b>
RD 310 Radiographic Procedures I	1	4.5
RD 311 Physics and Instrumentation	1	4.5
RD 312 Introduction to Medical Imaging	1	4.0
RD 313 Medical Terminology**	1	3.5
RD 314 Clinical Education I	1	2.0
RD 320 Radiographic Procedures II	2	3.5
RD 321 Image Production I	2	3.0
RD 322 Patient Care Procedures	2	3.0
RD 323 Clinical Education II	2	5.0
RD 330 Radiographic Procedures III	3	3.5
RD 331 Image Production Part II	3	3.5
RD 332 Computers in Medical Imaging	3	3.5
RD 333 Clinical Education III	3	5.5
RD 340 Radiographic Procedures IV	4	3.5
RD 341 Image Evaluation and Quality Control	4	3.5
RD 342 Radiation Biology & Protection	4	3.5
RD 343 Clinical Education IV	4	8.0
RD 451 Sectional Anatomy for Radiographers	5	3.5
RD 452 Advanced Imaging Procedures	5	3.5
RD 453 Clinical Education V	5	11.0
RD 460 Applied Pathology for Radiographers	6	3.5
RD 461 Professional Career Development	6	2.0

	<b>Quarter Completed (Estimated)</b>	<b>Quarter Credits</b>
RD 463 Clinical Education VI	6	10.5
RD 470 Applied Radiographic Topics**	7	3.5
RD 472 Fluoroscopy & Quality Assurance	7	3.5
RD 473 Clinical Education VII	7	11.0
RD 480 Program Review	8	3.5
RD 481 Clinical Education VIII	8	11.0
VENI Venipuncture (8 hours)	7	0
<b>General Education (Upper-division)</b>		<b>12.0</b>
GE 481 Scientific Inquiry*	6, 7, or 8	4.0
<i>Students will complete two courses from the list below.</i>		
GE 482 Ethics – Real Choices, Right Decisions*	6, 7, or 8	4.0
GE 483 Cultural Diversity in the 21st Century*	6, 7, or 8	4.0
GE 484 Health Services Administration*	6, 7, or 8	4.0
<b>Total Credits in Bachelor of Science Degree</b>		<b>236</b>
<b>Total Credits Completed at KPSAHS</b>		<b>146</b>

\*Offered online

\*\* Offered in hybrid format

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

## Bachelor of Science in Radiologic Technology – Evening Track

### Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Associate Degree, any discipline (admissions prerequisite)</b>		<b>90.0</b>
<i>Lower-division coursework is required in the following areas prior to admission:</i>		
College Algebra or higher-level mathematics		
Human Anatomy & Physiology with a lab		
Introduction to Computers		
Oral Communication (i.e. Speech)		
Written Communication		
 <b>Major Courses (Upper-division)</b>		 <b>134</b>
RD 310 Radiographic Procedures I	1	4.5
RD 311 Radiographic Physics	1	4.5
RD 312 Introduction to Medical Imaging	1	4.0
RD 313 Medical Terminology**	3	3.5
RD 314E Clinical Education I	1	2.5
RD 320 Radiographic Procedures II	2	3.5
RD 321 Image Production I	2	3.0
RD 322 Patient Care Procedures	2	3.0
RD 323E Clinical Education II	2	7.0
RD 330 Radiographic Procedures III	3	3.5
RD 331 Image Production II	3	3.5
RD 332 Computers in Medical Imaging	5	3.5
RD 333E Clinical Education III	3	7.0
RD 340 Radiographic Procedures IV	4	3.5
RD 341 Image Evaluation and Quality Control	4	3.5
RD 342 Radiation Biology & Protection	7	3.5
RD 343E Clinical Education IV	4	7.0
RD 451 Sectional Anatomy for Radiographers	5	3.5
RD 452 Advanced Imaging Procedures	6	3.5
RD 453E Clinical Education V	5	7.5
RD 460 Applied Pathology for Radiographers	6	3.5
RD 461 Professional Career Development	8	2.0

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

\*Offered online

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

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

## **Course Descriptions**

### **RD 310 Radiographic Procedures I**

4.5 credits

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

### **RD 311 Radiographic Physics**

4.5 credits

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

### **RD 312 Introduction to Medical Imaging**

4.0 credits

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

### **RD 313 Medical Terminology**

3.5 credits

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

### **RD 314 Clinical Education I**

2.0 credits

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

### **RD 314E Clinical Education I**

2.5 credits

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

### **RD 320 Radiographic Procedures II**

3.5 credits

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

#### **Prerequisite**

RD 310 Radiographic Procedures I

### **RD 321 Image Production I**

3.0 credits

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

### **RD 322 Patient Care Procedures**

3.0 credits

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

### **RD 323 Clinical Education II**

5.0 credits

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

### **RD 323E Clinical Education II**

7.0 credits

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

### **RD 330 Radiographic Procedures III**

3.5 credits

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

### **RD 331 Image Production II**

3.5 credits

This course is designed to provide first year students with a working knowledge of factors that govern and influence the production of radiographic images. Scatter radiation, its effects on the finished radiograph, and methods of controlling scatter radiation are discussed. Primary controlling factors will be presented in the context of their influence on x-ray beam characteristics and minimizing patient dose. Laboratory materials are utilized to demonstrate the clinical applications of theoretical principles and concepts.

### **RD 332 Computers in Medical Imaging**

3.5 credits

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

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

5.5 credits

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



**RD 333E Clinical Education III**

7.0 credits

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

**RD 340 Radiographic Procedures IV**

3.5 credits

This course is designed to provide first-year students with a working knowledge of routine radiographic positioning for visualization of the digestive and urinary system. Positioning of the critical 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.

**RD 341 Image Evaluation & Quality Control**

3.5 credits

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

**RD 342 Radiation Biology & Protection**

3.5 credits

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

**RD 343 Clinical Education IV**

8.0 credits

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

**RD 343E Clinical Education IV**

7.0 credits

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

**RD 451 Sectional Anatomy for Radiographers**

3.5 credits

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

**RD 452 Advanced Imaging Procedures**

3.5 credits

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

**RD 453 Clinical Education V**

11.0 credits

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

**RD 453E Clinical Education V**

7.5 credits

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

**RD 460 Applied Pathology for Radiographers**

3.5 credits

This course is designed to provide second-year students with an understanding of the systematic classification of disease. Signs and

symptoms of common diseases, radiographic examination and treatment of diseases will be discussed. Special imaging modalities will be presented in their application of the diagnosis of disease. Image evaluation and technique will be applied with critical thinking skills.

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

2.0 credits

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

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

10.5 credits

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

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

8.0 credits

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

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

3.5 credits

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

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

3.5 credits

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

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

11.0 credits

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

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

8.0 credits

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

#### **RD 480 Program Review**

3.5 credits

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

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

11.0 credits

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

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

8.0 credits

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

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

9.0 credits

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

### **VENI Venipuncture**

This one day course provides training in venipuncture required to insert an indwelling catheter for the purposes of administering contrast media. Content includes information on puncture techniques, fluid and electrolyte

balance, legal considerations, anatomy of vascular system, management and care of the site (both pre- and post-insertion), and Universal Precautions. Training is accomplished through didactic presentation, demonstration, and practical exercise in a laboratory setting.

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

## Prior Course Prefixes and Names

*Radiologic Technology course prefixes and names used in the prior catalog (2017) are provided below.*

<b>Course Prefix 2018 Catalog</b>	<b>Course Name 2018 Catalog</b>	<b>Course Prefix 2017 Catalog</b>	<b>Course Name 2017 Catalog</b>
RD 310	Radiography Procedures I	RD 100 RE 100	Radiography Procedures I
RD 311	Radiologic Physics	RD 101 RE 101	Physics & Instrumentation I
RD 312	Introduction to Medical Imaging	RD 101 RE 102	Introduction to Medical Imaging
RD 313	Medical Terminology	RD 103 RE 103	Medical Terminology
RD 314	Clinical Education I	RD 104	Clinical Experience I
RD 314E	Clinical Education I	RE 104	Clinical Education I
RD 320	Radiography Procedures II	RD 200 RE 200	Radiographic Procedures II
RD 321	Image Production I	RD 201 RE 201	Image Production I
RD 322	Patient Care Procedures	RD 202 RE 202	Patient Care Procedures
RD 323	Clinical Education II	RD 203	Clinical Experience II
RD 323E	Clinical Education II	RE 203	Clinical Education II
RD 330	Radiographic Procedures III	RD 300 RE 300	Radiographic Procedures III
RD 331	Image Production II	RD 301 RE 301	Image Production II
RD 332	Computers in Medical Imaging	RD 302 RE 302	Computers in Medical Imaging
RD 333	Clinical Education III	RD 303	Clinical Experience III
RD 333E	Clinical Education III	RE 303	Clinical Education III
RD 340	Radiographic Procedures IV	RD 400 RE 400	Radiographic Procedures IV
RD 341	Image Evaluation & Quality Control	RD 401 RE 401	Image Evaluation & Quality Control

<b>Course Prefix 2018 Catalog</b>	<b>Course Name 2018 Catalog</b>	<b>Course Prefix 2017 Catalog</b>	<b>Course Name 2017 Catalog</b>
RD 342	Radiation Biology & Protection	RD 402 RE 402	Radiation Biology & Protection
RD 343	Clinical Education IV	RD 403	Clinical Experience IV
RD 343E	Clinical Education IV	RE 403	Clinical Education IV
RD 451	Sectional Anatomy	RD 501 RE 501	Sectional Anatomy for Radiographers
RD 452	Advanced Imaging Procedures	RD 502 RE 502	Advanced Imaging Procedures
RD 453	Clinical Education V	RD 503	Clinical Experience V
RD 453E	Clinical Education V	RE 503	Clinical Education V
RD 460	Applied Pathology for Radiographers	RD 600 RE 600	Applied Pathology for Radiographers
RD 461	Professional Career Development (2.0 credits)	RD 701 RE 701	Professional Development (3.5 credits)
RD 463	Clinical Education VI	RD 603	Clinical Experience VI
RD 463E	Clinical Education VI	RE 603	Clinical Education VI
RD 470	Applied Radiographic Topics	RD 700 RE 700	Applied Radiographic Topics
RD 472	Fluoroscopy & Quality Assurance	RD 602 RE 602	Fluoroscopy & Quality Assurance
RD 473	Clinical Education VII	RD 702	Clinical Experience VII
RD 473E	Clinical Education VII	RE 702	Clinical Education VII
RD 480	Program Review	RD 800 RE 800	Program Review
RD 481	Clinical Education VIII	RD 801	Clinical Experience VIII
RD 481E	Clinical Education VIII	RE 801	Clinical Education VIII
RD 491E	Clinical Education IX	RE 901	Clinical Education IX

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## Programs of Study: Short Term Programs (Credit Based)

Admissions requirements and/or registration processes for short term programs are described in the *Admissions* section of this catalog, beginning p. 97; tuition and fees are provided in the *Financial Policies* section of the catalog, beginning on p. 100.

### Anatomy and Physiology I

Students are enrolled concurrently in two academic courses described below.

#### AP 15 Principles of Anatomy & Physiology I

3.0 credits

#### AP 15L Principles of Anatomy & Physiology I Lab

1.5 credits

This course provides instruction on the principles of human anatomy and physiology, emphasizing the integration of structure and function. The topics covered are terminology, metabolism, chemistry, cytology, histology, integumentary, skeletal, muscular, and nervous systems. Courses are co-requisites. (Offered in hybrid format: includes online as well as in-class elements.).

#### Admissions Requirement

High school diploma or G.E.D.

#### Job Outcome

This course does not qualify the student for employment in a specific field.

#### Completion Requirements

In addition to meeting the academic requirements as specified on the syllabus, all financial obligations to KPSAHS must be fulfilled.

### Anatomy and Physiology II

Students are enrolled concurrently in two academic courses described below. Effective January 2018, this course is offered in hybrid format.

#### AP 25 Principles of Anatomy & Physiology II

3.0 credits

#### AP 25L Principles of Anatomy & Physiology II Lab

2.0 credits

This course provides instruction on the principles of human anatomy and physiology, emphasizing the integration of structure and function. The topics covered build upon the material from Anatomy and Physiology I and include the nervous, endocrine, cardiovascular, pulmonary, immune, digestive, urinary and reproductive systems. Courses are co-requisites. (Effective January 2018 course is offered in hybrid format, which includes online as well as in-class elements.)

#### Prerequisites:

- AP 15 Principles of Anatomy & Physiology I (3.0 credits)
- AP 15L Principles of Anatomy & Physiology I Lab (1.5 credits)

#### Admissions Requirements

- High school diploma or G.E.D.
- Successful completion of AP1 Anatomy & Physiology I or equivalent course.

#### Job Outcome

This course does not qualify the student for employment in a specific field.

### **Completion Requirements**

In addition to meeting the academic requirements as specified on the syllabus, all financial obligations to KPSAHS must be fulfilled.

## **SS 10 Student Success**

1.0 quarter credit

This course is designed to prepare students to learn and succeed in an online environment. A combination of synchronous and asynchronous activities may be 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.

*Offered online only*

### **Admissions Requirements**

High school diploma or G.E.D.

### **Job Outcome**

This course does not qualify the student for employment in a specific field.

### **Completion Requirements**

In addition to meeting the academic requirements as specified on the syllabus, all financial obligations to KPSAHS must be fulfilled.

## Health Care Ethics (Post-Baccalaureate Certificate of Completion)

### *Program Director*

#### **Jana Maria Craig**

Ph.D.; Bowling Green State University; Applied Philosophy

M.A.; Bowling Green State University; Applied Philosophy

B.A.; University of California, Santa Cruz; Philosophy

### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### *Admissions Requirements*

Admitted students must meet the following criteria:

- Possess a bachelor's degree (e.g., B.A., B.S.) or licensed professional degree (e.g. RN) from a regionally accredited institution.
- Resident in the State of California
- Kaiser Permanente employee and/or ethics committee member

### *Certification / Licensure Requirements*

- Not applicable

### *Program Description*

This program aims to be the gold standard for clinical ethics education for hospital ethics committee members and practicing health care professionals who participate in ethics case consultations in a health care setting. The program will be a hybrid of on-line, in-person and practicum components that will allow students to benefit from the strengths of each of these educational platforms. The on-line courses allow for the flexibility necessary to make graduate education accessible for busy mid-career professionals while the in-person discussion sessions provide for the delivery of those components of ethics education which are most effectively engaged through in-person Socratic dialog, and the practicum aspect of the certificate allows for the supervised application of learned material to real-world settings and/or case studies.

### *Mission Statement*

The mission of this post-baccalaureate Certificate in Health Care Ethics is to provide ethics committee members with the necessary training and education to serve as a local resource offering health care providers and patients access to an effective, consistent, and reliable vehicle for the resolution of ethical distress, moral uncertainty or disputes, and to match treatment goals to patient values.

### *Educational Goals*

- Provide students with a background in basic moral theory and reasoning;
- Familiarize students with the goals and processes of effective ethics consultation;
- Provide students with experience in the application of ethics consultation techniques in a health care setting; and
- Improve ethics committee competency in confronting and resolving moral dilemmas.



### **Program Learning Outcomes**

Successful program graduates will demonstrate the following attributes:

- Identify the salient ethical issues in clinical circumstances;
- Employ appropriate front-line techniques to mitigate moral distress, uncertainty or conflict in clinical cases;
- Provide moral analysis to ethical issues in health care or case scenarios including discussion of applicable dominant moral theories; and
- Accurately and appropriately document the consultation in medical records, and identify appropriate external support and resources (e.g. administrative or regional support) as needed.

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

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

Not applicable

*Employment Position(s):*

Not applicable

The post baccalaureate certificate offers training and education that enhances the ethical reasoning of practicing health care professionals and provides competency for said individuals serving in the ethics role, typically as ethics committee members in healthcare organizations. This certificate does not qualify its students to work as professional medical ethicists in health care facilities.

*Sources to substantiate salary disclosures:*

Not applicable

### **Physical Requirements**

Not applicable.

### **Program Length**

The Post-Baccalaureate Certificate in Health Care Ethics requires twelve (12) months of study completed during four academic quarters. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

### **Program Structure**

Students enrolled in the Post-Baccalaureate Certificate in Health Care Ethics complete courses both via distance education and traditional, face-to-face instruction. In the first three quarters, theoretical coursework provided via distance education is complemented by a one unit seminar offered across those three (3) quarters via traditional delivery. In the final quarter, students apply their learning to simulated "case consultations." Some limited travel in the Northern California Kaiser Permanente region may be required for the seminar and the practicum portions of the Certificate program.

### **Graduation Requirements**

Students are required to successfully complete all coursework required in the Certificate in Health Care Ethics. In addition, all financial obligations to KPSAHS must be fulfilled.

## Health Care Ethics (Post-Baccalaureate Certificate)

### Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
<b>Major Courses (Graduate Level)</b>		<b>12.0</b>
ETHS 1011 Conceptual Foundations in Health Care Ethics I*	1	2.0
ETHS 1012 Seminar in Clinical Ethics I	1	1.0
ETHS 1021 Conceptual Foundations in Health Care Ethics II*	2	2.0
ETHS 1022 Seminar in Clinical Ethics II	2	1.0
ETHS 1031 Health Care Ethics Committees and Consultation I*	3	2.0
ETHS 1032 Seminar in Clinical Ethics III	3	1.0
ETHS 1041 Health Care Ethics Committees and Consultation II*	4	2.0
ETHS 1042 Practicum in Ethics Consultation	4	1.0

\*Offered online

#### Course Descriptions

##### ETHS 1011 Conceptual Foundations of Health Care Ethics I

2.0 credits

This course will introduce students to basic moral theory and concepts; moral analysis, critical reasoning (basic modal/deontic logic and fallacies); frameworks for parsing biomedical cases and issues; and the identification of salient moral considerations and how these relate to descriptive facts and non-moral influences on decision making.

*Offered online only*

##### ETHS 1012 Seminar in Clinical Ethics I

1.0 credit

This course will assume an introduction to concepts and materials delivered in Conceptual Foundations of Health Care Ethics I (either through simultaneous delivery or as a prerequisite), and will expand upon that material through analysis and application, primarily in the Socratic tradition. During the first quarter instruction will focus on the application and analysis of moral theories such as consequentialism – utilitarianism and social contract theory, deontology, virtue theory, communitarianism etc.

##### ETHS 1021 Conceptual Foundations of Health Care Ethics II

2.0 credits

This course will continue to build upon Conceptual Foundations I. Students will continue their introduction to basic moral theory and concepts; moral analysis, critical reasoning (basic modal/deontic logic and fallacies); frameworks for parsing biomedical cases and issues; and the identification of salient moral considerations and how these relate to descriptive facts and non-moral influences on decision making.

*Offered online only*

##### ETHS 1022 Seminar in Clinical Ethics II

1.0 credit

This course will assume an introduction to concepts and materials delivered in Conceptual Foundations of Health Care Ethics II (either through simultaneous delivery or as a prerequisite), and will expand upon that material through analysis and application, primarily in the Socratic tradition. During the second quarter instruction will focus on the analysis and application of moral concepts and principles such as, autonomy, justice, fairness, equality, beneficence, and the application of these to informed consent, rationing, fair procedural

policies, rights of conscience, and fiduciary duties to patients.

### **ETHS 1031 Health Care Ethics Committees and Consultation I**

2.0 credits

This course will introduce students to health care ethics committees and their history, including an exploration of the usual functions, roles, goals and mission of health care ethics committees. Topics will include discussion of Organizational and Research ethics. The American Society of Bioethics & Humanities recommendations for core competencies and education will also be examined and applied to a variety of health care settings.

*Offered online only*

### **ETHS 1032 Seminar in Clinical Ethics III**

1.0 credit

This course will assume an introduction to concepts and materials delivered through the Conceptual Foundations of Health Care series (either through simultaneous delivery or as a prerequisite), and will expand upon that material through analysis and application, primarily in the Socratic tradition. During the third quarters, instruction will focus on techniques useful for the conduct of clinical ethics case consultations, as well as in-depth analysis and critique of cases.

### **ETHS 1041 Health Care Ethics Committees and Consultation II**

2.0 credits

This course continues its exploration of the role of ethics committee. In this course students are introduced to significant ethics legislation and the canon of case law in bioethics. The role of clinical or health care ethics in influencing health care culture and developing policy will also be discussed. The course will survey issues in reproductive ethics, neuro-ethics, neonatal & pediatric ethics, geriatric ethics and psychiatric ethics, as time permits.

*Offered online only*

### **ETHS 1042 Practicum in Ethics Consultation**

1.0 credit

The practicum will offer actual and/or simulated "ethics rounds" and case consultations where students actively engage the processes involved in discharging the role of ethics committee duties in a variety of health care settings. Performance of these experiences will be supervised and critiqued by program faculty. The course will also provide instruction and practice in conflict resolution and clinical interaction. Mediation techniques will be taught and applied, including the spectrum from self-reflection, through negotiation and mediation, and the application of mediation techniques to resolution of value conflicts; and strategies to address impasse where resolution is not achievable.

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## Programs of Study: Short Term Programs (Non-Credit Based)

Admissions requirements and/or registration processes for short term programs are described in the *Admissions* section of this catalog, beginning p. 95 for Basic and Advanced Phlebotomy and p. 97 for other short-term programs; tuition and fees are provided in the *Finance* section of the catalog, beginning on p. 100.

### Basic and Advanced Phlebotomy Technician (Certificate of Completion)

#### *Program Director*

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

Program Director, Phlebotomy

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

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

#### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

#### *Admissions Requirements*

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

- Be 18 years of age or older.
- Possess a high school diploma (or the equivalent) or have successfully completed 12 semester or 18 quarter credits from a regionally-accredited postsecondary institution
- Pass an assessment test.
- Have a valid CPR Card issued by the American Heart Association, Health Care Provider Basic Life Support.

#### *Certification / Licensure Requirements*

Refer to *Certification / Licensure Requirements*, p. 11 - 14. Graduates of the Basic and Advanced Phlebotomy Program will receive a Certificate of Completion and will be eligible to sit for national certification examinations and apply for state certification.

#### *Program Description*

This program provides education for individuals seeking a career in the laboratory as a California Certified Phlebotomy Technician I (CPT I). The 320-hour basic certified CPT I Program provides 80 hours theory didactic, 80 hours in-class practicum, and 160 hours clinical.

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

#### *Mission Statement*

The mission of the basic and advanced phlebotomy technician program is to graduate professional and compassionate phlebotomy technicians. The basic and advanced phlebotomy technician program is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The primary goal of this program is to educate students with didactic, laboratory, clinical experiences that encompass emerging and innovative technology in the preparation for a health care career as a

phlebotomist technician. The program promotes professional growth and life-long learning with the emphasis on ethical behavior in all aspects of educational experiences.

The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Amendments of 1988 (CLIA), Clinical and Laboratory Standards Institute (CLSI), OSHA and Joint Commission Review Committee.

### ***Educational Goals 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.

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

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

*Employment Position(s):*  
Phlebotomist

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

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

### ***Phlebotomist Duties***

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

### ***Physical Requirements***

Students should be physically able to:

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

The Certificate of Completion in Basic and Advanced Phlebotomy requires three (3) months of study completed during one academic quarter. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

### ***Program Structure***

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

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

### ***Graduation Requirements***

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

### ***Certificate in Basic and Advanced Phlebotomy Completion Requirements***

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

\* All students must be in attendance the entire 320 hours of the program. The State of California mandated educational requirements cannot be met if a student has excessive absence or tardiness.

## Breast Ultrasound Fellowship (Certificate of Completion)

### *Program Director*

**Amy Cole, D.O.**

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

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

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

### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### *Admissions Requirements*

- Be a graduate of the KPSAHS Diagnostic Medical Sonography program
- Hold Abdominal and Obstetric Registries

### *Certification / Licensure Requirements*

This program is designed to support Registered Diagnostic Medical Sonographers train for and receive a Breast (BR) specialty certification through the American Registry for Diagnostic Medical Sonography (ARDMS). To be eligible to sit for the BR exam under prerequisite 5, applicants must provide the following:

1. Copy of active certificate identification card or copy of license.
2. Original signed and completed clinical verification (CV) form for the BR specialty.
3. Photocopy of non-expired government issued photo identification.

Students who successfully complete this program will receive didactic instruction in preparation for the exam and clinical verification of competencies as required by ARDMS under prerequisite 5. For additional information on ARDMS and competencies or the application requirements, refer to [www.ardms.org](http://www.ardms.org).

### *Program Description*

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

### *Mission Statement*

The Breast Ultrasound Fellowship program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The Breast Ultrasound Fellowship program is committed to providing students with academic excellence. The administration and faculty 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**

- Continue practice of ultrasound technique and ergonomics
- Describe the normal breast anatomy including the sonographic appearance
- Demonstrate knowledge and understanding of the anatomy, physiology, pathology and pathophysiology relevant to the breast specialty.
- Demonstrate the ability to properly adjust the ultrasound unit for breast examination and use of Doppler technique.
- Recognize significant clinical and historical facts that may impact the diagnostic breast examination
- Recognize, identify and document the abnormal sonographic patterns of disease and ability to modify the ultrasound protocol based on breast pathology findings.
- Compare the role of mammography, sonography, computerized tomography and magnetic resonance imaging
- Discuss the various interventional procedures utilized in breast pathology diagnosis

### **Program Learning Outcomes**

Successful program graduates will demonstrate the following attributes:

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

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

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

Not applicable

*Employment Position(s):*

Not applicable

The Breast Ultrasound program provides specialty training to licensed sonographers; the program does not lead to employment as a diagnostic medical sonographer.

*Sources to substantiate salary disclosures:*

Not applicable

### **Physical Requirements**

You must be physically able to:

- Stand/walk up to 8 hours during an 8-hour shift
- Lift/move a maximum of a 290-pound patient in a 2-person/3-person transfer
- Operate and manipulate all sonography equipment
- Reach forward 18 inches holding an object up to 15 pounds



- Bend, crouch, or stoop 20 times per hour
- Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building
- Move loads of up to 45 pounds 25 times per hour
- Adequately differentiate sonographic images with subtle gray-scale and color distinctions
- Adequately distinguish audible sounds in a Doppler signal

### ***Program Length***

The Certificate of Completion in Breast Ultrasound Fellowship can be completed over six months. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

### ***Program Structure***

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

### ***Graduation Requirements***

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

### ***Certificate in Breast Ultrasound Completion Requirements***

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

## Limited Phlebotomy Technician (Certificate of Completion)

### *Program Director*

#### **C. Darryl Jones**

Program Director, Phlebotomy

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

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

### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### *Admissions Requirements*

- Must be employed in a position that requires capillary punctures for Point-of-Care testing as part of the employee's scope of practice.
- Hold a high school diploma or GED

### *Certification / Licensure Requirements*

Refer to *Certification / Licensure Requirements*, p. 11 - 14. Participants will receive a Certificate of Completion and will be eligible to apply for state certification.

### *Program Description*

This program provides education for individuals seeking a certificate for a California Certified Limited Phlebotomy Technician as required for their job position. The 24-hour program provides theory didactic instruction and in-class practicum.

Once the classroom education is completed, participants are required to complete a total of twenty-five (25) capillary punctures. These are to be accomplished in the clinical setting on live people and are to be supervised and signed off by a licensed health care professional.

Program is offered on an as-needed basis and requires a minimum of four (4) enrollees. Interested parties need to contact the phlebotomy program director for more information and scheduling.

### *Mission Statement*

The mission of the limited phlebotomy program is to foster professional and compassionate professionals. The program is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences.

The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Amendments of 1988 (CLIA), Clinical and Laboratory Standards Institute (CLSI), OSHA and Joint Commission Review Committee.

### *Educational Goals of the Limited Phlebotomy Program*

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

- The role of the limited phlebotomist technician.
- Students will demonstrate skills needed to collect specimens for testing.
- 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.

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

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

Not applicable

*Employment Position(s):*

Not applicable

The certificate is designed for existing professionals to be utilize limited phlebotomy as needed for their job description; it is not intended to prepare students for employment as phlebotomists.

*Sources to substantiate salary disclosures:*

Not applicable

### ***Program Length***

The Limited Phlebotomy Certificate requires twenty-four (24) hours of didactic instruction/practicum experience. Students then complete twenty-five (25) capillary punctures. Students have up to twelve (12) months to complete the program.

### ***Program Structure***

Students attend the twenty-four (24) hours of instruction at KPSAHS. Students then complete 25 capillary punctures in a clinical setting under appropriate supervision based upon their own schedule. Upon successful completion of both the didactic instruction and minimum number of capillary punctures, a certificate of completion is issued.

### ***Graduation Requirements***

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

### ***Certificate in Limited Phlebotomy Completion Requirements***

	<b>Clock Hours</b>
Didactic Training / In-class Practicum*	24
Twenty-five (25) Capillary Punctures	Varies
<b>Total Clock Hours</b>	<b>n/a</b>

\* All students must be in attendance the entire 24 hours of didactic instruction. The State of California mandated educational requirements cannot be met if a student has excessive absence or tardiness.

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## Extended Education

Admissions requirements and/or registration processes for extended education programs are described in the *Admissions* section of this catalog, beginning p. 97; tuition and fees are provided in the *Financial Policies* section of the catalog, beginning on p. 100.

To successfully complete an extended education program, all financial obligations to KPSAHS must be fulfilled.

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

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

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

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

### BLS/CPR Skills Test

- 30 – 45 minute skills test

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

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

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

Updated program description provided in catalog addendum, p. 165.
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### Physician Assistant Fluoroscopy

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

Completion Requirements (to be completed within three quarters)

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

The forty (40) hours of online didactic instruction covers radiation safety issues consistent with Title 17 regulatory provisions: anatomy and physiology; the radiobiologic effects on human tissue; image intensification; image recording systems; and facility design, survey, and quality assurance.

After successful completion of the didactic final exam, students progress to 40 hours of clinical education under a supervising medical doctor. Upon final submission of time sheets and procedure logs evidencing successful completion of 40 hours of clinical education, a certificate of completion is issued. This

certificate of completion is then used to confirm eligibility for a Physician Assistant Fluoroscopy Permit exam and licensure through the State of California.

### Admissions Requirements

- Students must be graduates of an accredited physician assistant program who have passed the National Commission on Certification of Physician Assistance (NCCPA) administered Physician Assistant National Certifying Exam.
- Students must be employees of Kaiser Permanente at a site with a permitted, supervising Physician Assistant.
- Students must submit PA license and valid CPR card

## Mammography

- 40 hours didactic and laboratory instruction

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

Students are required to meet the same physical requirements as specified for radiologic technology on p. 55 of this catalog.

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.

### Admissions Requirements

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

## Symposiums

- Up to 8 hours

Symposiums are designed to provide continuing education units (CEU's) for certified Diagnostic Medical Sonography, Nuclear Medicine and Radiologic Technologists.

## Venipuncture

- One day plus clinical time for skills completion.

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

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

## Customized Trainings

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

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## **Admissions: General Information**

### **Foreign Students (Visa)**

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

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

### **Ability to Benefit (ATB) Students**

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

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

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

### **Required English Proficiency**

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

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## Admissions: Degree Programs

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

KPSAHS is not obligated to admit all applicants who meet the minimum admission criteria. Final selection of students shall be made by KPSAHS, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws.

KPSAHS complies with the Rehabilitation Act of 1973 and the Americans with Disability Act, as set forth in the Services for Students with Disabilities policy.

### Admission Deadlines

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

### Admissions Documentation

The following documents are to be provided when applying for each of the programs noted below:

#### Application Materials Required by Degree Program

	College Transcripts	High School Diploma or GED	Resume	Letters of Reference (2)	Evidence of Job Shadowing
Diagnostic Medical Sonography (General and Cardiac) (BS)	X	Not Required	X	X	X
Medical Assisting (AS)	X	X	X	X	Not Required
Nuclear Medicine (BS)	X	Not Required	X	X	X
Radiologic Technology (BS)	X	Not Required	X	X	X

Descriptions of required documentation for transcripts, high school diploma/GED, resumes, letters of reference, and evidence of job shadowing is provided in the following four sections.

### Admissions Prerequisites: Course Descriptions

Many colleges differ in terminology regarding course name and number; however, course descriptions and curriculum share similar components. Courses which have previously been accepted as prerequisites are published on the *KPSAHS Transfer Credit Database*, available at <http://kpsahs.edu/student-records>. [Note: The absence of a course from the database simply means it has not been evaluated.] Should you have questions about specific courses meeting pre-requisite requirements not included in the database, email [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu). "In Progress" courses are not accepted; additional information on the criteria to be applied to admissions prerequisites can be found in the *Acceptance of Transfer Credit* policy (p. 114-117).

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



### *Anatomy and Physiology with Lab*

To fulfill the KPSAHS requirement, the Anatomy and Physiology prerequisite must have a lab and cover all major body systems. Anatomy and Physiology may be taken as a combined course with a lab or as separate courses (i.e., Bio 430 & Bio 431) with labs. Both courses must be completed to fulfill the requirement. Colleges may also offer A&P as three consecutive courses with labs. In this case all three courses with labs must be completed to fulfill the requirement.

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

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

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

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

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

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

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

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

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

To fulfill the KPSAHS prerequisite General Physics must include components such as sound waves, heat, light, and motion. All components of the course, including lab (if offered) must be completed to fulfill the requirement. Your college may present the curriculum in more than one session. (I.e. two semesters). All sessions must be completed to fulfill the prerequisite.

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

To fulfill the KPSAHS requirement, the General Physics prerequisite must be designed for biological science students. Topics should include kinematics, Newton's Laws, dynamics of rigid bodies, momentum, and work & energy. Must include related laboratory experiments. All sessions of the course including lab (if offered) must be completed to fulfill the requirement.

### *Medical Terminology*

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

### **General Chemistry with Lab**

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

### **Human Biology**

(Biology related to the human body only; plant, animal, or marine Biology will not be accepted.) To fulfill the KPSAHS prerequisite Biology must be structured with emphasis on the human model and include the following components: general introduction to cell structure/cycle and function, basic concepts of living organisms, metabolism, human evolution, genetics, and human impact on the environment. Colleges may offer Biology as a separate course or as continuation courses (i.e. Bio 250 and Bio 251). The appropriate lab for the course is also required. All components of the course including lab (if offered) must be completed to fulfill the requirement.

### **Humanities**

To fulfill the KPSAHS requirement, the Humanities prerequisite must examine the study of human culture. Humanities courses vary in scope and may include any of the following examples: Performing Arts, Theater, Art History, and Ancient and modern Languages/Literature, Music and Musicology, Classics, Greek and Roman Civilization/Culture, Western Cultures and Global Studies and Art Appreciation. Additionally, courses listed as “arts/humanities” from your college catalog may also fulfill the prerequisite.

### **Social Sciences**

To fulfill the KPSAHS requirement, the Social Science(s) prerequisite must focus on the academic disciplines concerned with society and human behavior. Courses can include any of the following: History, Political Sciences, Sociology, Anthropology, Archaeology, Criminology, Economics, Education, International Relations, Geography, Psychology, Area Studies, Communication Studies, Cultural Studies, Law and Linguistics. Additionally, courses listed as “social science(s)” from your college catalog may also fulfill the prerequisite.

### **College Transcripts**

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

Associate degrees (or higher) required for bachelor of science programs may be earned in any subject, and each program has specific program prerequisites identified; refer to the program descriptions for identification of prerequisite course work and minimum CGPAs (if applicable).

Students meeting program prerequisites through credits earned at foreign institutions must provide documentation as defined in the *Credits from Foreign Institution* policy, p. 114.

### **High School Diploma or GED**

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

### **Resumes**

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

### **Letters of Reference**

Students should submit two (2) signed, original letters dated within six months of the application date.

### **Evidence of Job Shadowing**

Programs requiring job shadowing require applicants to complete a minimum of eight (8) job shadow hours in the department best corresponding to the degree program for which they are applying. Applicants must include official evidence of completion with their application. Evidence of job shadowing may vary by site and could include a time card or letter on official letterhead; any submission must be signed by a department supervisor. KPSAHS does not provide assistance in securing a location for job shadowing.

### **Application Process**

Submission of a completed application requires two steps.

#### **Step 1: Online Application (includes application form and uploads)**

- Complete the online application available at [www.kpsahs.edu](http://www.kpsahs.edu). If applying to more than one degree program, separate applications are to be completed for each program.
- Pay the required application fee (p. 103).
- Upload two (2) letters of reference
- Upload evidence of job shadowing (if applicable)
- Upload resume (2 page maximum)

Please do not upload official transcripts; these are to be mailed as described in Step 2.

#### **Step 2: Mail Official Transcripts / GED Documentation**

Official transcripts should be mailed to:

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

*Please note:*

- Transcripts/GED documentation received after the application deadline will not be accepted.
- Students applying to multiple programs are required to submit multiple sets of transcripts.
- Students whose transcripts reflect a name other than that used in the online application form should alert KPSAHS staff by emailing [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu) or calling the Admissions department at 510-231-5123.

### **Selection Process**

#### **Interviews**

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

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

#### **Class Selection**

Class selection will begin at the conclusion of the interviews.

All applicants will be notified of the student selection status. Applicants not accepted to a program may re-apply during any subsequent application period and must complete the entire application process.

## **Acceptance Procedure**

Accepted students must complete the following:

- Formally respond in writing to the “Student Acceptance Letter,” which will be sent via email. Failure to respond by stated deadline will result in forfeiture of enrollment for the stated application period.
- Pass 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 (see fee schedule, p. 103).
- Attend the mandatory KPSAHS pre-enrollment meeting.
- Attend the mandatory KPSAHS program orientation. Orientation dates are provided on p. 153.

## **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.

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

Conviction of a crime is not an automatic bar to admission. All circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate cancellation of student eligibility. Should the background check reveal that the student cannot enroll in the program, the acceptance will be rescinded. Questions should be directed to the Admissions Department at 510-231-5123.

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 health care 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**

Payment of the registration fee 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](http://mykpsahs.com) under My Finances.

#### **CPR Card**

Student accepted into the bachelor of science programs must submit a valid CPR card issued by the American Heart Association, Health Care Provider Basic Life Support (2-year certification), due by new student orientation. Medical Assisting students are exempted from this requirement.

#### **New 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 Academic Catalog, Program Expectations, Compliance, and KPSAHS Facility & Safety procedures.

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## Admissions: Health Care Ethics (Certificate of Completion)

Admission to the health care ethics program 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 is not obligated to admit all applicants who meet the minimum admission criteria. Final selection of students shall be made by KPSAHS, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws.

KPSAHS complies with the Rehabilitation Act of 1973 and the Americans with Disability Act, as set forth in the Services for Students with Disabilities policy.

### **Admission Deadlines**

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

### **Admissions Documentation**

#### **College Transcripts**

Students demonstrate fulfillment of prior education requirements by submitting official transcripts from a regionally-accredited college or university.

Students meeting educational requirements through credits earned at foreign institutions must provide documentation as defined in the *Credits from Foreign Institutions* policy, p. 114.

#### **Letter of Reference**

Students should submit one (1) letter of recommendation from the Ethics Committee Chair, Department Manager, or Senior Administrator

#### **Personal Statement**

Students should provide a personal statement, with a maximum of 500 words

#### **Resume**

Resumes should detail previous education, work experience, volunteer experience, foreign language proficiency, etc.

### **Application Process**

Submission of a completed application requires two steps.

#### **Step 1: Online Application (includes application form and uploads)**

- Complete the online application available at [www.kpsahs.edu](http://www.kpsahs.edu).
- Pay the required application fee (p. 103)
- Upload letter of reference
- Upload personal statement
- Upload resume

Please do not upload official transcripts; these are to be mailed as described in Step 2.

## **Step 2: Mail Official Transcripts**

Official transcripts should be mailed to:

Kaiser Permanente School of Allied Health Sciences

Attn: Admissions Department

938 Marina Way South

Richmond, CA 94804

*Please note:*

- Transcripts received after the application deadline will not be accepted.
- Students whose transcripts reflect a name other than that used in the online application form should alert KPSAHS staff by emailing [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu) or calling the Admissions department at 510-231-5123.

## **Selection Process**

### **Interviews**

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

KPSAHS is not obligated to conduct interviews if all qualified applicants can be enrolled in the starting cohort.

Interviews will be conducted by a panel comprised of faculty and/or school administrators.

### **Class Selection**

Class selection will begin at the conclusion of the interviews or selection process.

All applicants will be notified of the student selection status. Applicants not accepted may re-apply during any subsequent application period and must complete the entire application process.

## **Acceptance Procedure**

Accepted students must complete the following:

- Formally respond in writing to the "Student Acceptance Letter," which will be sent via email. Failure to respond by stated deadline will result in forfeiture of enrollment for the stated application period.
- Pay a non-refundable registration fee (p. 103).
- Attend the mandatory KPSAHS program orientation. Orientation dates are provided on p. 153.

## **Student Enrollment Process**

### **Enrollment Agreement**

The Student Enrollment Agreement is signed during New Student Orientation.

### **Registration**

Payment of the registration fee 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](http://mykpsahs.com) under My Finances.

### **New Student Orientation**

Selected students are required to attend New Student Orientation. Topics covered during new student orientation may include the enrollment agreement, schedule of student charges, catalog, program expectations, and other relevant topics.



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## Admissions: Basic and Advanced Phlebotomy

Admission to the basic and advanced phlebotomy program is a selective process. KPSAHS is not obligated to admit all applicants who meet the minimum admission criteria. Final selection of students shall be made by KPSAHS, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws.

KPSAHS complies with the Rehabilitation Act of 1973 and the Americans with Disability Act, as set forth in the Services for Students with Disabilities policy.

### Admission Deadlines

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

### Admissions Documentation

Students are required to submit the following by the application deadline:

#### High School Diploma/GED or College Transcripts

Students must demonstrate capacity to complete the basic and advanced phlebotomy program in one of ways:

- Students must submit either an official high school transcript or GED documentation; OR
- Students demonstrate successful completion of 12 semester or 18 quarter credits from a regionally-accredited institution by submission of official transcripts. Students meeting program prerequisites through credits earned at foreign institutions must provide documentation as defined in the *Credits from Foreign Institution* policy, p. 114.

### Passing Assessment Test Scores

Applicants must pass an assessment exam. It is the applicant's responsibility to schedule the exam through KPSAHS Admissions ([admissions@kpsahs.edu](mailto:admissions@kpsahs.edu)). Applicants are allowed three (3) attempts each application process to obtain a passing score on the assessment. The State of California requires a one week rest period between test attempts.

### CPR Card

Applicants must provide a valid and original CPR card issued by the American Heart Association, Health Care Provider Basic Life Support. Card is to be valid through the completion of the Phlebotomy program to which the student is applying.

### Application Process

Submission of a completed application requires two steps.

#### Step 1: Online Application (includes application form and uploads)

Complete the online application available at [www.kpsahs.edu](http://www.kpsahs.edu).

- Pay the required application fee (p. 103)
- Required documentation

Please do not upload official transcripts; these are to be mailed as described in Step 2.

#### Step 2: Mail Official Transcripts / GED Documentation

Official transcripts/GED documentation should be mailed to:

Kaiser Permanente School of Allied Health Sciences  
Attn: Admissions Department

938 Marina Way South  
Richmond, CA 94804

*Please note:*

- Transcripts/GED documentation received after the application deadline will not be accepted.
- Students whose transcripts reflect a name other than that used in the online application form should alert KPSAHS staff by emailing [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu) or calling the Admissions department at 510-231-5123.

### **Selection Process**

#### **Interviews**

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

Panel interviews will be conducted to determine accepted students.

#### **Acceptance Procedure**

Students accepted into the Basic and Advanced Phlebotomy program are required to complete the following as a condition of enrollment.

1. Pass a criminal background check. (Students are responsible for paying all fees to the designated company.) Conviction of a crime is not an automatic bar to admission. All circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate cancellation of student eligibility. Should the background check reveal that the student cannot enroll in the program, the acceptance will be rescinded. Questions should be directed to the Admissions Department at 510-231-5123.
2. Pass a drug screening. (Students are responsible for paying all fees to the designated company.) Students must follow all instructions and meet all deadlines. Failure to meet requirements will result in the loss of applicant eligibility.
3. Complete a physical examination. Should the physical examination reveal that the student cannot enroll in the program, the acceptance may be rescinded.
4. Complete tests and a review of immunization history. Should the student fail to demonstrate effective immunizations, his/her acceptance may be rescinded.
5. Attend new student orientation (tentative dates provided on p.149). During orientations, students will be required to sign an enrollment agreement and be oriented to the KPSAHS facility and curricular requirements.

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

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

Specific documentation required for individual programs, as well as requirements to participate in new student orientation, is noted for each program. Orientation topics include the program enrollment agreement, curricular requirements, and other important program information.

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

### Short Term Programs

*(Excludes Health Care Ethics and Basic and Advanced Phlebotomy)*

#### Anatomy & Physiology I & II

*Additional documents required for enrollment:* Official high school transcript confirming award of high school diploma or official GED documentation.

*New student orientation:* Required

#### Breast Ultrasound

*Additional documents required for enrollment:* None.

*New student orientation:* Not required

### Extended Education

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

*Additional documents required for enrollment:* None.

*New student orientation:* Not required

#### BLS/CPR Skills Test

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

*New student orientation:* Not required

#### Limited Phlebotomy

*Additional documents required for enrollment:* None.

*New student orientation:* Not required

#### Mammography

*Additional documents required for enrollment:* Unless the applicant has earned a certificate of completion in radiologic technology from KPSAHS within the 6 months prior to program start date, applicants must provide 1) a valid California Certified Radiologic Technologist (CRT) license, and 2) Valid CPR card.

*New student orientation:* Not required

## Symposiums

*Additional documents required for enrollment:* None.

*New student orientation:* Not required

## Venipuncture

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

*New student orientation:* Not required

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## Financial Aid

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

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

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

Students should be aware that if they are eligible for a loan guaranteed by the federal or state government and they default on the loan, both of the following may occur:

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

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

Federal direct loans are available to students regardless of income.

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

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

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

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

For further information, students can contact the Student Financial Aid Program Department @ 1-866-232-2934 or visit their website at <http://financialaid.kp.org>. For additional SFAP loan information, please visit Scholarship America at <https://www.scholarsapply.org/kpsahs>.

If a student obtains a loan from Kaiser Permanente Student Financial Aid Program (SFAP) or any other personal loans to pay for a KPSAHS educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. [CEC Section 94909(a)(11)]

### Veteran's Benefits

Application information and requirements are located at [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp). Note that not all KPSAHS programs are eligible for veteran's benefits.

## **Student Borrowing Data**

KPSAHS does not provide institutional loans, state loans, federal Perkins loans, federal Stafford subsidized and unsubsidized loans, or private loans certified by KPSAHS. As a result, KPSAHS does not provide student borrowing data required by California Education Code 69800.1(d)(1)(C)(D).

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## **Financial Policies**

### **Financial Obligations of Students**

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

KPSAHS reserves the right to withhold transcripts, diplomas and registration privileges from any student or former student who was provided with written notice that he or she has failed to pay a proper financial obligation due to KPSAHS. Any item or items withheld will be released when the student satisfies the financial obligation.

### **Tuition and Fees**

Students pay tuition and fees directly to the Kaiser Permanente School of Allied Health Sciences. Payment of all tuition and fees are generally due during each inter-quarter break; refer to the Schedule of Student Charges in the student's enrollment agreement for specific payment due dates.

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

### **Late Payment of Tuition and Fees**

Late payment of tuition and fees must be approved in advance, and late fees may be assessed (refer to *Fees*, p. 103, for the specific dollar amount). Failure to pay tuition and fees by the scheduled due date may result in dismissal from the program.

### **Returned Check Fee**

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

### **Payment for Repeated Courses**

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

### **Payment for Audited Courses**

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

### **Books and Supplies**

Students are provided with the names and ISBN numbers of all required books for the program. Students may purchase books from any source they choose.

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

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

## Payment Instructions

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

## Tuition Refund Policy

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

KPSAHS tuition refund policy is contingent upon the date the written notice of cancellation or withdrawal is received by Student Records, as defined in the subsequent sections:

### Enrollment Cancellation

**Withdrawal during the first seven (7) working days of the initial quarter of enrollment is termed an enrollment cancellation.** The specific deadline for program cancellation may vary by program and is included in the Enrollment Agreement. Refer to the *Student Right to Cancel Enrollment* policy (p. 131) for KPSAHS procedures. A student has the right to a reversal of all charges less the non-refundable fees. The student credit balance will be refunded as appropriate.

### Withdrawal, Dismissal, and Leave of Absence

**Withdrawal after the first seven (7) working days of the initial quarter of enrollment is termed a withdrawal.** A student who has been enrolled for more than seven (7) days and withdraws, is dismissed, or takes a leave of absence may be eligible for a partial reversal of their tuition charges. Students who have completed 60 percent or less of any quarter 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 instructional 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 61% 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. For purposes of calculating refunds, the withdrawal date is based upon, at latest, the date that written notification of withdrawal or cancellation is received by Student Records.

Students who fail to submit written notification of withdrawal or cancellation will be subject to administrative withdrawal procedures (refer to the withdrawal procedure, p. 131, with a student refund calculation based upon, at latest, the date of determination for an administrative withdrawal.

If a student is eligible for a refund, the refund will be made within 45 days of the effective withdrawal date. Third party payers (VA benefits, government agencies, employers, etc.) are refunded first, and students are refunded the balance.

Students are not required to formally request a refund; refunds are processed based upon enrollment cancellations, withdrawals, dismissals, or leave of absences. Questions regarding the status of a refund should be directed to [finance@kpscholar.com](mailto:finance@kpscholar.com).

### Refund Example

Process	Refund Calculations
If a student withdraws after completing 22 class days of KPSAHS Diagnostic Medical Sonography program's 11 week quarter (55 class days), the	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

student has completed 22/55 or 40 percent of the quarter.	Tuition charge for 22 days = $22 \times \$33.33 = \$733.26$
If the student has paid \$1,833.35 in tuition, s/he will receive a tuition refund of \$1,100.09.	Tuition paid = \$1833.35 <u>Tuition charge = \$733.26</u> Refund = \$1,100.09

### Income Tax Credit - 1098-T

Effective January 1, 2016, KPASAHS issues 1098-T statements for tuition and tuition payments received January 1, 2015, and after in accordance with IRS regulations. Questions regarding 1098-T forms should be routed to [finance@kpscholar.com](mailto:finance@kpscholar.com).

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



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## Tuition & Fees (Schedule of Student Charges)

### Fees

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

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

### Tuition

Refer to the schedule of student charges on the following pages.

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

**2018 SCHEDULE OF STUDENT CHARGES  
ANATOMY AND PHYSIOLOGY I (A&P I)**

**\*\*A&P I offered Spring and Fall Quarters Only\*\***

Course Name	Tuition/Fees	Amount	Due Date
<b>Anatomy &amp; Physiology I</b>	Application Fee	65.00	One time charge at enrollment
	Tuition (4.5 credits x \$90/ quarter credit)	405.00	Upon acceptance
	Student Tuition Recovery Fund (STRF) Fee	-	
	Educational Materials, Lecture Notes and Material Fees	95.00	Upon acceptance
	Subtotal	565.00	

**ITEMS TO BE PAID BY THE STUDENT**

Course Name	Description	Amount
Anatomy & Physiology I	Books - estimated cost	115.00
Anatomy & Physiology I	Lab kits ordered through Hands-on-Labs	400.00

<b>Total</b>	<b>515.00</b>
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$ 1,080.00</b>

**ANATOMY AND PHYSIOLOGY II**

**\*\*A&P II offered Summer and Winter Quarter Only\*\***

<b>Anatomy &amp; Physiology II</b>	Tuition ( 5 credits x \$90/quarter credit)	450.00	Upon acceptance
	Student Tuition Recovery Fund (STRF) Fee	-	
	Educational Materials, Lecture Notes and Material Fees	50.00	Upon acceptance
	Subtotal	500.00	

**ITEMS TO BE PAID BY THE STUDENT**

Course Name	Description	Amount
Anatomy & Physiology II	Books: Will use same book as A & P I	
Anatomy & Physiology II	Lab kits ordered through Hands-on-Labs	345.00

<b>Total</b>	<b>345.00</b>
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$ 845.00</b>

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

**2018 SCHEDULE OF STUDENT CHARGES**  
**PHLEBOTOMY BASIC AND ADVANCED PROGRAM**

Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later

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

Tuition/Fees	Amount	Due Date
Application Fee	65.00	At Time of Application

Tuition/Fees	Amount	Due Date
Tuition	3,275.00	Rate set by State of CA - BPPE
Student Tuition Recovery Fund (STRF) Fee	-	
Laboratory Fees	660.00	
NCCT Test Sitting Fee	25.00	
<b>Total</b>	<b>3,960.00</b>	

Tuition and fee Due Dates by Quarter	Winter 2018	December 29, 2017
	Spring 2018	March 30, 2018
	Summer 2018	June 22, 2018
	Fall 2018	September 21, 2018

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

Description	Amount
Books	80.00
NCCT Test Fee	90.00
State Certification Fee	100.00
Scrubs (Estimated at \$50 per set x 3 sets)	150.00
Clinic Shoes	60.00
Cap and Gown (Optional)	70.00
<b>Total</b>	<b>550.00</b>

**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** **4,575.00**

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

**2018 SCHEDULE OF STUDENT CHARGES**
**BACHELOR OF SCIENCE - DIAGNOSTIC MEDICAL SONOGRAPHY - CARDIAC CONCENTRATION**

Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	65.00	At Time of Application
	Registration Fee	275.00	
	Subtotal	340.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	4,032.00	Rate Set by State of CA BPPE
	Insurance	25.00	
	Education Materials and Lecture Notes	125.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	50.00	
	Subtotal	4,232.00	March 30, 2018
Quarter 2	Tuition	4,032.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,107.00	June 22, 2018
Quarter 3	Tuition	4,032.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,107.00	September 21, 2018
Quarter 4	Tuition	4,032.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,107.00	December 21, 2018
Quarter 5	Tuition	4,032.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,107.00	March 22, 2019
Quarter 6	Tuition	4,032.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Graduation Fees	225.00	
	Subtotal	4,332.00	June 21, 2019

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**
**25,332.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the [Financial Policies](#) section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

Prices subject to change without notice.

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

Quarter	Description	Amount
Quarter 1	Books	560.00
	(2) Pair of Scrubs (Estimated Cost)	100.00
Quarter 2	Books	325.00
Quarter 3	Books-TBA	TBD
Quarter 4	Books	250.00
Quarter 5	Books	175.00
Quarter 6	Books	120.00

Total 1,530.00

**ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ 26,862.00**

**2018 SCHEDULE OF STUDENT CHARGES**
**BACHELOR OF SCIENCE - DIAGNOSTIC MEDICAL SONOGRAPHY - GENERAL CONCENTRATION**

Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later

Pre-enrollment		Amount	Due Date
	Application Fee	65.00	At Time of Application
	Registration Fee	275.00	At Orientation
	Subtotal	340.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,960.00	Rate Set by State of CA BPPE
	Insurance	25.00	
	Education Materials and Lecture Notes	125.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	50.00	
	Subtotal	4,160.00	March 30, 2018
Quarter 2	Tuition	3,960.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,035.00	June 22, 2018
Quarter 3	Tuition	3,960.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,035.00	September 21, 2018
Quarter 4	Tuition	3,960.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,035.00	December 21, 2018
Quarter 5	Tuition	3,960.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	4,035.00	March 22, 2019
Quarter 6	Tuition	3,960.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Graduation Fees	225.00	
	Subtotal	4,260.00	June 21, 2019

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**

\$ 24,900.00

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the [Financial Policies](#) section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

Prices subject to change without notice.

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

Quarter	Description	Amount
Quarter 1	Books	500.00
	(2) Pair of Scrubs (\$50 x 2)	100.00
Quarter 2	Books	550.00
Quarter 3	Books	TBD
Quarter 4	Books	225.00
Quarter 5	Books	75.00
Quarter 6	Books	225.00
Total		\$ 1,675.00

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

\$ 26,575.00

**2018 SCHEDULE OF STUDENT CHARGES**  
**POST BACCALAUREATE - HEALTH CARE ETHICS**

Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	65.00	At Time of Application Prior to Pre-Enrollment
	Registration Fee	275.00	
	Subtotal	340.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition - 3 credits x \$385	1,155.00	Rate set by State of CA BPPE June 22, 2018
	STRF	-	
	Subtotal	1,155.00	
Quarter 2	Tuition - 3 credits x \$385	1,155.00	September 21, 2018
	Subtotal	1,155.00	
Quarter 3	Tuition - 3 credits x \$385	1,155.00	December 21, 2018
	Subtotal	1,155.00	
Quarter 4	Tuition - 3 credits x \$385	1,155.00	March 22, 2019
	Subtotal	1,155.00	
<b>TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES</b>		<b>4,960.00</b>	

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

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

Quarter	Description	Amount
Quarter 1	Books	300.00
Quarter 2	Books	-
Quarter 3	Books	-
Quarter 4	Books	-
Total		300.00

<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$ 5,260.00</b>
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**2018 SCHEDULE OF STUDENT CHARGES - MEDICAL ASSISTING PROGRAM  
ASSOCIATE OF SCIENCE**

**Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	65.00	At Time of Application
	Registration Fee (Non Refundable)	275.00	Prior to Pre-Enrollment
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	1,404.00	
	Insurance	25.00	
	Student Tuition Recovery Fund (STRF) Fee	-	
	Lab Fee	150.00	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,754.00</b>	<b>March 30, 2018</b>
Quarter 2	Tuition	1,404.00	
	Insurance	25.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,654.00</b>	<b>June 22, 2018</b>
Quarter 3	Tuition	1,404.00	
	Insurance	25.00	
	NCCT Test Sitting Fees	25.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,679.00</b>	<b>September 21, 2018</b>
Quarter 4	Tuition	1,404.00	
	Insurance	25.00	
	NCCT Test Sitting Fees	50.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,704.00</b>	<b>December 21, 2018</b>
Quarter 5	Tuition	1,404.00	
	Insurance	25.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	Graduation Fee	225.00	
	<b>Subtotal</b>	<b>1,879.00</b>	<b>March 22, 2019</b>
<b>Total</b>		<b>9,010.00</b>	

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

**ESTIMATED COST OF BOOKS AND SUPPLIES PURCHASED FROM OUTSIDE VENDORS**

Quarter	Description	Amount
Quarter 1	Books	1,316.00
	Lab kit	400.00
	(2) Pairs of Scrubs and a Lab Coat	137.00
Quarter 2	Books	
	Lab kit	345.00
Quarter 3	Books	179.00
Quarter 4	Books	88.00
Quarter 5	Books	
<b>Total</b>		<b>2,465.00</b>
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$ 11,475.00</b>

**2018 SCHEDULE OF STUDENT CHARGES**  
**BACHELOR OF SCIENCE - NUCLEAR MEDICINE**

**Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	65.00	At Time of Application
	Registration Fee	275.00	
	Subtotal	340.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,708.00	Rate set by State of CA BPPE
	Insurance	25.00	
	Educational Materials and Lecture Notes	125.00	
	Student Tuition Recovery Fund (STRF) Fee, non-refundable	-	
	Materials Fees	50.00	
	Subtotal	3,908.00	September 21, 2018
Quarter 2	Tuition	3,708.00	December 21, 2018
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,783.00	
Quarter 3	Tuition	3,708.00	March 22, 2019
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,783.00	
Quarter 4	Tuition	3,708.00	June 21, 2019
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,783.00	
Quarter 5	Tuition	3,708.00	September 20, 2019
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,783.00	
Quarter 6	Tuition	3,708.00	December 20, 2019
	Insurance	25.00	
	Materials Fees	50.00	
	Graduation Fees	225.00	
	Subtotal	4,008.00	

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**

**23,388.00**

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

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

Quarter	Description	Amount
Quarter 1	Books	625.00
	(1) Pair of Scrubs (1) Lab Coat (Estimated Cost)	100.00
Quarter 2	Books	150.00
Quarter 3	Books	185.00
Quarter 4	Books	225.00
Quarter 5	Books	60.00
Quarter 6	Books	150.00
<b>Total</b>		<b>1,495.00</b>
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$ 24,883.00</b>



**2018 SCHEDULE OF STUDENT CHARGES**  
**BACHELOR OF SCIENCE - RADIOLOGIC TECHNOLOGY - DAY PROGRAM**

Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	65.00	At Time of Application
	Registration Fee	275.00	Prior to Pre-Enrollment
	Subtotal	340.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,376.00	Rate set by State of CA BPPE
	Insurance	25.00	
	Student Tuition Recovery Fund (STRF) Fee	-	
	Educational Materials and Lecture Notes	125.00	
	Materials Fees	50.00	
	Subtotal	3,576.00	September 21, 2018
Quarter 2	Tuition	3,376.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,451.00	December 21, 2018
Quarter 3	Tuition	3,376.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,451.00	March 22, 2019
Quarter 4	Tuition	3,376.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,451.00	June 21, 2019
Quarter 5	Tuition	3,376.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,451.00	September 20, 2019
Quarter 6	Tuition	3,376.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,451.00	December 20, 2019
Quarter 7	Tuition	3,376.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,451.00	March 27, 2020
Quarter 8	Tuition	3,378.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Graduation Fees	225.00	
	Subtotal	3,678.00	June 26, 2020

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**

**28,300.00**

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

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

Quarter	Description	Amount
Quarter 1	Books	900.00
	X-Ray Film Markers	25.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	85.00
Quarter 3	Books	85.00
Quarter 4	Books	300.00
Quarter 5	Books	225.00
Quarter 6	Books	225.00
Quarter 7	Books	75.00
Quarter 8	Books	150.00
<b>Total</b>		<b>2,170.00</b>

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

**\$ 30,470.00**

**2018 SCHEDULE OF STUDENT CHARGES**
**BACHELOR OF SCIENCE - RADIOLOGIC TECHNOLOGY - EVENING PROGRAM**

Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	65.00	At Time of Application
	Registration Fee	275.00	Prior to Pre-Enrollment
	Subtotal	340.00	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1	Tuition	3,002.00	Rate set by State of CA BPPE
	Insurance	25.00	
	Student Tuition Recovery Fund (STRF) Fee	-	
	Educational Materials and Lecture Notes	125.00	
	Materials Fees	50.00	
	Subtotal	3,202.00	June 22, 2018
Quarter 2	Tuition	3,002.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,077.00	September 21, 2018
Quarter 3	Tuition	3,002.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,077.00	December 21, 2018
Quarter 4	Tuition	3,002.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,077.00	March 22, 2019
Quarter 5	Tuition	3,002.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,077.00	June 21, 2019
Quarter 6	Tuition	3,002.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,077.00	September 20, 2019
Quarter 7	Tuition	3,002.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Subtotal	3,077.00	December 20, 2019
Quarter 8	Tuition	3,002.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Graduation Fees		
	Subtotal	3,077.00	March 27, 2020
Quarter 9	Tuition	2,994.00	
	Insurance	25.00	
	Materials Fees	50.00	
	Graduation Fees	225.00	
	Subtotal	3,294.00	June 26, 2020

**TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES**
**28,375.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the [Financial Policies](#) section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

Prices subject to change without notice.

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

Quarter	Description	Amount
Quarter 1	Books	900.00
	X-Ray Film Markers	25.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	85.00
Quarter 3	Books	85.00
Quarter 4	Books	300.00
Quarter 5	Books	225.00
Quarter 6	Books	225.00
Quarter 7	Books	75.00
Quarter 8	Books	150.00
	Total	2,170.00
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$ 30,545.00</b>

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## Student Tuition Recovery Fund (STRF) Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans or have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period has been extended by another act of law.

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

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## Academic Policies

### Valid CPR Certification Requirement

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

### Student Record Holds

A hold may be placed on a student's record for the following reasons: admissions, assessment, financial, library, and career services (refer to the *Student Handbook* published on [www.kpsahs.edu](http://www.kpsahs.edu) for a description of hold reasons and process for release). Holds may prevent a student's registration for courses; viewing, printing, or requesting copies of grades or transcripts; viewing or printing student schedules; receipt of a diploma; attendance in classes; or being eligible for graduation.

### Acceptance of Transfer Credit

KPSAHS has established the Acceptance of Transfer Credit policy to provide maximum consideration for the individual student while maintaining the integrity of academic credit applied toward degree and certificate programs.

The acceptance of transfer credit is based on two primary factors described below: eligibility of units for transfer and applicability of those credits to admissions criteria and/or degree or certificate requirements.

#### Eligibility of Transfer Units

##### Credits from U.S. Higher Education Institutions

Units must be earned at institutions approved by the Bureau for Private Postsecondary Education (BPPE) and/or approved by a regional, national, or specialized accrediting body which is recognized by the U.S. Department of Education.

##### Credits from Foreign Institutions

Transcripts from foreign institutions must be translated into English (if necessary) and evaluated by a member of the National Association of Credential Evaluation Services. Evaluation should include program level of study, credit hours (specifying quarter or semester credits), and GPA. Upon receipt of the official transcript, transcript translation, and transcript evaluation, KPSAHS will assess both the eligibility of units and applicability to an academic program as defined in this policy. The cost associated with any transcript evaluation is the responsibility of the student.

##### Grades

Coursework must be completed with a minimum grade of "C" or better. For transfer coursework applied to an academic program of study (but not in fulfillment of admissions prerequisites), a grade of "Credit" or "Pass" is also eligible for transfer credit.

##### Level

Courses must be identified as college-level. Those courses which are not college-level are often referred to as "developmental" or "remedial" and are not eligible for transfer credit.

##### Military and Workplace Training (ACE)

Military and workplace training will be evaluated based on using the American Council of Education (ACE) recommendations for college credit. ACE credit may only be applied to upper-division coursework; it may not be used to fulfill program prerequisites.

### Unit Equivalencies

A course (or series of courses) may be accepted in lieu of a KPSAHS course or general education requirement provided it is an equivalent (or higher) number of units. To assess this, semester units will be converted to quarter units. Quarter units are equal to two-thirds (2/3) of a semester unit. Conversely, a semester unit is equal to one-and-a half (1-1/2) quarter units. Courses completed in clock hours will be converted to quarter credits using the formula that 30 clock hours are equivalent to one quarter credit.

### Applicability of Transfer Credits

#### Applicability of Transfer Credits to Admissions Prerequisites

A course or series of courses completed in fulfillment of college-level admissions pre-requisites must be a minimum of three (3) semester or four (4) quarter credits and comparable in content to the KPSAHS prerequisite course descriptions, as published on [www.kpsahs.edu](http://www.kpsahs.edu).

#### Applicability to Upper-division General Education Requirements

Coursework accepted for transfer to fulfill general education requirements are either accepted based on a common discipline (for example, social science) or course equivalencies. Refer to the general education requirements for additional detail. These requirements specify unit minimums in each general education area which must be met.

Upper-division general education requirements must be fulfilled by courses completed at the upper-division level.

#### Applicability to Upper-division Major Course Requirements

Coursework accepted for transfer to fulfill major course requirements must be comparable to the nature, content, quality, and rigor of the KPSAHS major course. This means that units between the KPSAHS course and transfer course must be equivalent.

Not all general education or major courses are eligible for transfer credit; refer to the course credit inventory below.

### Course Credit Inventory

Course Prefix	Transfer Credit	ACE Credit	AP Test Credit	CLEP Test Credit	International Baccalaureate Test Credit	Institutional Challenge Exam Credit
Admin Prereq: College Algebra or higher	Yes	No	No	No	No	No
Admin Prereq: General Chemistry with Lab	Yes	No	No	No	No	No
Admin Prereq: General Physics	Yes	No	No	No	No	No
Admin Prereq: Human Biology	Yes	No	No	No	No	No
Admin Prereq: Humanities	Yes	No	No	No	No	No
Admin Prereq: Intro to Computers	Yes	No	No	No	No	No
Admin Prereq: Oral Communication	Yes	No	No	No	No	No

<b>Course Prefix</b>	<b>Transfer Credit</b>	<b>ACE Credit</b>	<b>AP Test Credit</b>	<b>CLEP Test Credit</b>	<b>International Baccalaureate Test Credit</b>	<b>Institutional Challenge Exam Credit</b>
Admin Prereq: Social Sciences	Yes	No	No	No	No	No
Admin Prereq: Written Commun / Freshman Comp	Yes	No	No	No	No	No
Admin Prereq: Anatomy & Physiology with Lab	Yes	No	No	No	No	No
AP (all numbers)	Yes	No	No	No	No	No
DCS (All numbers)	No	No	No	No	No	No
DMS (All numbers)	No	No	No	No	No	No
ETHS (All Numbers)	No	No	No	No	No	No
GE (All Numbers)	Yes	No	No	No	No	No
MA 16	Yes	No	No	No	No	No
MA (all numbers except MA 16)	No	No	No	No	No	No
NM (All numbers)	No	No	No	No	No	No
Phlebotomy	No	No	No	No	No	No
RD (All numbers)	No	No	No	No	No	No
RE (All numbers)	No	No	No	No	No	No
SS 10	No	No	No	No	No	No

#### ***Process for Evaluation of Transfer Credit – Program Prerequisites***

1. Submit official transcripts to Admissions. (Note: To be considered official, these transcripts must remain in their sealed envelopes. Foreign transcripts must also include transcript translation and evaluation.)
2. KPSAHS Admissions will complete their evaluation based upon generally available information (course titles and course descriptions). Students may be asked to provide course catalogs or syllabi if needed.

#### ***Process for Evaluation of Transfer Credit – Degree Requirements***

1. Complete a Petition for Evaluation for Transfer credit, available from Student Records or on [www.kpsahs.edu](http://www.kpsahs.edu).
2. Student Records staff will review transcripts submitted with the student's application. However, transcripts may need to be submitted directly to Student Records if they were not part of the admissions materials or if the submitted transcripts do not include all grades. (Note: To be considered official, these transcripts must remain in their sealed envelopes. Foreign transcripts must also include transcript translation and evaluation.)

3. Student records will complete their evaluation of transfer credit based upon generally available information (course titles and course descriptions). Students may be asked to provide course catalogs or syllabi if needed.
4. Decisions regarding transfer credit will be emailed to the student with 30 days of receipt of all transcripts.
5. Students who wish to request a second review or have additional questions should contact the Student Records department.
6. Courses accepted for transfer credit will be noted with a grade of TRAN on the student's transcript of record and will not apply toward Cumulative Grade Point Average (CGPA).

## Assessment

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

## Residency Requirement

Graduates must earn a minimum of 25% of the total units for their degree or certificate from academic coursework successfully completed at KPSAHS. (Alternatively, up to 75% of the units in a degree may be earned through other forms of course credit, including transfer credit, credit by examination, institutional and/or ACE credit recommendations.) Not all course requirements can be met through alternative forms of course credit; refer to the *Course Credit Inventory* table in the preceding section for specific course listings.

## Professional Ethics

All students are expected to follow the codes of professional ethics for their respective disciplines. These codes have been reprinted for the students' convenience in the *Student Handbook*, available at [www.kpsahs.edu](http://www.kpsahs.edu).

## Instructional Policies

### Intellectual Property

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

### Review of Examination Materials

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

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

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



## Video Conference Equipment/Electronic Equipment

Students are not allowed to operate any video conferencing or electronic equipment at any of KPSAHS classrooms. This may include the video conferencing control console, PC, document camera, 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

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

## Laboratory Coursework – Diagnostic Medical Sonography

Laboratory courses may require students to serve as volunteer patients for the practice of clinical skills. Serving as a patient for the practice of clinical skills is voluntary, and the student's grades and evaluations will not be affected by their participation or non-participation as a patient in laboratory coursework.

Though students maintain the right to decline serving as a volunteer patient, all students are still required to complete all required procedures in the laboratory classroom. Should a large number of students choose not to volunteer as patients, classroom hours may be extended.

## Clinical Education Policies

While participating in clinical education, students are expected to adhere to the following KPSAHS clinical facilities policies and procedures, which include but are not limited to:

- Accept no gratuities from patients.
- Must inform instructor/school of any attendance issues.
- Obtain permission from the clinical instructor before leaving the clinical site including attending to emergencies.
- Refrain from conversing with the patients about their personal condition, or that of any other patient in the hospital.
- Refrain from making any personal remarks, criticisms, or comments regarding physicians, patients, fellow students, staff, supervisors, or methods of treatment in the presence of a patient.
- Never advise a patient about retaining or discharging a physician.
- Never discuss in public any information that is related to a patient, e.g., diagnosis, prognosis, personal life, etc.
- Be responsible for all assigned tasks by supervisors, staff, and physicians.
- Complete all assigned duties each day, unless relieved by a staff or clinical instructor.
- At no time administer medication, water, or treatment of any kind to a patient except under the direction of a physician. If a patient suddenly becomes ill or is injured, notify a supervisor, nurse or physician as required.
- Do not adjust or remove clamps on IV tubes, drains, splints, etc., without permission or transport non-ambulatory patients on a stretcher unless otherwise specified by physician, nurse, or floor



supervisor. When in doubt, consult the floor supervisor. Inattention to this directive may cause physical hardship for the patients.

- Use hospital supplies only for purposes intended and do not remove supplies from the department and/or facility for personal use.
- Observe and execute all applicable KPSAHS, clinical site specific, and Kaiser Permanente California Division policies and procedures. Clinical sites may vary in their expectations, and students should confirm the expectations and procedures at each site to which they are assigned.
- Photo ID badges must be appropriately worn at all times while on school or hospital property.
- Appropriately wear film badge during clinical education (if applicable).

## **Clinical Assignments**

Clinical assignments for all programs are made by the clinical coordinator in collaboration with the program director. Students may be required to travel long distances to receive full clinical education. Clinical assignments are made to ensure all students receive an equitable clinical education during their enrollment. Depending on the educational program, students may be required to rotate between clinical facilities during the course of their clinical education. Rotations may be required to ensure students receive exposure to a variety of equipment or procedures. Clinical assignments will be presented to the students by their respective program director prior to each scheduled rotation.

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

KPSAHS students will not be placed in a clinical facility or department where a family member or significant other is employed. If a faculty member or clinical staff discovers that a student has been placed in a clinical facility or department with a family member or significant other they must notify KPSAHS program staff and make the necessary provisions to have the student moved to a different clinical facility immediately. If an alternate clinical facility is not available the student's clinical schedule will be changed to guarantee that the student and family member or significant other work different schedules until the student can be moved to a new clinical facility.

## **Clinical Environment**

Compared to the learning activities conducted in the classroom setting, the learning activities in the clinical setting are frequently much less structured. The scheduling and conducting of educational activities must be flexible to insure patient care services are not disrupted. The student must be proactive and responsible for integrating the academic preparation with the individual examinations observed or performed. Patient care, service, and safety should be priorities for students in the clinical setting.

## **Student Status within Clinical Facilities**

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

## **Clinical Logbook**

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

Students are responsible for maintaining a current and orderly logbook. All forms are to be completed on a daily basis. If the student does not maintain a current logbook, the student will be penalized per

infraction as stated in the clinical course syllabi. Infractions may include (but are not limited to) an incomplete attendance log, lack of a make-up agreement in the event of an absence, an incomplete daily procedures record, an outdated Dosimetry report, incomplete self-assessments, and lack of clinical instructor evaluations. The student may be released from his/her clinical site until the logbook has been organized and brought up to date. Make-up visits may be arranged at a later date.

## Developing Clinical Proficiencies

The following proficiencies will help students progressively develop their clinical skills over the course of the program:

1. *Academic Preparation:* Each program presents the student with a didactic and clinical education process that is designed to coordinate the classroom and clinical coursework.
2. *Observation:* The initial activities in the clinical facilities will consist primarily of observing medical employees at work.
3. *Assisting Qualified Worker:* As the student advances, he/she will be given an opportunity to assist or perform procedures under the direct supervision of certified personnel in the field of study.
4. *Competency Evaluation:* When the student is able to perform a particular examination without help, the clinical instructor or a designated qualified staff should be asked to complete a competency evaluation or examination/procedure performed per program policy addressed in the clinical education logbook. Performance will be documented on a Competency Evaluation Form. If competency is achieved with a passing evaluation rate, it will be documented on the Master Competency List. If competency is not achieved, additional training is required and the competency evaluation must be repeated until an acceptable passing rate is achieved.
5. *Continued Competency:* Once the student passes the Competency Evaluation for a particular examination, the student is expected to maintain and perfect his/her skills. This examination may now be performed with indirect supervision. (A certified/credentialed employee in the program of study must be in an adjacent room or on the same floor—not necessarily in the room.) However, if a repeat examination should become necessary, certified/credentialed personnel in the program of study must be present to provide direct supervision. When a student rotates to another area/clinical site, he/she must show the list of competencies to the new clinical instructor so a determination can be made which examinations the student can perform under direct or indirect supervision.

## Clinical Staff – Roles and Responsibilities

### Clinical Instructor

Each clinical facility has one or more clinical instructors who are employees of the clinical facility. In addition to their daily job responsibilities, these individuals are responsible for the supervision of students' clinical education. Other duties include but are not limited to the following:

- Orient new students to the affiliated clinical education setting.
- Provide supervision of students as required by KPSAHS and the program's accrediting agency.
- Evaluate student clinical performance and progress to include competency exams and clinical rotation evaluations.
- Provide instructional activities for students in the clinical setting.
- Effectively communicate with students to facilitate their clinical development.
- Attend program functions, activities and meetings as requested.
- Serve as a positive role model for students.

- Serve as liaison between the affiliate, the clinical staff, and the program.
- Maintain appropriate clinical records.
- Serve as the resource person for staff who work with students.
- Provide guidance and assistance in performance of student supervision and evaluation.
- Maintain confidentiality in accordance with departmental policy.
- Continue professional development.
- Maintain the right to suspend a student's participation at the clinical site based on professional judgement.

### ***Clinical Coordinator***

The clinical coordinator, a KPSAHS faculty member, is under the guidance of the program director and performs various duties:

- Coordination of clinical education.
- Clinical assignments.
- Clinical site visits.
- Acting as liaison between the clinical facility and KPSAHS.

### **Student Employment Policy**

Due to the potential for conflict of interests (i.e., imposed work demands superseding learning obligations), students will not be placed in the same facility in which they work.

### **Responsibilities of Students in the Clinical Facilities**

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

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

## Protection from Retaliation

KPSAHS is committed to protecting students, faculty, and staff from retaliation for good faith reporting or objecting to any activity by another party that they reasonably believe is unlawful, unethical, or in violation of KPSAHS policy. In addition, participation in clinical education in the event of a strike is protected from retaliation.

KPSAHS students, faculty, and staff should report evidence of alleged improper activity as described above by contacting their immediate supervisor, program director, instructor, dean, or administrative head. Any instances of alleged retaliation or retribution should be reported in the same manner. Where the student, faculty, or staff member is not satisfied with the response of the supervisor, program director, instructor, dean or administrative head, or is uncomfortable for any reason addressing such concerns to one of these individuals, the faculty, staff member or student may contact Student Services or the Associate Administrator. Faculty or staff members who do not wish to address these issues through the reporting process outlined above, may report concerns confidentially and anonymously through Kaiser Permanente's Compliance Hotline at 1-888-774-9100 24 hours a day, 365 days a year.

All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

## Supervision of Students

A student is limited to the practice of the modality directly related to his/her program of study. The clinical department and KPSAHS cannot assume liability for a student who conducts medical procedures without supervision. There are two levels of supervision:

### *Direct Supervision*

Direct supervision is defined as a student conducting medical procedures with a certified/registered employee in the program of study physically present in the examination room, reviewing the procedure being performed, evaluating the patient and approving all images. Examples of when direct supervision is required:

- Whenever a student has not yet demonstrated competency for a given procedure
- Whenever a student is repeating an image or procedure
- Whenever a sonography program student performs a scrotum, breast, or endovaginal scan

### *Indirect Supervision*

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

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

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

## *Radiologic Technology Students*

Direct supervision 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.

Regardless of whether performing under direct or indirect supervision, the student to radiography clinical staff ratio must be 1:1; in other words, there must be at least one certified radiologic technologist for every student. Should a student arrive at a clinical site and find this ratio is not being maintained, the student should contact the clinical coordinator and/or program director immediately.

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

## **Student Malpractice Insurance Coverage**

KPSAHS provides enrolled students with malpractice liability coverage for activities conducted within the scope of their status as a student. Students are required to remain at all times within the direct (or indirect as applicable) supervision of a Certified/Registered medical professional.

## **Student Clinical Injury**

### ***Student Responsibilities***

No injury is to be considered too minor to report.

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

### ***Receiving Care for Minor Injuries during Clinical Education***

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

### ***Receiving Care for Major Injuries during Clinical Education***

If a student receives a severe clinical injury at a:

- ***Kaiser Permanente Clinical Facility:*** The clinical instructor/manager will immediately send the student, or make an appointment for the student, at the nearest Kaiser Permanente 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 clinical instructor and/or manager will immediately send the student to the emergency room. The student will notify the emergency department that his/her injury is covered under Kaiser Permanente's Workers' Compensation Coverage. Students, managers, and clinical instructors are provided with information related to Kaiser Permanente Workers' Compensation Coverage. This information is located in the student's clinical logbook. A list of Kaiser Permanente's Occupational Health Clinics is included with the workers' compensation coverage information.

The Occupational Health Clinics should be directed to call KPSAHS at (510) 231-5000 to speak with KPSAHS dean of academic affairs if they have any questions regarding students Workers' Compensation Coverage.

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

## Student Pregnancy

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

If a student voluntarily discloses her pregnancy, the program director will meet with the student to discuss potential risks of occupational exposure (if applicable) and the appropriate precautions to protect the fetus. The student will then be required to sign a declaration of pregnancy, in addition to an affidavit confirming that she is aware of the risks of exposure during pregnancy. The program director will then notify the program clinical coordinator and affiliate clinical instructor of the pregnancy if needed. However, the student will still be expected to complete the total required program clinical hours. Refer to the *Attendance Policy: Clinical Education* (p. 126) for additional information.

Upon the discovery of pregnancy, the student may continue didactic and clinical hours up to the time of delivery unless medically contraindicated. Reasonable accommodations will be made to allow the student to make up tests and assignments that are missed for pregnancy-related issues, and shall include the excusing of absences that are medically necessary.

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

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

- Student may continue her educational program without modification.
- Student may continue her education program with reasonable accommodations as outlined above.
- Student has the option to provide a written withdrawal of declaration.
- Student may elect to take a Leave of Absence (LOA).

The election of a Leave of Absence also applies to any student that is not the birth parent and chooses to take a leave of absence because of the birth of his or her child. Refer to the *Leave of Absence* policy (p. 132) for additional detail.

Student may elect to consult with the program director, radiation safety officer, or the program medical director to consider her special circumstances and to design an individual instructional program for completing her remaining clinical and didactic requirements.

In all circumstances, missed clinical and didactic assignments must be made up before a certificate of completion and/or bachelor degree is issued to students.

## Student Removal from a Clinical Facility

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

- If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the program director may assign a student to another facility. Any subsequent clinical facility will receive full disclosure of the reason for the student removal from

their previous clinical facility. If that facility is willing to accept the student, they will be allowed to complete the program. The student will not be allowed a second transfer unless the facility is no longer an operating health care facility or if facility policies change where students are no longer accepted.

- If the situation is based on student violation of KPSAHS or facility policies, professional standards and/or illegal actions that violate any civil, local, state, or federal laws, the student will be dismissed from the program. Under these circumstances, the student will not be allowed to re-enter the program.

## **Radiation Safety Requirements**

Refer to the *Student Handbook* (published on [www.kpsahs.edu](http://www.kpsahs.edu)) for radiation safety requirements.



## Attendance Policy: On-Campus Classes

Attendance will be taken during each class and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

Percentage of attendance missed is calculated as follows: Number of missed minutes divided by the total number of minutes available for attendance per term X 100. For example, a course is held two (2) times per week for 2.0 hours. A student misses 288 minutes over the course of the term. Percentage of attendance missed calculation:  $288 \text{ missed minutes} / 2880 \text{ attendance minutes available} \times 100 = 10\%$ .

### *Student Responsibilities*

If a student will be absent, he/she must contact instructor prior to the scheduled start time. It is his/her responsibility to obtain all missed material.

### *Make-up Work*

Make-up work is at the discretion of the instructor and is not guaranteed; however, missed laboratory activities cannot be made up.

### *Consequences*

A student who misses 10% in any didactic course will have their course grade lowered one full grade. A student who misses 11-18% in any didactic class will have their course grade lowered two full grades. A student who misses more than 18% will receive a failing grade and may be dismissed from the program.

In the above example, a student missed 288 minutes in a course scheduled for 2,880 minutes, a total of 10%. This student has missed 10% of the course and will receive a full letter grade deduction.

## Attendance Policy: Clinical Education

Attendance will be taken during each class and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

Students attending clinical education must meet the physical requirements defined for their program of study and published in the KPSAHS Academic Catalog.

### *Student Responsibilities*

Students are required to contact the Clinical Instructor or Clinical Site and assigned KPSAHS faculty member prior to the scheduled start time. It is the student's responsibility to make up all missed time.

### *Make-up Work*

Missed time will be made up in accordance with approved Program Make-up Agreement.

### *Consequences*

A student who fails to make up time prior to the start of the next quarter will receive an incomplete grade, which is recorded as "IC" on the transcript. The maximum number of allowable absences will be outlined within the course syllabus.

### *Clinical Hours Policy*

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



## Attendance Policy: Hybrid Classes

Attendance for hybrid courses will be recorded for both the on-campus and online components as defined below.

### On-campus attendance in hybrid courses

Attendance will be taken during each on campus class session and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

### Online attendance in hybrid courses

Students will be counted present in the hybrid portion of their course when at least one of the following activities occurs within the week:

- Student participates in an online webinar such as WebEx or GoToMeeting.
- Student submits an assignment.
- Student completes a test or quiz.
- Student posts to a discussion board.
- Student completes a course evaluation form.

Attendance will be entered weekly based for the number of minutes the online component of the course requires. The attendance week begins Monday at 12:00 a.m. pacific time and ends the following Sunday at 11:59 p.m., except in the final week of the quarter when the attendance week ends Friday at 11:59 p.m.

### Student Responsibilities

If a student will be absent, he/she must contact instructor prior to the scheduled start time. It is his/her responsibility to obtain all missed material.

### Make-up Work

Make-up work is at the discretion of the instructor and is not guaranteed; however, missed laboratory activities cannot be made up.

### Consequences

A student who misses 10% in any hybrid course will have their course grade lowered one full grade. A student who misses 11-18% in any hybrid class will have their course grade lowered two full grades. A student who misses more than 18% will receive a failing grade and may be dismissed from the program.

For example, a student completes a four (4) credit hybrid course, which meets two (2) hours per week on campus and includes two (2) hours per week of online activities with instructor interaction. Total class time equals 46 hours (4 hours/week X 11 weeks + 2 hours final exam = 46 hours total). During the quarter, the student arrives one hour late for class on week 3 and fails to complete any online activity during week 5. Thus, the student has attended for a total of 43 hours (46 hours total – 1 hour on-campus class - 2 hours in hybrid class = 43 hours total). The student has attended 93.5% of the total required class time (43/46) and does not receive a grade deduction.

## Attendance Policy: Online Classes

Online courses with weekly class meeting(s) conducted synchronously:

- Attendance is taken for all synchronous class meetings conducted in the online environment.

Online courses without a weekly class meeting, conducted asynchronously:

- Attendance is taken on a weekly basis. The attendance week begins Monday at 12:00 a.m. pacific time and ends the following Sunday at 11:59 p.m., except in the final week of the quarter when the attendance week ends Friday at 11:59 p.m.

Students will be counted present in a given week for courses meeting asynchronously when at least one of the following activities occurs:

- Student participates in an online webinar such as WebEx or GoToMeeting.
- Student submits an assignment.
- Student completes a test or quiz.
- Student posts to a discussion board.
- Student completes a course evaluation form.

## Attendance Policy: Basic & Advanced Phlebotomy Program

Attendance for all scheduled phlebotomy class time and clinical time is mandatory, as required by California Laboratory Field Services.

If a student is late or will miss any class time, the student must notify the instructor as soon as possible prior to the start of class. If there is an absence (or any missed time), make-up sessions will be scheduled by the instructor to cover all time that was missed. Maximum number of allowable absences will be specified on the syllabus.

### *Clinical Attendance*

If a student will miss any time during clinical rotation, the notification must be to the instructor and the clinical site.

The student must also make-up any time missed during the clinical rotation. That time is added to the end of the clinical rotation and will be coordinated by the site in conjunction with the instructor. Reassignment to another facility may be attempted by the instructor pending site availability and will result in a delay of finishing the program.

## Grading System

The instructor of record assigns final grades using either a letter grade or a pass / fail indicator. Students should refer to the course syllabus for specific grading criteria and minimum performance percentages applied to each course.

### Grade Point Average (GPA) Calculations

A student's grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. A cumulative grade point average is calculated and reported. Refer to the grading scale below for grade points assigned to each grade:

Letter Grade	Grade Points	Definition
A	4.00	Excellent
A-	3.70	
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	
C	2.00	Average
F	0.00	
P	0.00	Passed
NP	0.00	Not Passed
IC	0.00	Incomplete
W	0.00	Withdrawal
TRAN	0.00	Transfer
AU	0.00	Audit

Refer to the course syllabus for grading practices and passing thresholds.

### Incomplete Grades

Incomplete academic work for unforeseeable, emergency, and justifiable reasons near the end of the term may result in an instructor assigning a grade of Incomplete ("IC") to the student.

The condition(s) for removal of the "IC" shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the "IC." A copy of this record shall be given to the student and the student records department.

Academic work to remove the Incomplete must be completed within a specific period of time:

- *Didactic Courses* (Lecture/Lab courses): An incomplete must be made up within one quarter following the end of the term in which it was awarded; in unusual circumstances, a student may petition the dean of academic affairs for an extension prior to the deadline.
- *Clinical Courses*: An incomplete must be made up upon completion of all other coursework and prior to issuing a certificate or diploma.

A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work, as specified by the instructor, has expired. Exceptions to this policy may be approved by the Dean of Academic Affairs.

### **Accessing Final Grades**

Final course grades can be viewed online through the student portal at mykpsahs.com. Students who may not have access to the portal will receive unofficial transcripts in the mail upon completion of the quarter. Course grades are typically submitted within three weeks (21 calendar days) after the last day of the quarter.

### **Standards of Academic Progress / Minimum Academic Achievement**

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

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

#### ***Medical Assisting***

Students who are enrolled in the medical assisting program are expected to maintain a Cumulative Grade Point Average (CGPA) of 2.0 or higher. A student whose CGPA falls below 2.0 will be placed on academic probation. Once on academic probation, a student is required to maintain a quarterly grade point average of 2.0:

- Students who consistently maintain a quarterly grade point average of 2.0 will remain on academic probation until the cumulative grade point average reaches a 2.0 or higher.
- Students who fail to maintain a quarterly GPA of 2.0 while on probation will be dismissed from the program. In other words, once on probation a student will be dismissed if his/her quarterly GPA drops below a 2.0.

#### ***Nuclear Medicine and Diagnostic Medical Sonography***

- A student who fails a clinical course may be dismissed and is ineligible for readmission.
- A student who fails a didactic course in the major may be dismissed. The student may reapply for admission; however, s/he will be required to start the program from the beginning and repeat all courses in which s/he was previously enrolled.

#### ***Radiologic Technology***

A student who fails a clinical course may be dismissed and is ineligible for readmission.

A student who fails a didactic course in the major may be:

- Dismissed if the student's cumulative grade point average (CGPA) drops below 2.0.
- Placed on formal academic probation if the student's CGPA is above 2.0.

All students must maintain a cumulative GPA of 2.0 or better and a minimum grade of "C" or better in each course. Any student on academic probation or in danger of being dismissed will be reviewed by their program director, dean of academic affairs, director of student services, and the associate school administrator. Failing more than one course in a 24-month program may result in being dismissed from the program.

Note: All students are entitled to due process in matters regarding academic probation and dismissal. Please refer to the *Appeals* policy. p. 146.

## Academic Probation – Radiography Program

Any student placed on academic probation must meet with his/her program director to discuss academic standing. The program director will present the student with the following options:

- Withdraw from their program under the withdrawal policy. Students who choose to withdraw from the program for failing to meet academic requirements will be permitted a one-time only opportunity to re-apply to the program. A student seeking readmission will be required to adhere to the re-entry policy as stated in the catalog, p. 133.
- Accept placement on academic probation with the requirements and responsibilities as follows:
  - Maintain a minimum quarter grade point average of 2.0.
  - Successfully complete any course failed during the next offering of the course. The student will not receive a certificate and/or degree and will not be eligible to sit for State and National Registry or Certification Examinations until the course has been successfully repeated.
  - Attend and successfully complete all didactic and clinical assignments.
  - Any student placed on academic probation will receive a formal letter of placement on academic probation written by the program director. This letter will include all requirements and responsibilities associated with academic probation.

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

## Graduating with Academic Distinction

Students enrolled in credit-based degree and certificate programs will graduate with honors based on the cumulative grade point average (CGPA) earned at the end of their second-to-the-last quarter:

- CGPA 3.5 – 3.74: Honors
- CGPA 3.75 – 4.00: Highest Honors

These academic honors are recorded on diplomas, certificates, and transcripts.

## Student Right to Cancel Enrollment

You may cancel your enrollment in the Kaiser Permanente School of Allied Health Sciences, without any penalty or obligation during the first seven (7) working days from the initial start date of the program. Procedures for enrollment cancellation can be found in the enrollment agreement and the student performance factsheets published 2016 and later. Tuition refund policies for enrollment cancellations are published in this catalog under the *Tuition Refund Policy*, p. 101.

## Withdrawal

Students will be withdrawn from a course or program under one of two circumstances:

1. Student fails to attend a course or program for 14 consecutive calendar days and does not communicate with a school representative regarding their absence or intent to continue with their education. This is termed an administrative withdrawal, and a Date of Determination will be assigned based on the 14<sup>th</sup> consecutive calendar day of non-attendance.
2. Student completes a Course/Program Withdrawal Form (available at [www.kpsahs.edu](http://www.kpsahs.edu)) and submits it to Student Records. The Date of Determination is the date the form is received by Student Records.

It is the student's responsibility to seek advising from KPSAHS faculty and/or staff on the impact of the course withdrawal on their academic program of study. Refer the Tuition Refund Policy (p.##) for impact on refunds (if any).

## Leave of Absence

A leave of absence differs from a withdrawal in two key ways:

1. It is only granted for the following reasons:
  - a. personal medical issue
  - b. active military duty
  - c. family medical leave (as defined by the Family Medical Leave Act)
  - d. academic remediation
2. Additional privileges are granted upon re-entry:
  - a. Any didactic course work for which a student has received an incomplete grade may be cleared within the first quarter of the student's return to KPSAHS; any clinical coursework must be completed prior to issuing a certificate and/or diploma.
  - b. Tuition will be charged at the rate specified in the student's original enrollment agreement.
  - c. Student permitted to continue education upon return.
  - d. If KPSAHS can provide coursework as specified in the catalog at time of initial enrollment, the school will do so. If not, the student will need to complete academic requirements as specified in the catalog at time of re-enrollment.

Students may request a leave of absence by completing the leave of absence form (available at [kpsahs.edu](http://kpsahs.edu)) and providing requested supporting documentation within ten (10) business days of the last day of attendance. At the discretion of the dean of academic affairs, a leave of absence may be granted for up to one year for students in good academic standing. Extensions may be approved by the dean of academic affairs.

Returning students must complete the pre-enrollment process as outlined under the Re-Entry Following Withdrawal or Leave of Absence process.

### *Return of Campus ID/Access Badge*

After a student is no longer actively enrolled at KPSAHS for any reason (cancellation, withdrawal, leave of absence, graduation, or dismissal), the ID/access badge must be returned within 30 days of the date of cancellation or withdrawal.

### *Grades Assigned After Course or Program Withdrawal*

Grades will be awarded based on the methodology below:

- **During the add/drop period (first seven business days of the academic term)**, students who drop a course may do so without penalty, and no grade will be recorded on the student's permanent record.
- **After the first seven business days but before the eighth week of the term**, students who withdraw from a course will be given a grade of "W" for Withdrawal.
- **Beginning in the eighth week and up to the end of the term**, students who withdraw from a course shall be given a grade other than a "W" (in other words, students will receive an A, A-, B+, B, B-, C+, C, F, P, NP, or IC).

Date of withdrawal is defined as the student's last day of attendance OR the last day of the academic term in which the student successfully completed coursework, whichever is later.

## **Re-Entry Following Withdrawal or Leave of Absence**

### ***Eligibility for Degree Program Re-Entry after Withdrawal***

Students who withdraw from a program in good academic standing are eligible for re-admission within one year after their withdrawal. Re-admission is not guaranteed and depends upon availability of didactic and clinical space. If space is not available, the student will not be allowed to re-enter the program.

Tuition charges will be based on the catalog in effect at time of re-entry, and an administrative fee will be assessed.

### ***Eligibility for Degree Program Re-Entry after Leave of Absence***

All students returning after a Leave of Absence (LOA) are eligible to return by the date identified in their leave of absence documentation. Students on an LOA for medical reasons will be expected to provide physician clearance for their return.

### ***Re-Entry Requirements for Degree Programs: Auditing of Clinical or Lab Course***

Students returning after a leave of absence, dismissal, or withdrawal from a degree program may be required to audit a clinical or lab course prior to resuming academic and/or clinical course work. No academic credits are awarded for audited courses. The date at which the student resumes course work for academic credit is defined as the official date of re-entry. Course audit requirements will be determined by the program director.

### ***Re-Entry Timeline***

#### ***At least six months prior to re-entry***

Students who have withdrawn are required to submit a letter to Student Records (records@kpsahs.edu) and the program director requesting re-admission to the program, identifying the term of the student's return.

#### ***Four to six months prior to re-entry:***

Program director will communicate in writing to the student, confirming:

1. Space availability.
2. Identification of course requirements which must be satisfied to complete the certificate or degree. In most cases, student withdrawal suspends catalog rights and students will be subjected to academic requirements in catalog at time of re-entry.
3. Remedial course work and completion of additional clinical education

The student and program director will sign a written agreement of terms for re-admission. The student will not be re-admitted if he/she fails to complete the agreement requirements by the due date.

#### ***Academic quarter prior to re-entry (zero to three months):***

Re--admitted students are usually expected, upon their return, to complete one quarter of clinical education or laboratory skills remediation before returning to their program's didactic courses. This clinical/laboratory time does not satisfy official program clinical hour requirements and will be transcribed as an audited course ("AU") for zero academic credits.

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## Online Course Requirements

### *Required Equipment*

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

- Personal Computer with Internet Access
- Microsoft Office Suite
- Web browser (most recent version)
- Web camera with audio capabilities (Required for participation in online WebEx classwork.)
- Ability to record audio and video
- Ability to send / upload files

### *Learning Management (LMS) Training*

Students are oriented to the KPSAHS Learning Management System (LMS) during their program/class orientation. Any student not familiar with accessing the LMS will be given access and instruction by the Department of Instructional Learning and Digital Innovation or assigned faculty.

### *Online Course Instructor Response Time*

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

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## Student Records

### **Student Records Retention Policy**

KPSAHS maintains student records for an indefinite period of time.

### *Phlebotomy*

Laboratory Field Services requires KPSAHS to disclose that the student record for the phlebotomy program includes attendance record, copy of "California Statement of Phlebotomy Practical Training" form, copy of the certificate of Completion, Arterial Observation Record, and all clinical documents, including time sheet, evaluations, and daily draw log.

### **Student Transcripts**

Students and graduates can request official transcripts through the <http://www.kpsahs.edu> website by completing a transcript request form. Fees for transcripts are described in the *Fees* section of this catalog (p. 103). Refer to the policy on *Student Record Holds* (p. 114) for circumstances under which transcripts may be withheld.

Students can view unofficial transcripts from the student portal.

### **Diplomas and Certificates**

Students can request a photocopy of a previously issued certificate / diploma or a reissuance of a certificate / diploma through the [www.kpsahs.edu](http://www.kpsahs.edu) website by completing the applicable form. Fees for photocopies or reissuance are described in the *Fees* section of this catalog (p. 103).



## **Student Rights and Privacy of Student Records (FERPA)**

KPSAHS has implemented relevant provisions under the Family Educational Rights and Privacy Act of 1974 (FERPA) for maintenance, accuracy, and privacy of student records and personally identifiable information, as defined in this policy statement. These provisions include the student's right to 1) inspect and review their education records, 2) have some control over the disclosure of information from their education records, and 3) seek to amend incorrect education records.

### ***Education Records***

Education records are defined as records that are 1) directly related to the student, and 2) maintained by KPSAHS. These typically include elements such as admissions documents, course enrollments, grades, and final credential awarded.

Education records are not: sole possession records, employment records, medical records, or post-attendance records.

### ***Student Review of Education Records***

A student or former student has a right to access any and all education records relating to him or her that are maintained by KPSAHS. Students can request a review of their education records by submitting a Request for Review of Academic File form (available from Student Records) to the Student Records Department. Once submitted, KPSAHS staff will contact the student within 45 days to schedule a time during working hours to review the file. File reviews will be conducted with a KPSAHS faculty or staff member present.

If the requested records are not maintained by Student Records, the student will be advised of the correct official to whom the request should be addressed.

### ***Amendment of Education Records***

A student or former student has a right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

A student who wishes to ask the school to amend a record should write the school official responsible for the record. A "school official" can be anyone responsible for the record; for example, an instructor who enters a grade or a program director who enters an advising note. The written request should clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school official decides not to amend the record as requested, s/he will notify the student in writing of the decision. If a student is not satisfied by the response, s/he may choose to escalate their request to the KPSAHS designated records officer, the director of accreditation and compliance. The director of accreditation and compliance will review the request and respond in writing of the decision as well as the student's right to an appeal. Refer to p. 146 of this catalog for appeal processes.

### ***Release of Student Records / Personally Identifiable Information***

No KPSAHS representative shall release the contents of a student record or personally identifiable information to any member of the public without the prior written consent of the student or former student, other than directory information, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by FERPA or other state and federal laws (defined below).

To authorize release of student information to a third party (including parents, employers, or third party funders), complete and submit a FERPA Release Form available at [www.kpsahs.edu](http://www.kpsahs.edu).

### *Disclosures Authorized without Prior Written Consent*

FERPA authorizes the disclosure of the contents of a student record or personally identifiable information under certain conditions:

- To comply with a judicial order or lawfully issued subpoena.
- To school officials with legitimate educational interests.
- To authorized representatives of federal, state, or local education authorities, including the California Bureau for Private Postsecondary Education.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, KPSAHS.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To appropriate officials in connection with a health or safety emergency.
- To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
- To the parent of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance.
- To the IRS for purposes of complying with the Taxpayer Relief Act of 1997.
- To the student.

In addition, KPSAHS may release Directory Information without the student's prior written consent.

### *Directory Information*

KPSAHS has defined Directory Information as:

- Name
- Dates of attendance
- Class level (e.g. Senior)
- Number of units in which enrolled
- Program of study
- Participation in officially recognized activities
- Degrees, certificates, and awards received by students, including academic honors, scholarship awards, athletic awards
- Dean's List recognition
- Email address

Students and former students have a right to non-disclosure of directory information. This right can be exercised by completing a FERPA Directory Information Opt Out Notice, available on [www.kpsahs.edu](http://www.kpsahs.edu), and submitting it to Student Records. Once submitted, the opt out notice will remain in effect until the student or former student formally cancels the opt out notice by submitting written notification to Student Records.

Students cannot use the right to opt out of directory information to remain anonymous in the classroom or be exempted from the requirement to wear an ID badge.

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## Student Services

### Academic Advising

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

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

### Career Services

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

- Individualized Career Plans
- Interview Techniques
- LinkedIn Profile Reviews
- Self-Branding
- Industry Research/Resources
- Job Search Strategies
- Online Applications
- Resume Development

KPSAHS does not provide job placement, which is defined as a guarantee of employment for students and graduates.

### Counseling Services

Students seeking assistance with personal problems can directly contact the Regional Employee Assistance Program (EAP) for an appointment at (510) 987-2357. (Note: this service is available to all students regardless of employment status with Kaiser Permanente.) All associated communications are held in strict confidence. Brochures describing the EAP program can be obtained from Student Services.

### Library

The KPSAHS Library provides a resource for student study and research. The library houses a small print collection of program-specific materials, textbooks, and journals. In addition, the library provides access to all electronic resources through the Kaiser Permanente internal network from computers on campus and from offsite through remote access. Kaiser Permanente's extensive Clinical Library includes databases, full-text electronic journals, subject guides built by professional librarians, point-of-care tools, drug formularies, patient care resources, evidence-based resources, and the library catalog. Students have full borrowing and inter-library loan privileges. Services are provided to assist in research and effective searching methods to support curriculum and school programs. The library is open during normal business hours.

The library at KPSAHS is one branch of 36 kpLibraries within the Kaiser Permanente organization. Students may also use any one of the Kaiser Permanente branch locations during regular business hours to access print resources, the Clinical Library, or request personal assistance from the librarian. The library website is found at: <http://kpsahs.edu/library>.

Refer to the *Student Handbook*, available at [www.kpsahs.edu](http://www.kpsahs.edu), for additional details on circulation of library materials.

## Orientation

Most programs require new students to participate in an online or face-to-face orientation; refer to the *Admissions* portion of this catalog (p. 84 - 99) for specific program requirements. Orientations are tailored to the requirements of specific programs and include a review of the enrollment agreement, curriculum requirements, and catalog. Additional topics may include (but are not limited to) presentations and videos that introduce students to the Kaiser Permanente organization, program expectations, compliance, KPSAHS facilities, and safety protocols required for clinical education.

## Parking

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

## Student Housing

KPSAHS does not provide student dormitory facilities. Availability of housing within the Richmond area begins at \$1,600 for a one bedroom apartment. KPSAHS assumes no responsibility to find or assist students in obtaining housing.

## Tutoring

KPSAHS students can receive individual assistance and tutoring for major coursework from their instructors. Additionally, support for student writing skills is provided through online tutoring; see the college librarian for additional information.

## Veteran's Services

DD214 and U.S. Department of Veteran Affairs Certificate of Eligibility: All veterans are required to provide a copy of their DD214 and certificate of eligibility to the KPSAHS Certifying Official before benefits can begin at KPSAHS. The Certifying Official (the director of admissions) will process student certifications once all requirements have been met.

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# Academic, Personal, and Professional Integrity

## Freedom of Expression

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

## Student Code of Conduct

The Student Code of Conduct is a statement of KPSAHS expectations regarding student standards of conduct, both academic and non-academic. Students are expected to obey all laws and KPSAHS policies and regulations, as stated in the KPSAHS *Academic Catalog* and *Student Handbook*. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other KPSAHS regulations or policies, including, but not limited to regulations regarding complaints of harassment and discrimination.

Students shall conduct themselves consistent with this Student Code of Conduct while on campus or participating off campus at a KPSAHS-sponsored event.

The following constitute misconduct and grounds for disciplinary action up to and including dismissal from the program. **This list is not exhaustive but is intended to provide specific examples of conduct that is prohibited by KPSAHS**

- Dishonesty, such as cheating, fabrication, lying, plagiarism, knowingly furnishing false information, or reporting a false emergency to KPSAHS.
- Forgery, alteration, misappropriation or theft, misuse of any KPSAHS or college document, record, key, electronic device, or identification.
- Misrepresentation of oneself or of an organization to be an agent of KPSAHS.
- Obstruction or disruption, on or off KPSAHS property or its affiliated clinical sites, of the KPSAHS educational process, administrative process, disciplinary procedures, or other KPSAHS functions and activities.
- Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking any member of the KPSAHS community.
- Willful misconduct which results in an injury or death of a student or KPSAHS personnel or results in cutting, defacing, or other damages to any real or personal property owned by KPSAHS or a member of the KPSAHS community.
- Assault, battery, violence or threat of violence, or behavior that threatens the health and safety of any member of the KPSAHS community.
- Theft of KPSAHS property, or property in the possession of, or owned by, a member of the KPSAHS community.
- Violation of KPSAHS policies or regulations including, but not limited to those concerning the formation and registration of student organizations, the use of KPSAHS facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials.
- Failure to comply with the directions of KPSAHS officials acting in the performance of their duties.
- The use, sale, distribution, or possession on campus of or presence on campus under the influence of, any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professions Code or other California laws, on KPSAHS property or at any KPSAHS sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis.
- Possession, consumption, sale, distribution or delivery of any alcoholic beverage in KPSAHS buildings or on KPSAHS grounds, or at KPSAHS-sponsored or supervised activities, regardless of their location, unless authorized by KPSAHS officials.
- Possession or use of explosives, dangerous chemicals, or deadly weapons on KPSAHS property or at a campus function, without prior authorization of the KPSAHS Administrator.
- Engaging in lewd, indecent, or obscene behavior on KPSAHS-owned or controlled property or at a KPSAHS-sponsored or supervised function.
- Rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the KPSAHS community on KPSAHS property, or at KPSAHS-sponsored or supervised function.
- Unauthorized entry into, unauthorized use of, or misuse of KPSAHS property.

- Willful or persistent smoking in any area where smoking has been prohibited by state or local law or by KPSAHS.
- Knowingly assisting another person in the commission of a violation of the Student Code of Conduct.
- Misuse of computers and networks which includes, but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
- Willful disruption of the orderly operation of the campus.
- Any applicable Penal Code sections, or other applicable local, state, or federal laws.

## Academic Freedom Policy

KPSAHS supports and endorses the American Association of University Professors (AAUP) on the Policy of Academic Freedom. From its source document, Protecting Academic Freedom, KPSAHS has adopted the following Statement of Policy:

*KPSAHS promotes the principles of academic freedom, faculty appointment, and due-process in higher education, through the development of policy statements and application of principles that relate to this subject.*

KPSAHS commits to the following premise:

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

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

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

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

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

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

## Academic Honesty Policy

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

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

### Related Definitions

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

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

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

### Plagiarism

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

- submitting a term paper, examination or other work written by another (constitutes flagrant plagiarism).
- failure to give credit in a footnote 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 submitting 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.

## **Technology Use Policy**

The use of provided technology at KPSAHS is a privilege, not a right. Students are expected to comply with all school policies related to the use of this equipment including all applicable state and federal laws. Failure to abide by these policies will result in termination of the student's privileges to use this equipment and may subject the individual to further disciplinary action up to and including termination from his/her program.

Terms of agreement for use of KPSAHS Technology:

- No student shall utilize KPSAHS computers, internet or on-line resources without completion and approval of a Student Use of KPSAHS Technology Agreement.
- No student shall utilize the Kaiser Permanente wireless connection for any purposes other than educational and must agree to the Acceptable Use Policy upon logging in.
- The KPSAHS system shall be used only for educational purposes related to the student's field of study in a KPSAHS program. Unrelated commercial, political and/or other personal use is strictly prohibited.
- KPSAHS reserves the right to monitor any on-line communications involving our system. Electronic communications, downloaded materials and records of on-line activities are subject to monitoring and review by KPSAHS administration.
- Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive, sexually explicit or that could be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Students are prohibited from accessing information designed to promote violence or illegal behavior, including but not limited to, information concerning the use, purchase or construction of weapons and the use, purchase or development of drugs or other illegal substances.
- Students may not use KPSAHS technology resources for any illegal purpose including accessing information for which access to the user is unauthorized or which is not placed in the public domain.
- Prior to downloading any materials, students will utilize anti-virus technology to ensure that downloaded materials do not contain a virus and result in damage to KPSAHS resources. Students may download materials on the Internet or in the public domain for their own educational use only.
- Students may not vandalize KPSAHS equipment, materials or data. Vandalism includes but is not limited to, the intentional uploading, downloading or creation of viruses and other attempts to harm or destroy KPSAHS equipment, materials or data.

## **Electronic Device Policy**

Use of electronic devices in the classroom is at the discretion of the instructor. These include but are not limited to cell phones, tablets, and laptops.

## **Wi-Fi Use Policy**

Use of 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 Communications

The official method of communication between students and KPSAHS faculty and staff is primarily via the fusemail (KPSAHS.edu) issued email account (if available) or the email account provided by the student during the enrollment process or via the student portal. In order to stay informed and aware, students are required to set up and maintain their email accounts. Students should check email frequently.

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# Campus Policies

## Campus Policies – General Information

KPSAHS has specific policies addressing door security, photo ID access badges, visitors on campus, the student lounge, and the computer laboratory available on campus. Refer to the *Student Handbook* published on <http://www.kpsahs.edu> for additional details.

## Dress Code

KPSAHS requires students to dress professionally for didactic, laboratory, and clinical courses. Refer to the *Student Handbook*, available at [www.kpsahs.edu](http://www.kpsahs.edu), for dress code policy details.

## Drug/Alcoholic Beverage Policy

KPSAHS is a drug and alcohol-free campus. Drugs and alcohol are not allowed anywhere on campus (with the exception of any medically-necessary, drugs legally prescribed to an individual, or over-the-counter medicine). For purposes of this policy, campus shall mean those places where a student is engaged in an authorized KPSAHS activity. The campus includes property owned or leased by KPSAHS; property used by KPSAHS for student participation in academic programs, including off-campus Kaiser Permanente and non-Kaiser Permanente clinical education; and private vehicles while on campus or while being used for official KPSAHS business. Any violation of this policy will be cause for disciplinary action against the student, up to and including dismissal from the program; refer to the *Student Code of Conduct* (p. 138) for additional information.

## Emergency & Disaster Plan

The KPSAHS emergency and disaster plan is available in the *Student Handbook* available at [www.kpsahs.edu](http://www.kpsahs.edu).

## Radiation Safety Requirements

Students are expected to follow radiation safety requirements, specified in the *Student Handbook* available at [www.kpsahs.edu](http://www.kpsahs.edu).

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# Student Grievances, Complaints, and Concerns

Student expression of concerns and suggestions for change are welcomed. If a student has an issue or concern, the student should ordinarily attempt to resolve the matter by making an informal complaint to the individual involved. If contacting the person involved does not resolve the problem to the complainant's satisfaction, or if the student does not feel comfortable addressing their concern to the individual involved, the student may utilize the Concern/Issue Reporting Form (available at [www.kpsahs.edu](http://www.kpsahs.edu)). Forms may be submitted to the [complaints@kpsahs.edu](mailto:complaints@kpsahs.edu) email address. All concerns will be investigated by the appropriate KPSAHS staff and/or faculty member under the oversight of the Associate Regional Administrator.

## Concern/Issue Reporting Form

Students, clinical instructors, or anyone involved with KPSAHS may use the “Concern/Issue Reporting Form” to report concerns to KPSAHS. All concerns will be investigated by the appropriate individual designated by the Associate Regional Administrator. All Concern/Issue Reporting 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 question, misunderstanding, grievance, or appeal. Any issue or concern involving a student at KPSAHS or in a clinical facility will ordinarily be addressed using the process below:

### KPSAHS Campus

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

### Clinic Affiliate

1. The student should first discuss his/her problem or question to their clinical instructor. Usually the clinical instructor will have direct knowledge about the subject and is best qualified to resolve the situation.
2. If the student and clinical instructor are unable to find an immediate solution or answer, the student may then bring the matter to the attention of the clinical coordinator. The student should feel free to discuss the matter fully.
3. If the student and clinical coordinator are unable to find an immediate solution or answer, the student should then discuss the situation with the appropriate program director, who will make the final determination in the situation.
4. If the student is dissatisfied with the process at any point, they can utilize the *Appeal* process.

## Formal Disciplinary Action Process

The KPSAHS corrective Disciplinary Action Process is intended as a problem-solving approach to address issues to correct individual performance and/or behavioral conduct both in the academic and clinical environments. The Disciplinary Action Process includes advising, verbal warning, written letter of warning, suspension, and dismissal. Depending on the severity of the situation or violation, and at the discretion of the dean of academic affairs, the associate regional school administrator, or the administration of KPSAHS, the decision may be made to skip levels of disciplinary action, including moving directly to immediate dismissal from the program for the first infraction.

### Advising

Advising is the first step to make the student aware he/she is not in compliance with school policies and/or procedures. It consists of a documented discussion with school staff and should make the student aware of school policies and expectations moving forward.

### **Verbal Warning**

A Verbal Warning occurs when a student violates or continues to violate a policy or procedure. A student who receives a Verbal Warning will meet with the KPSAHS faculty or staff member giving the warning to discuss the issue, clarify the expectations, and agree upon a corrective action plan to include measurements of achievement and time line.

### **Written Letter of Warning**

A Written Letter of Warning is a serious formal disciplinary warning from the program director, who may consult with the faculty, clinical affiliate representative, and/or KPSAHS Associate Regional School Administrator. A student shall receive no more than one (1) 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 and write a corrective action plan, which includes expectations, measurements of achievement, and the time frame in which the student is expected to meet the performance or behavioral standards. The program director and student will discuss and agree to the corrective action plan and sign the agreement plan. If the action plan is not met, further disciplinary action may occur. Depending on the severity of the issue/problem, suspension or dismissal from the program may be warranted.

### **Suspension**

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

School administrators may suspend a student while investigating alleged inappropriate conduct. Inappropriate conduct includes, but is not limited to:

- violations of the 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., HIPAA, breach of confidentiality)
- cheating or plagiarizing

### **Dismissal**

Dismissal from the program is final, subject to the limited appeal process below. Dismissed students will not be readmitted. The program director consults with the faculty, Kaiser Permanente Legal, and KPSAHS administrators, to determine 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 Academic Catalog

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

## Appeals

An appeal 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 KPSAHS.

The appeal processes, including relevant timelines, are described below.

### *Informal Appeal 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 five (5) business days to initiate the formal appeal process.

### *Formal Appeal Process*

If the student is dissatisfied with the result of the informal appeal process or chooses not to engage in the informal appeal 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 Disciplinary Process Appeal Form" form (published on [www.kpsahs.edu](http://www.kpsahs.edu)) and following the process outlined below:

1. Submit the form and any accompanying documentation to the 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 dean of academic affairs.
2. Barring exceptional circumstances, the program director or dean of academic affairs will make a determination on the issue and respond to the student in writing within five (5) business days. A request for appeal will be granted if the program director or dean of academic affairs determines that it is more likely than not that a procedural or substantive error occurred in the disciplinary decision that gave rise to the appeal. In addition to reviewing the student's file, the materials accompanying the appeal and any other relevant documentation, the program director (or dean 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 dean of academic affairs, if applicable), does not agree with the decision, s/he may pursue a second, final appeal of this decision to the KPSAHS administration. This final appeal must be filed no later than three (3) business days of receipt of the response from the program director or dean of academic affairs. To initiate this final appeal, the student must complete an additional Disciplinary Process Appeal Form and submit the form, along with any relevant documentation, to the KPSAHS administration.
4. Barring exceptional circumstances, KPSAHS administration will make a determination and respond to the student in writing within five (5) business days. A request for appeal will be granted if KPSAHS administration determines that it is more likely than not that a procedural or substantive error occurred in the disciplinary decision that gave rise to the appeal or in the first level of appeal.
5. In addition to reviewing the student's file, the materials relevant to the first appeal, the materials accompanying the request for the second appeal and any other relevant documentation, KPSAHS administration reserves the right to interview the student, any KPSAHS faculty or staff member, or any other involved individual in order to gather relevant information
6. The decision of KPSAHS administration is final and binding.

Questions about student grievances, complaints, concerns, or questions about the student disciplinary process may be directed to: the director of accreditation and compliance.

#### ***Filing a Complaint with the Bureau for Private Postsecondary Education (BPPE)***

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

#### ***Filing a Complaint with the Joint Review Committee on Education in Radiologic Technology (JRCERT)***

Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contact of the JRCERT should not be a part in the formal institutional/program grievance procedure. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, only then may he or she submit allegations of non-compliance directly to the JRCERT.

Contact information for the JRCERT can be found on p. 10 of this catalog.

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## Federal and State Regulatory Policies

### Nondiscrimination Policy

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

Equal educational opportunity includes, but is not limited to the following admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, and employment.

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

### Nondiscrimination Procedures

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

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

- Ensure the complainant understands that if a complaint is to be filed, it must be submitted on a KPSAHS Concern / Issue Reporting Form (available at [www.kpsahs.edu](http://www.kpsahs.edu)) and be submitted within 120 days of the incident.
- The form will be submitted to the 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.

### Open Enrollment Policy

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

### Review of Catalog and School Performance Fact Sheet

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

## **Sexual Harassment**

Sexual harassment is a form of sex discrimination. It is the policy of KPSAHS to provide an educational environment free from any form of sexual harassment directed at any student or other person while engaged in business activities for or with KPSAHS.

### ***Examples of Sexual Harassment***

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

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

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

KPSAHS is committed to fully investigating and resolving complaints of sexual harassment. Any student who feels he/she has been sexually harassed should contact the dean of academic affairs. The dean of academic affairs will investigate the complaint and provide a formal response within fourteen (14) calendar days of receipt. Should the student wish to appeal the response, the appeal should be directed to the Associate/Regional School Administrator, who will review the investigation and provide a formal response to the appeal within fourteen (14) calendar days after the appeal is received.

## **Americans with Disabilities Act**

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

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

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

Process for requesting an accommodation:

1. The student will meet with the dean of academic affairs to provide the required documentation.
  - a. Documentation must be current (cannot exceed 5 years) and must be from a certified and licensed professional (i.e. medical professional, psychologist or learning disability specialist). The dean of academic affairs has the discretion to determine what type of



professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodation requested.

- b. To ensure that any possible accommodations are implemented within the present quarter, students must provide notice with all required materials within the first two (2) weeks of a quarter. Providing notice after the first two (2) weeks of a quarter is certainly welcome and encouraged but students should be aware of the possibility that any possible accommodations may be implemented in the quarter immediately following.
  - c. Any and all possible accommodations that are provided only apply to courses following the issuance of those accommodations and cannot be "retroactively" applied to any previous coursework.
2. The dean of academic affairs will review and determine the appropriate accommodations following an individualized assessment of each request and will meet with the student to discuss.
3. Accommodations will be documented in a formal "KPSAHS Letter of Accommodation" signed by the dean of academic affairs which the student will need to provide to the instructor(s) at the beginning of every term for the slated accommodation to be provided. You must submit a copy of this letter to your instructor(s) at the beginning of every term for the slated accommodation to be provided.
4. Once approved and in place, if a student does not feel his or her accommodations are being met, then the student should contact the program director or dean of academic affairs to discuss the issue.



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## Regulatory Disclosures

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

The transferability of credits you earn at the Kaiser Permanente School of Allied Health Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, diploma, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Kaiser Permanente School of Allied Health Sciences to determine if your credits, certificate, diploma, or degree will transfer.

### Articulation Agreements

KPSAHS has not entered into articulation or transfer agreements with any other college or university for the acceptance of KPSAHS academic credits.

### Institutional Financial Solvency

KPSAHS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

### Prior Experiential Learning and Challenge Exams

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

### Social Media Privacy Policy

KPSAHS representatives shall not require or request a student, prospective student, or student group to do any of the following:

- Disclose a user name or password for accessing personal social media.
- Access personal social media in the presence of the institution's employee or representative.
- Divulge any personal social media information.

"Social media" is defined as an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations.

## Academic Calendar 2018 - 2019

Winter Quarter	2018	2019
New Year's Day (Holiday)	January 1, 2018	January 1, 2019
First day of Instruction	January 2, 2018	January 2, 2019
Last day to Add/Drop a Class	January 10, 2018	January 10, 2019
MLK Birthday (Holiday)	January 15, 2018	January 21, 2019
President's Day (Holiday)	February 19, 2018	February 18, 2019
Last day to drop a class with a W grade	February 16, 2018	February 15, 2019
Last day of Instruction	March 16, 2018	March 15, 2019
Final Exams*	March 19 – 23, 2018	March 18 – 22, 2019
Inter-quarter break	March 26 – 30, 2018	March 25 – 29, 2019
Spring Quarter	2018	2019
First Day of Instruction	April 2, 2018	April 1, 2019
Last Day to Add/Drop a Class	April 10, 2018	April 9, 2019
Last day to drop a class with a W grade	May 18, 2018	May 17, 2019
Memorial Day (Holiday)	May 28, 2018	May 27, 2019
Last day of Instruction	June 15, 2018	June 14, 2019
Final Exams*	June 18 – 22, 2018	June 17 – 21, 2019
Inter-quarter break	June 25 – 29, 2018	June 24 – 28, 2019
Summer Quarter	2018	2019
First Day of Instruction	July 2, 2018	July 1, 2019
Last Day to Add/Drop a Class	July 11, 2018	July 10, 2019
Independence Day (Holiday)	July 4, 2018	July 4, 2019
Last day to drop a class with a W grade	August 17, 2018	August 16, 2019
Labor Day (Holiday)	September 3, 2018	September 2, 2019
Last day of Instruction	September 14, 2018	September 13, 2019
Final Exams*	September 17 – 21, 2018	September 16 – 20, 2019
Inter-quarter break	September 24 – 28, 2018	September 23 – 27, 2019
Fall Quarter	2018	2019
First Day of Instruction	October 1, 2018	September 30, 2019
Last Day to Add/Drop a Class	October 9, 2018	October 8, 2019
Last day to drop a class with a W grade	November 16, 2018	November 15, 2019
Thanksgiving (Holiday)	November 22 – 24, 2018	November 28 – 30, 2019
Last day of Instruction	December 14, 2018	December 13, 2019
Final Exams*	December 17 – 21, 2018	December 16 – 20, 2019
Inter-quarter Break	December 24, 2018 – January 1, 2019	December 23, 2019 – January 1, 2020
Christmas (Holiday)	December 25, 2018	December 25, 2019

\*Final exams are generally scheduled in week twelve; exceptions may occur.

## Orientation & Graduation Calendars

### Orientation Calendar 2018 - 2019

Program orientations are required for all incoming students. Dates are subject to change.

Program	For students who begin...	Date(s)
Diagnostic Medical Sonography	Spring 2018	March 26 - 28, 2018
Medical Assisting	Spring 2018	March 26 - 28, 2018
Nuclear Medicine	Spring 2018	March 26 - 28, 2018
Phlebotomy	Spring 2018	March 22, 2018
Health Care Ethics	Summer 2018	TBD
Radiologic Technology (Evening)	Summer 2018	June 25 - 27, 2018
Medical Assisting	Fall 2018	September 24 - 26, 2018
Phlebotomy	Fall 2018	TBD
Radiologic Technology (Day)	Fall 2018	September 24 - 26, 2018
Diagnostic Medical Sonography	Spring 2019	March 25-27, 2019
Medical Assisting	Spring 2019	March 25-27, 2019
Nuclear Medicine	Spring 2019	March 25-27, 2019
Phlebotomy	Spring 2019	TBD
Health Care Ethics	Summer 2019	TBD
Radiologic Technology (Evening)	Summer 2019	June 24-26, 2019
Medical Assisting	Fall 2019	September 23-25, 2019
Phlebotomy	Fall 2019	TBD
Radiologic Technology (Day)	Fall 2019	September 23-25, 2019

### Graduation Ceremony Calendar, 2018 - 2019

Dates are subject to change.

Graduation Cohort	Graduation Date
Diagnostic Medical Sonography graduates September 2018	September 21, 2018
Health Care Ethics graduates June 2018	
Medical Assisting graduates June 2018	
Phlebotomy graduates December 2017 – September 2018	
Radiologic Technology graduates September 2018	
Diagnostic Medical Sonography graduates September 2019	TBD
Health Care Ethics graduates June 2019	
Medical Assisting graduates December 2018 and June 2019	
Nuclear Medicine Technology graduates March 2019 and September 2019	
Phlebotomy graduates December 2018 – September 2019	
Radiologic Technology graduates September 2019	

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## Administration

### Board of Directors

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## Addendum to the 2018 Catalog<sup>1</sup>

*Published October 5, 2018*

Page	Page Section	Change	Addendum Date
6	Mission, Vision, Values Statements	<p>Add a new section to the page titled “Public Good Statement” and add underlined text below.</p> <p><b><u>Public Good</u></b>  <u>KPSAHS serves the public good, without profit, by...</u></p> <ul style="list-style-type: none"> <li>• <b><u>Economic Development:</u></b> <u>Providing career-focused education to a diverse student population to improve graduates’ socioeconomic mobility.</u></li> <li>• <b><u>Advancing Health Care:</u></b> <u>Educating high-quality, health care professionals who serve the healthcare needs of their communities with compassion.</u></li> <li>• <b><u>Civic Engagement:</u></b> <u>Preparing graduates for civic engagement through development of ethical reasoning, critical thinking, and an appreciation for diversity.</u></li> <li>• <b><u>Community Engagement:</u></b> <u>Engaging with local communities through outreach events, community service, skills training, in-class projects, and continuing education.</u></li> </ul>	06/22/2018
13	(n/a)	Add certification information for medical assisting included in this addendum.	03/28/2018
13	Phlebotomy	<p>Replace all content under Phlebotomy – Basic and Advanced certification and licensure requirements with the following:  <u>To achieve licensure as a Certified Phlebotomy Technician I (CPT I) in the State of California, students must:</u></p> <ul style="list-style-type: none"> <li>• <u>Be a high school graduate, possess a GED, or demonstrate completion of general education courses at an accredited college or university.</u></li> <li>• <u>Successfully complete training in a phlebotomy program accredited by the California Department of Public Health.</u></li> <li>• <u>Pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health</u></li> </ul>	03/28/2018
18	Diagnostic Medical Sonography	Remove Program Director Nee Barnor, R.D.M.S.	03/28/2018

<sup>1</sup> Dated January 1, 2018 – December 31, 2018

Page	Page Section	Change	Addendum Date
18	Diagnostic Medical Sonography	<i>Add</i> new Program Director <u>Susan D. Heppell, R.D.M.S.</u> <u>B.S.; University of San Francisco, San Francisco, CA;</u> <u>Organizational Behavior and Leadership Development</u> <u>Certificate; Foothill College, Los Altos, CA; Sonography</u> <u>Certificate; Kaiser Permanente School of Radiology,</u> <u>Richmond, CA; Radiography</u>	06/22/2018
35	Medical Assisting A.S. Program Description	A Certificate of Completion in Medical Assisting is also offered; refer to catalog addenda content on subsequent pages.	09/13/2018
35-37	Medical Assisting A.S. Program Description	<i>Replace</i> pages 35 – 37 with updated program description at the end of this addendum.	03/28/2018
40 - 43	Medical Assisting Course Descriptions	<i>Add</i> <u>underlined</u> text to the course descriptions noted below:  MA 30 EKG Technology MA 30L EKG Technology Lab <u>Students will not have their ECG Technician test results released by NCCT until all medical assisting graduation requirements are met and diplomas issued at the end of the program.</u>  MA 92 Phlebotomy Clinical <u>Students will not receive their phlebotomy certificates of completion nor have Phlebotomy Technician (NCPT) test results released by NCCT until all medical assisting graduation requirements are met at the end of the program.</u>  MA 93 Clinical Rotation <u>Prerequisites</u> <ul style="list-style-type: none"><li>• <u>MA 25/25L Medical Business Practices and Lab</u></li><li>• <u>MA 30L Medical Assistant Skills Lab I</u></li><li>• <u>MA 32 Pharmacology</u></li><li>• <u>MA 36/36L EKG Technology and Lab</u></li><li>• <u>MA 40/40L Phlebotomy and Lab</u></li></ul>	03/28/2018
47	Bachelor of Science in Nuclear Medicine Technology – Academic Requirements	<i>Remove</i> course below: <del>NM 3252 Clinical Experience Education I</del> <i>Replace</i> with: <u>NM 325 Clinical Education I</u>	03/28/2018

Page	Page Section	Change	Addendum Date
48	Bachelor of Science in Nuclear Medicine Technology – Academic Requirements	<i>Edit</i> courses as noted below: <ul style="list-style-type: none"> <li>NM 335 Clinical <del>Experience</del> Education II</li> <li>NM 445 Clinical <del>Experience</del> Education III</li> <li>NM <del>452</del> <u>455</u> Clinical <del>Experience</del> Education IV (<del>5.5 credits</del>) (<u>8.5 credits</u>)</li> <li>NM 465 Clinical <del>Experience</del> Education V (<del>5.5 credits</del>) (<u>2.5 credits</u>)</li> </ul>	09/6/2018
50 - 51	Bachelor of Science in Nuclear Medicine Technology – Course Descriptions	<i>Edit</i> course credit assignments as noted below: <ul style="list-style-type: none"> <li>NM 455 Clinical Education IV – <del>5.5 credits</del> <u>8.5 credits</u></li> <li>NM 465 Clinical Education V - <del>5.5 credits</del> <u>2.5 credits</u></li> </ul>	09/6/2018
57	Bachelor of Science in Radiologic Technology – Day Track Academic Requirements	<i>Edit</i> course name as noted below:  RD 311 <del>Physics and Instrumentation</del> <u>Radiographic Physics</u>	03/28/2018
59 – 60	Bachelor of Science in Radiologic Technology – Evening Academic Requirements	<i>Edit</i> “Quarter Completed” column for each of the courses noted below: RD 342 Radiation Biology & Protection – <u>Qtr 5</u> RD 451 Sectional Anatomy for Radiographers – <u>Qtr 6</u> RD 460 Applied Pathology for Radiographers – <u>Qtr 7</u> RD 461 Professional Career Development – <u>Qtr 7</u> RD 470 Applied Radiographic Topics – <u>Qtr 8</u>	06/22/2018
60	Bachelor of Science in Radiologic Technology – Evening Track Academic Requirements	<i>Edit</i> course name by adding underlined text:  RD 470 Applied Radiographic Topics <u>**</u> ** Offered in hybrid format	03/28/2018
63	RD 340 Radiographic Procedures IV Course Description	<i>Add</i> <u>underlined</u> text to course description:  Positioning of the critical patient, <u>geriatric</u> and the pediatric for various procedures is addressed.	06/22/2018
66	Prior Course Prefixes and Names	<i>Edit</i> course name as noted below: RD 311 <del>Radiologic</del> Radiographic Physics	03/28/2018
66	Prior Course Prefixes and Names	<i>Correct</i> the prior course prefix identified for RD 312 Medical Imaging as noted below: RD <del>404</del> <u>102</u>	03/28/2018

Page	Page Section	Change	Addendum Date
79	Breast Ultrasound Fellowship – Program Structure	<i>Add</i> underlined text to end of paragraph: <u>Didactic course work may be scheduled at the Kaiser Permanente Medical Offices in Martinez, California.</u>	09/13/2018
82-83	Physician Assistant Fluoroscopy	<p><i>Replace</i> program description and admission requirements with content below:</p> <p><b>Physician Assistant Fluoroscopy</b>  The Physician Assistant (PA) Fluoroscopy program provides a didactic and clinical learning experience to current physician assistants in the use of fluoroscopy to produce medical images. Graduates who successfully complete the didactic and clinical education are eligible to sit for California Department of Public Health – Radiologic Health Branch’s examination for the Fluoroscopy Permit.</p> <p>Completion Requirements (to be completed within three quarters):</p> <ul style="list-style-type: none"> <li>• 40 hours of didactic instruction (offered online only, in an asynchronous manner, self-paced)</li> <li>• 40 hours of clinical education</li> </ul> <p>The forty (40) hours of online didactic instruction covers radiation safety issues consistent with Title 17 regulatory provisions: anatomy and physiology; the radiobiologic effects on human tissue; image intensification; image recording systems; and facility design, survey, and quality assurance.</p> <p>After successful completion of the didactic final exam, students progress to 40 hours of clinical education under a supervising medical doctor. <b>The clinical portion must be completed at a Kaiser Permanente School of Allied Health Sciences (KPSAHS) affiliated clinical site with a Physician Supervisor holding a California Radiology Supervisor/Operator permit OR a California Fluoroscopy Supervisor/Operator permit.</b> Upon final submission of time sheets and procedure logs evidencing successful completion of 40 hours of clinical education, a certificate of completion is issued. This certificate of completion is then used to confirm eligibility for a Physician Assistant Fluoroscopy Permit exam and licensure through the State of California.</p> <p><b>Admissions Requirements</b></p> <ul style="list-style-type: none"> <li>• Students must be Physician Assistants working at Kaiser Permanente in Northern California at a site with a permitted, supervising Physician Assistant.</li> <li>• Students must be licensed by the State of California and submit a copy of their California PA license.</li> </ul>	10/05/2018

Page	Page Section	Change	Addendum Date
91	Degree Programs – Student Enrollment Process	<p>Add a paragraph at end of section:</p> <p><b><u>Clinical Site Orientation</u></b></p> <p><u>Some students may be required to attend a clinical site orientation prior to the start of the program.</u></p>	09/13/2018
109	Schedule of Student Charges – Medical Assisting	<p>Replace existing schedule of student charges with the one at the end of this addendum.</p>	03/28/2018
117	New Section: Credit for Prior Experiential Learning	<p>Add the following prior to the “Assessment” header:</p> <p><b><u>Credit for Prior Experiential Learning</u></b></p> <p><u>Credit for prior learning is awarded only based on the mechanisms (e.g., standardized exams, credit evaluations) described in the Acceptance of Transfer Credit Policy.</u></p>	09/13/2018
123 – 123	Receiving Care for Major Injuries during Clinical Education	<p>Replace all references in this section describing the <u>Occupational</u> Health Clinic with the <u>Employee</u> Health Clinic.”</p>	03/28/2018
130	Standards of Satisfactory Academic Progress / Minimum Academic Achievement	<p>Add <u>underlined</u> text under the second paragraph:</p> <p><u>Students in “good academic standing” are those who have not been placed on academic probation based on the program criteria identified below.</u></p>	03/28/2018
130	Accessing Final Grades	<p>Add header and text below after the section <i>Accessing Final Grades</i>.</p> <p><b><u>Grade Appeals</u></b></p> <p><u>Students wishing to appeal their final grades should follow the process described in the Student Grievances, Complaints, and Concerns section of this catalog.</u></p>	03/28/2018
152	Academic Calendar	<p>Add the 2019 – 2020 Academic Calendar at the end of this addendum.</p>	06/22/2018
152	Academic Calendar	<p>Add two asterisks (**) to the phrase “Inter-quarter break” each time it appears. Add footnote:</p> <p><u>**Some students may be required to attend a clinical site orientation during inter-quarter break.</u></p>	09/13/2018
153	Graduation Ceremony Calendar	<p>Edit right column heading by adding underlined text: Graduation <u>Ceremony</u> Date</p>	09/13/2018



Page	Page Section	Change	Addendum Date
154	Board of Directors	<p><i>Add:</i></p> <p><b><u>Charlotte Royeen, Ph.D.</u></b>  <u>Dean of the College of Health Sciences</u>  <u>Professor of Occupational Therapy</u>  <u>Rush University</u></p> <p><i>Remove:</i>  Mary Joe Williams  Managing Director, Medical Group Support Services  The Permanente Medical Group, Inc.</p>	06/22/2018
154	Board of Directors	<p><i>Add:</i></p> <p><b><u>Brian Missett, M.D.</u></b>  <u>Associate Executive Director</u>  <u>The Permanente Medical Group</u></p> <p><i>Remove:</i>  Victoria M. O’Gorman  Medical Group Administrator  The Permanente Medical Group</p>	09/13/2018
155	Administrators	<p><i>Add administrator below:</i></p> <p><b>Kim Jeffries</b>  <i>Student Records Coordinator</i>  M.S.; California State University, East Bay, Hayward, CA;  Health Care Administration  B.A.; Holy Names University, Oakland, CA; Business  Management</p>	09/13/2018
156	Faculty	<p><i>Edit degree for faculty member below:</i></p> <p><b>Kelly Angel, R.T.(R)(M)(CT)(MR)(ARRT), C.R.T. (M)(F)</b>  M.Ed.; Norwich University, Northfield, VT; Educational  <u>Technology Leadership</u></p>	09/13/2018
156	Faculty	<p><i>Remove faculty member below:</i></p> <p>Nee Barnor, R.D.M.S.</p>	03/28/2018
156	Faculty	<p><i>Edit degree for faculty member below:</i></p> <p><b>Lori Blok, C.N.M.T.(CT), C.R.T.</b>  B.A.; California State University, Long Beach, CA; Physical  <u>Sciences Education</u></p>	09/13/2018
156	Faculty	<p><i>Edit degree for faculty member below:</i></p> <p><b>Tosca Bridges, R.T.(R)(CT)(QM)(ARRT)</b>  B.S.; William Carey College, Hattiesburg, MS; <u>Health Related</u>  <u>Professions, Concentration in Radiologic Technology</u></p>	09/13/2018

Page	Page Section	Change	Addendum Date
156	Faculty	<p>Add faculty member below:</p> <p><b>David A. Browett</b>  <i>Adjunct Faculty</i>  Nuclear Medicine  B.S.; University of Victoria, Victoria, B.C. Canada  Diploma; British Columbia Institute of Technology, Burnaby, B.C., Canada; Nuclear Medicine Technology</p>	10/05/2018
156	Faculty	<p>Edit certificate for faculty member below:</p> <p><b>Jared Cedar</b>, R.T.(R)(CT)(ARRT), C.R.T.  Certificate; New York Methodist Bartone School of Radiography, Brooklyn, NY; <del>Radiography</del> <u>Radiological Technologist</u></p>	09/13/2018
156	Faculty	<p>Edit faculty member below:</p> <p><b>Bert Christensen</b>, R.T. (R)(T)(ARRT)(CRT)  <i>Program Director</i>  General Education  <u>Educator</u>  <u>Radiologic Technology</u>  M.B.A.; Golden Gate University, San Francisco, CA; Business Administration  B.S.; Weber State University, Ogden, UT; Radiation Therapy  <del>A.S.</del>; A.A.S. Weber State University, Ogden, UT; <del>General Education</del> WSU Major  Certificate; Humboldt State University, Arcata, CA; Institutional Research</p>	09/13/2018
157	Faculty	<p>Add faculty member below:</p> <p><b>Susan D. Heppell</b>, R.D.M.S.  <i>Program Director</i>  Diagnostic Medical Sonography  B.S.; University of San Francisco, San Francisco, CA; Organizational Behavior and Leadership  Certificate; Foothill College, Los Altos, CA; Sonography  Certificate; Kaiser Permanente School of Radiology, Richmond, CA; Radiography</p>	06/22/2018
157	Faculty	<p>Add faculty member below:</p> <p><b>Simon Lam</b>, R.T.(R)(CT)(ARRT)  <i>Educator / Clinical Coordinator</i>  Radiologic Technology  A.S.; City College of San Francisco, San Francisco, CA; Diagnostic Imaging</p>	10/5/2018

Page	Page Section	Change	Addendum Date
158	Faculty	Add faculty member below <b>Darnell Nesbitt</b> , R.D.M.S. M.B.A.; Capella University, Minneapolis, MN; Entrepreneurship B.S.; Capella University, Minneapolis, MN; Health Care Management	07/06/2018
158	Faculty	Add <u>underlined</u> educational credentials: <b>Theresa Olivares</b> , R.T.(R)(M)(ARRT) <i>Educator / Clinical Coordinator</i> Radiologic Technology <u>B.S.; University of Phoenix, Phoenix, AZ; Psychology</u> <u>Certificate of Completion; United States Air Force, School of Health Care Sciences, Sheppard, TX; Radiologic Specialist</u>	03/28/2018
158	Faculty	Add new faculty member: <b>Jane Rizzo</b> , R.D.M.S <i>Adjunct Faculty</i> Diagnostic Medical Sonography	03/28/2018
158	Faculty	Add new faculty member: <b>Brenda Schroder</b> , R.C.S. <i>Adjunct Faculty</i> Diagnostic Medical Sonography Certificate of Completion; Michigan School of Cardiovascular Sonography, Sault Ste. Marie, MI; Cardiovascular Sonography	07/06/2018
158	Faculty	Add new faculty member: <b>Michelle Wilson</b> , R.D.M.S., R.D.C.S. <i>Adjunct Faculty</i> Diagnostic Medical Sonography Ed.D.; University of Wyoming, Laramie, WY; Adult Education M.S.; University of Wyoming, Laramie, WY; Instructional Technology B.S.; Seattle University, Seattle, WA; Diagnostic Medical Ultrasound	10/05/2018

## Certification / Licensure Requirements<sup>1</sup>

Program	Examination Boards or State Licensing Agencies	Certification / Licensure Requirements
Medical Assisting	<p>National Center for Competency Testing (NCCT)  <a href="https://www.ncctinc.com/">https://www.ncctinc.com/</a></p> <p>Students and graduates from the KPSAHS “Medical Assisting Program” are eligible to take the National Certified Medical Assistant (NCMA) exam. Approval through January 21, 2021.</p>	<p>Multiple paths identified on NCCT webpage. The path open to all MA graduates:</p> <ol style="list-style-type: none"> <li>1. Be a high school graduate or hold an equivalent credential (GED).</li> <li>2. Pass the NCMA exam</li> <li>3. Graduate from an approved NCCT-approved medical assisting program.</li> <li>4. Submit documentation within two years of successful program completion</li> </ol>
Medical Assisting – ECG (EKG) Technician	<p>National Center for Competency Testing (NCCT)  <a href="https://www.ncctinc.com/">https://www.ncctinc.com/</a></p> <p>Students and graduates from the KPSAHS “Medical Assisting Program” are eligible to take the National Certified ECG Technician (NCET) exam. Approval through January 21, 2021.</p>	<p>Multiple paths identified on NCCT webpage. The path open to all MA graduates:</p> <ol style="list-style-type: none"> <li>1. Be a high school graduate or hold an equivalent credential (GED).</li> <li>2. Pass the NCET exam</li> <li>3. Graduate from an approved NCCT-approved ECG program.</li> <li>4. Submit all documentation must within two years of successful program completion</li> </ol>

<sup>1</sup> Certification and licensure requirements are accurate at time of catalog publication; students should review requirements from each agency for the most up-to-date information.

Program	Examination Boards or State Licensing Agencies	Certification / Licensure Requirements
Medical Assisting - Phlebotomy	<p>National Center for Competency Testing  <a href="http://www.ncctinc.com">www.ncctinc.com</a></p> <p>California Department of Public Health  <a href="http://www.cdph.ca.gov">www.cdph.ca.gov</a></p>	<p>To achieve licensure as a Certified Phlebotomy Technician I (CPT I) in the State of California, students must:</p> <ul style="list-style-type: none"> <li>• Be a high school graduate, possess a GED, or demonstrate completion of general education courses at an accredited college or university.</li> <li>• Successfully complete training in a phlebotomy program accredited by the California Department of Public Health.</li> <li>• Pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health</li> </ul>

## Medical Assisting (Associate of Science)

### Program Director

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

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

A.S.; Carrington College, Medical Assisting

A.A.; Chabot College, Liberal Arts Faculty

### Faculty

Faculty are listed in *Faculty* section of this catalog, p. 156-158.

### Admissions Requirements

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

- High school diploma or GED
- College-level course work: Students must complete specific college-level courses at a regionally accredited institution with a grade of “C” or higher in the subjects below. KPSAHS does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits and earned at an institution with regional accreditation. Prerequisite course descriptions are provided on pages 85 – 87 of this catalog.
  - Written Communication (“Freshman Composition”)
  - Arts/Humanities (any course in these disciplines)
  - Mathematics (Intermediate Algebra or higher)

### Certification / Licensure Requirements

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

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

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

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

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

#### *Phlebotomist*

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

1. Be a high school graduate, possess a GED, or demonstrate completion of general education courses at an accredited college or university.

2. Successfully complete training in a phlebotomy program accredited by the California Department of Public Health.
3. Pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health. Students enrolled in the program are eligible to take the National Certified Phlebotomy Technician (NCPT) exam offered through the National Center for Competency Testing (NCCT).

The combination of the three phlebotomy courses (MA 40 Phlebotomy, MA 40L Phlebotomy Lab, and MA 92 Phlebotomy Clinical) together constitute an approved phlebotomy program with the State of California. The California Department of Public Health oversees phlebotomy licensure in the State of California; refer to their web site at [www.cdph.ca.gov](http://www.cdph.ca.gov) for the most up to date information. Information specific to obtaining licensure as a phlebotomist can be found on their web site at: <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist.aspx>.

Evidence of completion of the KPSAHS phlebotomy program will not be issued to the student nor NCCT until the student has met all graduation requirements for the associate of science in medical assisting.

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

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

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

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

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

#### *Program Description*

The Associate of Science in Medical Assisting program provides didactic, laboratory, and clinical learning experiences to enable students to enter the workforce as entry-level medical assistants after fifteen (15) months of training at KPSAHS. In addition, students will be qualified to work as ECG / EKG technicians, phlebotomists, or medical office assistants. Students will learn both front and back office medical office skills performed within the scope of practice of a medical assistant. Major topics include pharmacology, phlebotomy, medical law and ethics, interpersonal communications, and medical clinical procedures.

This program is unique from other programs offered in the Northern California area because students are eligible to take and pass national credentialing examinations to achieve certification as an ECG Technician as well as phlebotomy licensure in the State of California, thereby enhancing employment opportunities upon graduation.

Students should expect to undergo a rigorous admissions process in which applicants must demonstrate they have met the program pre-requisites by completing twelve quarter credits of college level work as well as successfully passing drug tests and a physical wellness exam.

After the first two quarters of didactic and laboratory training, students will begin their clinical experiences. Travel to selected healthcare facilities in the area is to be expected.

### ***Mission Statement***

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

### ***Educational Goals***

- Educate competent and compassionate medical assistants, medical administrative assistants, phlebotomists, and ECG technicians capable of functioning in any environment.
- Provide a complete, up-to-date competency-based curriculum.
- Prepare the student to think critically and anticipate clinical needs while developing skills in team building.
- Instill appropriate attitudes and fosters affective growth in providing care and responding to the needs of a diverse service population.

### ***Program Learning Outcomes***

Successful program graduates will demonstrate the following attributes:

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

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

<i>U.S. Department of Labor's Standard Occupational Classification (SOC) Code</i>	<i>Employment Position(s)</i>
29-2031	Cardiovascular Technologist and Technician
31-9092	Medical Assistant
31-9097	Phlebotomist
43-6013	Medical Secretary and Administrative Assistant

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

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



### ***Medical Assistant Duties***

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

### ***Phlebotomist Duties***

Phlebotomists collect blood samples and units for laboratory tests, transfusions, donations, or research. Phlebotomists who work in medical clinics and hospitals are called Certified Phlebotomy Technicians (CPTs) and generally collect blood samples based on a physician's order. The blood specimen, once taken, is then sent for diagnostic testing in a laboratory. Phlebotomists must be aware of the patient's well-being before, during, and immediately following the blood collection. Their work requires explaining each procedure to patients and donors, as well as communicating with other staff and laboratory personnel.

### ***Electrocardiography (ECG or EKG) Technician Duties***

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

### ***Physical Requirements***

- Stand and/or walk up to 6 ½ hours throughout an eight (8) hour shift
- Lift and move a minimum of 50 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

### ***Program Length***

The 15-month (5 quarters, 78 quarter credits) medical assisting program provides didactic, laboratory, and clinical education. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

### ***Program Structure***

The program builds from in-person, hybrid, and online didactic course work to laboratory training and clinical experience. Clinical experience occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises.

### ***Graduation Requirements***

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

**2018 SCHEDULE OF STUDENT CHARGES - MEDICAL ASSISTING PROGRAM**  
**ASSOCIATE OF SCIENCE**

**Tuition and Fees listed apply to students beginning education programs January 1, 2018 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee	65.00	At Time of Application
	Registration Fee (Non Refundable)	275.00	Prior to Pre-Enrollment
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1 Fall 2018	Tuition	1,404.00	
	Insurance	25.00	
	Student Tuition Recovery Fund (STRF) Fee	-	
	Lab Fee	150.00	
	Educational Materials and Lecture Notes	100.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,754.00</b>	<b>September 21, 2018</b>
Quarter 2 Winter 2019	Tuition	1,404.00	
	Insurance	25.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,654.00</b>	<b>December 21, 2018</b>
Quarter 3 Spring 2019	Tuition	1,404.00	
	Insurance	25.00	
	NCCT Test Sitting Fees	25.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,679.00</b>	<b>March 22, 2019</b>
Quarter 4 Summer 2019	Tuition	1,404.00	
	Insurance	25.00	
	NCCT Test Sitting Fees	50.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	<b>Subtotal</b>	<b>1,704.00</b>	<b>June 21, 2019</b>
Quarter 5 Fall 2019	Tuition	1,404.00	
	Insurance	25.00	
	Lab Fee	150.00	
	Materials Fees	75.00	
	Graduation Fee	225.00	
	<b>Subtotal</b>	<b>1,879.00</b>	<b>September 20, 2019</b>
	<b>Total</b>	<b>9,010.00</b>	

**For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.**  
**Prices subject to change.**

**ESTIMATED COST OF BOOKS AND SUPPLIES PURCHASED FROM OUTSIDE VENDORS**

Quarter	Description	Amount
Quarter 1	Books	1,316.00
	Lab kit	400.00
	(2) Pair of Scrubs and 1 Lab coat	137.00
Quarter 2	Books	
	Lab kit	345.00
Quarter 3	Books	179.00
Quarter 4	Books	88.00
Quarter 5	Books	
	<b>Total</b>	<b>2,465.00</b>
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$ 11,475.00</b>

## Academic Calendar 2019 – 2020

<b>Winter Quarter</b>	<b>2019</b>	<b>2020</b>
New Year's Day (Holiday)	January 1, 2019	January 1, 2020
First day of Instruction	January 2, 2019	January 2, 2020
Last day to Add/Drop a Class	January 10, 2019	January 10, 2020
MLK Birthday (Holiday)	January 21, 2019	January 20, 2020
President's Day (Holiday)	February 18, 2019	February 17, 2020
Last day to drop a class with a W grade	February 15, 2019	February 14, 2020
Last day of Instruction	March 15, 2019	March 13, 2020
Final Exams*	March 18 – 22, 2019	March 16 - 20, 2020
Inter-quarter break	March 25 – 29, 2019	March 23-27, 2020
<b>Spring Quarter</b>	<b>2019</b>	<b>2020</b>
First Day of Instruction	April 1, 2019	March 30, 2020
Last Day to Add/Drop a Class	April 9, 2019	April 7, 2020
Last day to drop a class with a W grade	May 17, 2019	May 15, 2020
Memorial Day (Holiday)	May 27, 2019	May 25, 2020
Last day of Instruction	June 14, 2019	June 12, 2020
Final Exams*	June 17 – 21, 2019	June 15 – 19, 2020
Inter-quarter break	June 24 – 28, 2019	June 22-26, 2020
<b>Summer Quarter</b>	<b>2019</b>	<b>2020</b>
First Day of Instruction	July 1, 2019	June 29, 2020
Independence Day (Holiday)	July 4, 2019	July 3, 2020
Last Day to Add/Drop a Class	July 10, 2019	July 8, 2020
Last day to drop a class with a W grade	August 16, 2019	August 14, 2020
Labor Day (Holiday)	September 2, 2019	September 7, 2020
Last day of Instruction	September 13, 2019	September 11, 2020
Final Exams*	September 16 – 20, 2019	September 14-18, 2020
Inter-quarter break	September 23 – 27, 2019	September 21 – 25, 2020
<b>Fall Quarter</b>	<b>2019</b>	<b>2020</b>
First Day of Instruction	September 30, 2019	September 28, 2020
Last Day to Add/Drop a Class	October 8, 2019	October 6, 2020
Last day to drop a class with a W grade	November 15, 2019	November 13, 2020
Thanksgiving (Holiday)	November 28 – 30, 2019	November 26 – 28, 2020
Last day of Instruction	December 13, 2019	December 11, 2020
Final Exams*	December 16 – 20, 2019	December 14-18, 2020
Inter-quarter Break	December 23, 2019 – January 1, 2020	December 21, 2020 – January 1, 2021
Christmas (Holiday)	December 25, 2019	December 25, 2020

\*Final exams are generally scheduled in week twelve; exceptions may occur.

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## Medical Assisting Certificate - Certification / Licensure Requirements<sup>1</sup>

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

Program	Examination Boards or State License Agencies	Certification / Licensure Requirements
Medical Assisting	National Center for Competency Testing (NCCT) <a href="https://www.ncctinc.com/">https://www.ncctinc.com/</a>  Students and graduates from the KPSAHS "Medical Assisting Certificate Program" are eligible to take the National Certified Medical Assistant (NCMA) exam. Approval through January 21, 2021.	Multiple paths identified on NCCT webpage. The path open to all MA graduates: <ol style="list-style-type: none"><li>1. Be a high school graduate or hold an equivalent credential (GED).</li><li>2. Pass the NCMA exam</li><li>3. Graduate from an approved NCCT-approved medical assisting program.</li><li>4. Submit documentation within two years of successful program completion</li></ol>
Medical Assisting – ECG (EKG) Technician	National Center for Competency Testing (NCCT) <a href="https://www.ncctinc.com/">https://www.ncctinc.com/</a>  Students and graduates from the KPSAHS "Medical Assisting Program" are eligible to take the National Certified ECG Technician (NCET) exam. Approval through January 21, 2021.	Multiple paths identified on NCCT webpage. The path open to all MA graduates: <ol style="list-style-type: none"><li>1. Be a high school graduate or hold an equivalent credential (GED).</li><li>2. Pass the NCET exam</li><li>3. Graduate from an approved NCCT-approved ECG program.</li><li>4. Submit all documentation must within two years of successful program completion</li></ol>

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<sup>1</sup> Certification and licensure requirements are accurate at time of catalog addendum publication; students should review requirements from each agency for the most up-to-date information.

## Medical Assisting (Certificate of Completion)

### *Program Director*

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

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

A.S.; Carrington College, Medical Assisting

A.A.; Chabot College, Liberal Arts Faculty

### *Faculty*

Faculty are listed in *Faculty* section of this catalog, p. 156-158, and in the catalog addendum.

### *Admissions Requirements*

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

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

### *Certification / Licensure Requirements*

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

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

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

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

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

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

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

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

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

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

### ***Program Description***

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

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

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

### ***Mission Statement***

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

### ***Educational Goals***

- Educate competent and compassionate medical assistants, medical administrative assistants, and ECG technicians capable of functioning in any environment.
- Provide a complete, up-to-date competency-based curriculum.
- Prepare the student to think critically and anticipate clinical needs while developing team building skills.
- Instill appropriate attitudes and fosters affective growth in providing care and responding to the needs of a diverse service population.

### ***Program Learning Outcomes***

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to successfully and professionally communicate with diverse groups and with other members of the health care team.
- *Critical Thinking:* Graduates will be able to effectively utilize critical thinking skills to recognize and problem solve situations related to the medical office environment.
- *Patient Care and Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care.

- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in medical assisting, EKG and emergency procedures while maintaining a safe work environment and staying within the ethical and legal boundaries of the Medical Assistant's scope of practice.
- *Teamwork:* Graduates will be able to function effectively as part of the health care team and understand the process and perform the duties for clinical support.
- *Administrative Skills:* Graduates will be able to perform administrative duties to manage the office and the ambulatory care environment.

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

<i>U.S. Department of Labor's Standard Occupational Classification (SOC) Code</i>	<i>Employment Position(s)</i>
29-2031	Cardiovascular Technologist and Technician
31-9092	Medical Assistant
43-6013	Medical Secretary and Administrative Assistant

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

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

#### **Medical Assistant Duties**

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

#### **Electrocardiography (ECG or EKG) Technician Duties**

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

#### **Physical Requirements**

- Stand and/or walk up to 6 ½ hours throughout an eight (8) hour shift
- Lift and move a minimum of 50 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

#### **Program Length**

The 12-month (4 quarters, 43 quarter credits) medical assisting certificate program provides didactic, laboratory, and clinical education. Refer to the *Academic Calendar*, p. 152, for major holidays and break periods.

#### **Program Structure**

The program builds from in-person and hybrid didactic course work to laboratory training and clinical experience. Clinical experience occurs at partnering medical centers and medical offices in Northern California. Program participants can expect substantial off-campus study and preparation for classroom lecture and lab exercises.

### **Graduation Requirements**

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



## Medical Assisting (Certificate of Completion) Academic Requirements

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

\* Also a major course

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

## **Course Descriptions**

### **AP 16 Introduction to Anatomy & Physiology**

2.0 credits

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

1.0 credits

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

Courses are co-requisites.

### **COMM 25 Interpersonal Communications**

2.0 credits

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

### **MA 11 Introduction to Medical Assisting**

2.0 Credits

### **MA 11L Introduction to Medical Assisting**

1.5 Credits

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

Courses are co-requisites.

### **MA 17 Medical Terminology for Allied Health Professionals**

2.5 credits

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

Offered in hybrid format.

### **MA 19 Academic Professional Development I**

2.0 credits

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

### **MA 21 Medical Assistant Diagnostic Procedures**

2.0 credits

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

*Corequisite:*

- MA 21L Medical Assistant Diagnostic Procedures Lab

### **MA 21L Medical Assistant Diagnostic Procedures Lab**

1.0 credits

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

*Corequisite:*

- MA 21 Medical Assistant Diagnostic Procedures

### **MA 27 EKG Technology**

2.0 credits

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

1.0 credits

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

Courses are co-requisites.

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

1.5 credits

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

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

1.0 credit

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

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

2.0 credits

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

*Corequisites:*

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

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

1.0 credit

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

knowledge of the overall responsibilities during a routine shift.

*Corequisite:*

- MA 33 Medical Assisting with Medical Specialties

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

1.0 credit

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

*Corequisites:*

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

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

2.0 credits

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

2.0 credits

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

Courses are co-requisites.

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

1.5 credits

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

### **MA 43 Clinical Rotation**

10.5 credits

The purpose of this course is to further introduce the student to procedures performed as a Medical Assistant, and to provide the student with greater opportunities to gain practical experience. During this quarter of clinical education, the student is expected to develop the competency to perform simple clinical procedures with progressively less assistance. Specific rotation objectives will be noted in the competency lists. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care and safety practices

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

1.5 credits

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

Offered in hybrid format.

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## Admissions: Medical Assisting (Certificate of Completion)

Admission to the medical assisting certificate 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 is not obligated to admit all applicants who meet the minimum admission criteria. Final selection of students shall be made by KPSAHS, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws.

KPSAHS complies with the Rehabilitation Act of 1973 and the Americans with Disability Act, as set forth in the Services for Students with Disabilities policy.

### Admission Deadlines

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

### Admissions Documentation

The following documents are to be provided when applying for each of the programs noted below:

#### Application Materials Required by Program

	College Transcripts	High School Diploma or GED	Resume	Letters of Reference (2)	Evidence of Job Shadowing
Medical Assisting Certificate Program	Not Required	X	X	X	Not Required

Descriptions of required documentation for transcripts, high school diploma/GED, resumes, letters of reference, and evidence of job shadowing is provided in the following four sections.

### High School Diploma or GED

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

### Resume

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

### Letters of Reference

Students should submit two (2) signed, original letters dated within six months of the application date.

### Application Process

Submission of a completed application requires two steps.

#### Step 1: Online Application (includes application form and uploads)

- Complete the online application available at [www.kpsahs.edu](http://www.kpsahs.edu). If applying to more than one program, separate applications are to be completed for each program.
- Pay the required application fee (p. 103).

- Upload two (2) letters of reference.
- Upload resume (2 pages maximum).

Please do not upload official transcripts; these are to be mailed as described in Step 2.

## **Step 2: Mail Official Transcripts / GED Documentation**

Official transcripts should be mailed to:

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

*Please note:*

- Transcripts/GED documentation postmarked after the application deadline will not be accepted.
- Students applying to multiple programs are required to submit multiple sets of transcripts.
- Students whose transcripts reflect a name other than that used in the online application form should alert KPSAHS staff by emailing [admissions@kpsahs.edu](mailto:admissions@kpsahs.edu) or calling the Admissions department at 510-231-5123.

## **Selection Process**

### **Interviews**

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

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

### **Class Selection**

Class selection will begin at the conclusion of the interview process.

All applicants will be notified of the student selection status. Applicants not accepted to a program may re-apply during any subsequent application period and must complete the entire application process.

## **Acceptance Procedure**

Accepted students must complete the following:

- Formally respond in writing to the "Student Acceptance Letter," which will be sent via email. Failure to respond by stated deadline will result in forfeiture of enrollment for the stated application period.
- Pass 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 (see fee schedule, p. 103).
- Attend the mandatory KPSAHS pre-enrollment meeting.
- Attend the mandatory KPSAHS program orientation. Orientation dates are provided on p. 153.

### **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.

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

Conviction of a crime is not an automatic bar to admission. All circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate cancellation of student eligibility. Should the background check reveal that the student cannot enroll in the program, the acceptance will be rescinded. Questions should be directed to the Admissions Department at 510-231-5123.

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 health care 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. The pre-admission examination must be performed at the Kaiser Permanente Employee Health Services office in Oakland, CA.

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**

Payment of the registration fee 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](http://mykpsahs.com) under My Finances.

### **New Student Orientation**

Accepted 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 Academic Catalog, Program Expectations, Compliance, and KPSAHS Facility and Safety procedures.



**2019 SCHEDULE OF STUDENT CHARGES  
EVENING MEDICAL ASSISTING CERTIFICATE PROGRAM**

**Tuition and Fees listed apply to students beginning education programs January 1, 2019 and later**

Pre-enrollment	Fees	Amount	Due Date
	Application Fee <sup>1</sup>	65.00	At Time of Application
	Registration Fee <sup>2</sup>	275.00	Prior to Pre-Enrollment
	<b>Subtotal</b>	<b>340.00</b>	
Quarter	Tuition/Fees	Amount	Due Date
Quarter 1 Winter 2019	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	Student Tuition Recovery Fund (STRF) Fee <sup>1</sup>	-	
	Lab Fee <sup>1</sup>	150.00	
	Educational Materials and Lecture Notes <sup>1</sup>	100.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,425.00</b>	<b>December 21, 2018</b>
Quarter 2 Spring 2019	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,325.00</b>	<b>March 22, 2019</b>
Quarter 3 Summer 2019	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	NCCT Test Sitting Fees <sup>1</sup> - EKG Certificate	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	<b>Subtotal</b>	<b>1,350.00</b>	<b>June 21, 2019</b>
Quarter 4 Fall 2019	Tuition <sup>3</sup>	1,075.00	
	Insurance Fee <sup>1</sup>	25.00	
	NCCT Test Sitting Fees <sup>1</sup> - Medical Assisting Certificate	25.00	
	Lab Fee <sup>1</sup>	150.00	
	Materials Fees <sup>1</sup>	75.00	
	Graduation Fees <sup>1</sup>	225.00	
	<b>Subtotal</b>	<b>1,575.00</b>	<b>September 20, 2019</b>
	<b>Total</b>	<b>6,015.00</b>	

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

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

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

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

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

**ESTIMATED COST OF BOOKS AND SUPPLIES PURCHASED FROM OUTSIDE VENDORS**

Quarter	Description	Amount
Pre Enrollment	Pre Enrollment Screening	140.00
Quarter 1	Books	843.43
	Lab kit	300.00
	(2) Pair of Scrubs	100.00
Quarter 2	Books	94.00
	EKG Tech( NCCT) Exam Cost	90.00
Quarter 3	Books (Interactive Review)	50.00
Quarter 4	Medical Assisting NCMA (NCCT) Exam Cost	90.00
	<b>Total</b>	<b>1,707.43</b>
<b>ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$ 7,722.43</b>

**2018 Tuition Rate**

Tuition by Credit Hour (\$100 per credit hour x 43 credit hours) **4,300**

Tuition by Quarter (\$1075 per quarter x 4 quarters) **4,300**

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## Academic Policies

### Acceptance of Transfer Credit – Course Credit Inventory

Course Prefix	Transfer Credit	ACE Credit	AP Test Credit	CLEP Test Credit	International Baccalaureate Test Credit	Institutional Challenge Exam Credit
AP16/L	Yes	No	No	No	No	No
MA 17	Yes	No	No	No	No	No
COMM 25	Yes	No	No	No	No	No
MA (all numbers except MA 17)	No	No	No	No	No	No

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## Orientation & Graduation Calendars

### Orientation Calendar 2018 - 2019

Program orientations are required for all incoming students. Dates are subject to change.

Program	For students who begin...	Date(s)
Medical Assisting (Cert)	Winter 2019 (January 2, 2019)	December 17, 2018

### Graduation Ceremony Calendar, 2018 – 2019

Dates are subject to change.

Graduation Cohort	Graduation Ceremony
Medical Assisting Certificate graduates (December 2019)	September 2020