



Student Handbook for CGTC Hemodialysis Programs

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Welcome

Thank you for your interest in the Hemodialysis Program at Central Georgia Technical College. Hemodialysis technologists/technicians are in high demand! Employment in the Hemodialysis field is growing each year as the number of outpatient dialysis facilities continue to increase in Network 6 which includes Georgia, North Carolina and South Carolina. Of the three states, Georgia has the largest number or growth in opening new dialysis care facilities. This can be attributed to the growth in treating people with diabetes, hypertension and glomerular diseases that cause kidney failure. It is part of the mission of this program to prepare CGTC graduates to give care to the people affected by renal diseases and help them to live long and live well.

The Hemodialysis Program at Central Georgia Technical College welcomes applications from all eligible students who wish to pursue a diploma or obtain an embedded certificate for Hemodialysis Patient Care Specialists to include reprocessing training. Admission to the program is NOT a competitive process, however students must have some pre-requisites completed prior to beginning the Hemodialysis Training. These requirements are listed in this handbook. Completion of these requirements allows the student to register for the HECT classes that are required to be successful in obtaining a diploma or embedded certificate.

All required information and transcripts from previous schools must be received in order for the application to be complete and considered and given credit. Please see the student application checklist included to be sure you have completed all requirements.

The Hemodialysis faculty wishes you the best of luck in the application process. If you have any questions regarding the application or our program, please me or an advisor.

Best Wishes!

Sonia Wynne
Program Director

Organizational Chart

Dean of Health Sciences

Dr. Patricia Wynne

Associate Dean of Health Sciences

Richard Ellis

Hemodialysis Program Director/Program Chair

Sonia Wynne

Adjunct Instructors, Hemodialysis

Miracle Walker

Nehal (Nikki) Patel

Program Assistant for Health Sciences

Brenda Cliett

Accreditation

While there is no actual accreditation for the Hemodialysis field, it is one of very few programs in the United States and even worldwide that is an APPROVED training program by the Board of Nephrology Examiners Nursing & Technology. BONENT (popular acronym) is the oldest certifying body for Hemodialysis RN, LPN, and Technologist/technicians both nationally and internationally.

Board of Nephrology Examiners Nursing and Technology, Inc.

100 S. Washington Street, Rockville MD 20850

Phone: (202)- 462-1252 **Fax:** (202)-463-1257

www.bonent.org



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Mission Statement

The Hemodialysis program supports the mission of the Technical College System of Georgia and the mission of Central Georgia Technical College in preparing competent graduates to enter the workforce and to become productive members of the communities of Middle Georgia and its 11-county service area. The faculty is committed to providing accessible high-quality hemodialysis education in a caring environment to meet the diverse and changing health-care needs of the service area and to promote the development of qualified students prepared for the professional role of dialysis technologists/technicians at the entry level. Graduates of this program meet the education requirements to take the Board of Nephrology Examiners Nursing & Technology certification exams including the Certified Hemodialysis Nurse (CHN), Certified Hemodialysis Technologist/Technician (CHT) and the Certified Hemodialysis Water Specialist (CHWS).

Philosophy

The philosophy of the Hemodialysis program reflects the beliefs of the Hemodialysis faculty and is congruent with the mission and goals of CGTC. The faculty believes that in today's modern world of healthcare givers, education for our adult learners should be centered on patient care, patient education, teamwork and collaboration, evidence-based practice, quality improvement, informatics, safety, professionalism and leadership. In a diverse and dynamic society, Hemodialysis provides a holistic, patient-centered approach to meeting needs of individuals, families, and communities.

The hemodialysis faculty views each human being as a unique, holistic individual who possesses dignity and work and is constantly striving to meet physiological and psychosocial needs. Each individual has the right to make decisions regarding healthcare and is accountable for the consequence of these choices. The individual is a member of society as a whole and certain cultural groups and communities within society. Communities are formed based on such factors as geography, race, religion, sex, age, language, ethnicity, economics, and common life experience. As a member of society, each individual learns specific values, attitudes, morals, and practices which influence behaviors and interactions with others. The hemodialysis program acknowledges that health is a dynamic state in which each individual is continually adapting to their environment in order to meet physiological and psychosocial needs.

The hemodialysis department strives to teach students how to work collaboratively and effectively within a team setting. The faculty is dedicated to preparing nurses and technologists/technicians who are caring, competent professionals who possess effective communication skills, which is a foundational, interactive process.

The hemodialysis faculty recognizes that there are constantly evolving needs to improve the quality and the safety of health care and that it is important to teach hemodialysis students the significance of developing a spirit of inquiry to promote the development and implementation of quality improvement strategies to advance health care services. The faculty believes that

learning is a lifelong endeavor for professional development that facilitates personal and professional growth.

The faculty believes that the Hemodialysis Program contributes to communities by preparing Hemodialysis technologists/technicians who are qualified to practice in a safe, professional, and legal manner. Faculty believes the entry-level technologist/technician from CGTC will implement hemodialysis care that reflects integrity, responsibility, and ethical practices. The faculty encourages students to continue their education into other programs (LPN, RN, Business) not only to meet the needs of the local community, state, and nation, but also to advance Hemodialysis caregivers in practice, research, leadership, and education as well as management.

Furthermore, the hemodialysis program at CGTC strives to teach principles, which will prepare the entry-level technologist/technician to integrate information technology resources into the provision of patient care while advocating for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Leadership skills are stressed in preparation for the management of safe, quality patient care for the entry-level technologist/technician.

The faculty believes that learning is a partnership between the faculty, the student, and the patient. The instructor's role is to be a catalyst for student learning and to assist the student in clarifying concepts, problem solving, and developing individual strengths necessary for competent practice. This process creates a social, cultural, and scientific awareness that manifests itself in responsible, professional practice within our communities.

Conceptual Framework

The organizing framework of the Central Georgia Technical College and the Hemodialysis Program curriculum is designed to develop knowledge, skills, and attitudes necessary for the practice of Hemodialysis Technology. It is derived from the mission and philosophy of the program, the college, and The Technical College System of Georgia. Competencies, values, and elements from the American Nephrology Nurses Association (ANNA), Medical Education Institute (MEI Research) and the Board of Nephrology Examiners Nursing & Technology (BONENT) are embedded in the framework.

Concepts

UNDER THE DIRECTION OF THE REGISTERED NURSE: The Hemodialysis Technologist/technician implements/assists in the following:

Evidence Based Care: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal hemodialysis treatments.

Human Flourishing: Can be loosely expressed as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The dialysis technologist/technician helps the individual in efforts to reclaim or develop new pathways toward human flourishing while adjusting to the hemodialysis regimen.

Informatics: The use of information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Technologist Judgement: Hemodialysis Technologists/technicians must employ critical thinking and judgement and integrate them into practice and processes as they make decisions about clinical care under the direction of the Registered Nurse.

Patient Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Professional Identity and Behavior: Involves the internalization of core values and perspectives. These core values become self-evident as the Hemodialysis Technologist/technician learns, gains experience, and grows in the profession. Core values are the most fundamental aspect of working to improve patient outcomes and promote the ideals of the Hemodialysis Technologist/technician profession.

Quality Improvement: Collects and organizes data under the direction of to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Teamwork and Collaboration: Function effectively within inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Student Learning Outcomes

Upon completion of the Central Georgia Technical College Hemodialysis Technology Program, under the direction of a Registered Nurse the graduate will:

1. Prepare and evaluate the patients pre hemodialysis treatment.
2. Prepare a hemodialysis machine for treatment to include proper priming, testing and safety.
3. Identify, prepare and cannulate a hemodialysis vascular access including drawing laboratory orders.
4. Be proficient in Initiation of Hemodialysis treatment and incorporate safety measures.
5. Monitor the hemodialysis patient during hemodialysis and identify treatment complications and interventions.
6. Be proficient in terminating hemodialysis treatments and incorporate safety measures.
7. Prepare the hemodialysis patient and vascular access for discharge and incorporate safety measures
8. Identify reverse osmosis water treatment systems for hemodialysis, the purpose of its components and how the proper testing of them.
9. Be proficient in preparing, processing and reprocessing of hemodialyzers incorporating safety measures.

Program Goals

1. Program Completion: 80% of the students who enter the HECT 1100 class will graduate within two semesters from the Hemodialysis program
2. Graduates will maintain the lifetime 100% pass rates on National Certification Exams (BONENT)
3. Job Placement: more than 75% of the graduates will be employed in the Hemodialysis profession within 6-12 months of graduation
4. Board of Nephrology Examiners Nursing and Technology: The Hemodialysis program will maintain full approval status as an Approved Training Program
5. ESRD Federal Register and State of Georgia ESRD Rules and Regulations: the Hemodialysis Technology program will comply with the regulatory rules, regulations and standards of these agencies.

Statement of Equal Opportunity

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog.

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

Service to Student with Disabilities

If you have a disability and require reasonable classroom accommodations, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the [Special Populations](#) webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Core Performance Standards

Ability	Ability Description
Visual Color Discrimination	The ability to match or detect differences between colors, including shades of color and brightness.
Auditory Attention	The ability to focus on a single source of sound in the presence of other distracting sounds.
Visualization	The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
Multi-limb Coordination	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
Static Strength	The ability to exert maximum muscle force to lift, push, pull, or carry objects.
Extent Flexibility	The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
Hearing Sensitivity	The ability to detect or tell the differences between sounds that vary in pitch and loudness.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Response Orientation	The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
Gross Body Coordination	The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
Reaction Time	The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
Speed of Limb Movement	The ability to quickly move the arms and legs.
Dynamic Strength	The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.

Ability	Ability Description
Depth Perception	The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
Wrist-Finger Speed	The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
Gross Body Equilibrium	The ability to keep or regain your body balance or stay upright when in an unstable position.
Rate Control	The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
Explosive Strength	The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
Dynamic Flexibility	The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.
Spatial Orientation	The ability to know your location in relation to the environment or to know where other objects are in relation to you.
Sound Localization	The ability to tell the direction from which a sound originated.
Night Vision	The ability to see under low light conditions.
Peripheral Vision	The ability to see objects or movement of objects to one's side when the eyes are looking ahead.
Glare Sensitivity	The ability to see objects in the presence of glare or bright lighting.

Program Admission

Curriculum Outline

The Hemodialysis Diploma is a five-semester program including general education courses planned to prepare the graduate nurse to function as a professional nurse in hospitals and other health care facilities. After successful completion of the Associate of Science in Nursing Program, the student will be eligible to apply to test for the state licensing National Council Licensure Examination (NCLEX-RN) in order to practice as a registered professional nurse (RN).

GENERAL EDUCATION COURSES

COURSE NUMBER	COURSE NAME	HOURS
ENGL 1010	Composition and Rhetoric	3
MATH 1012	Math Modeling or College Algebra	3
PSYC 1010	Introduction to Psychology	3
ALHS 1040	Introduction to Healthcare	3
ALHS 1011	Structure and Function of the Human Body	5
COMP 1000	Introduction to Computers	3
TOTAL		20

HEMODIALYSIS COURSES

COURSE NUMBER	COURSE NAME	HOURS
HECT 1100	Hemodialysis Patient Care (Theory)	7
HECT 1120	Hemodialysis Practicum	4
HECT 1130	Reprocessing and Practicum	6
TOTAL		17

37 Semester Hour credits are required for graduation from Hemodialysis Diploma Program. A minimum grade of "C" is required on all courses for the Hemodialysis Diploma program. Please ask an advisor how embedded certificates are achieved.

Curriculum Plan

Course Code	Course Name	Credit Hours	Completed
Learning Support and COLL 1500	Learning Support and College Success and Survival Skills (if indicated by placement)	XX 2	
Hemodialysis (HT12) Core Courses (Gen Ed and Occupational)			
ENGL 1010 *	Fundamentals of English I	3	
MATH 1012 *	Foundations of Mathematics	3	
PSYC 1010 *	Basic Psychology	3	
Total		27	
First Semester			
Course Code	Course Name	Credit Hours	Completed
ENGL 1010	Fundamentals of English I	3	
MATH 1012	Foundations of Mathematics	3	
PSYC 1010	Basic Psychology	3	
ALHS 1040	Introduction to Healthcare	3	
Total		12	
Second Semester			
Course Code	Course Name	Credit Hours	Completed
HECT 1100	Hemodialysis Patient Care (Theory)	7	
ALHS 1011	Structure and Function of the Human Body	5	
Total		12	
Third Semester			
Course Code	Course Name	Credit Hours	Completed
HECT 1120	Hemodialysis Practicum	4	
HECT 1130	Hemodialysis ReUse/Reprocessing and Practicum	6	
COMP 1000	Introduction to Computers Literacy	3	
Total		13	

Criminal Background Check and Drug Screen Policy

Criminal background checks and drug screening are a mandatory requirement for every student who enters healthcare programs at Central Georgia Technical College including the Hemodialysis programs. Students with a criminal background and/or positive drug screen may not be eligible to participate in clinical rotations. Each hospital or clinical facility has the right to refuse a student clinical privilege.

When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This is to prevent the student from being added back into the course/program without prior advisement/approval.

Clinical rotations are a required component of hemodialysis classes. If a student is unable to attend clinical rotations, they are unable to meet the objectives of that course; therefore, they will not be eligible to continue the program. If clinical placement is denied, the student will be withdrawn from the Hemodialysis Program.

For students who are accepted into a rotation with a criminal background, completion of the Hemodialysis Program does not guarantee the student will be eligible to test for certification exams or gain employment.

If a student receives a violation of criminal activity during the course of the program, the faculty has the right to request an updated background check. Each clinical facility has the right to suspend privileges at any time during the duration of the program.

The Clinical Coordinator receives criminal background checks and drug screens. This information is kept confidential and will not be shared with other students, staff members or faculty members.

Clinical Site Determination of CBC and DS

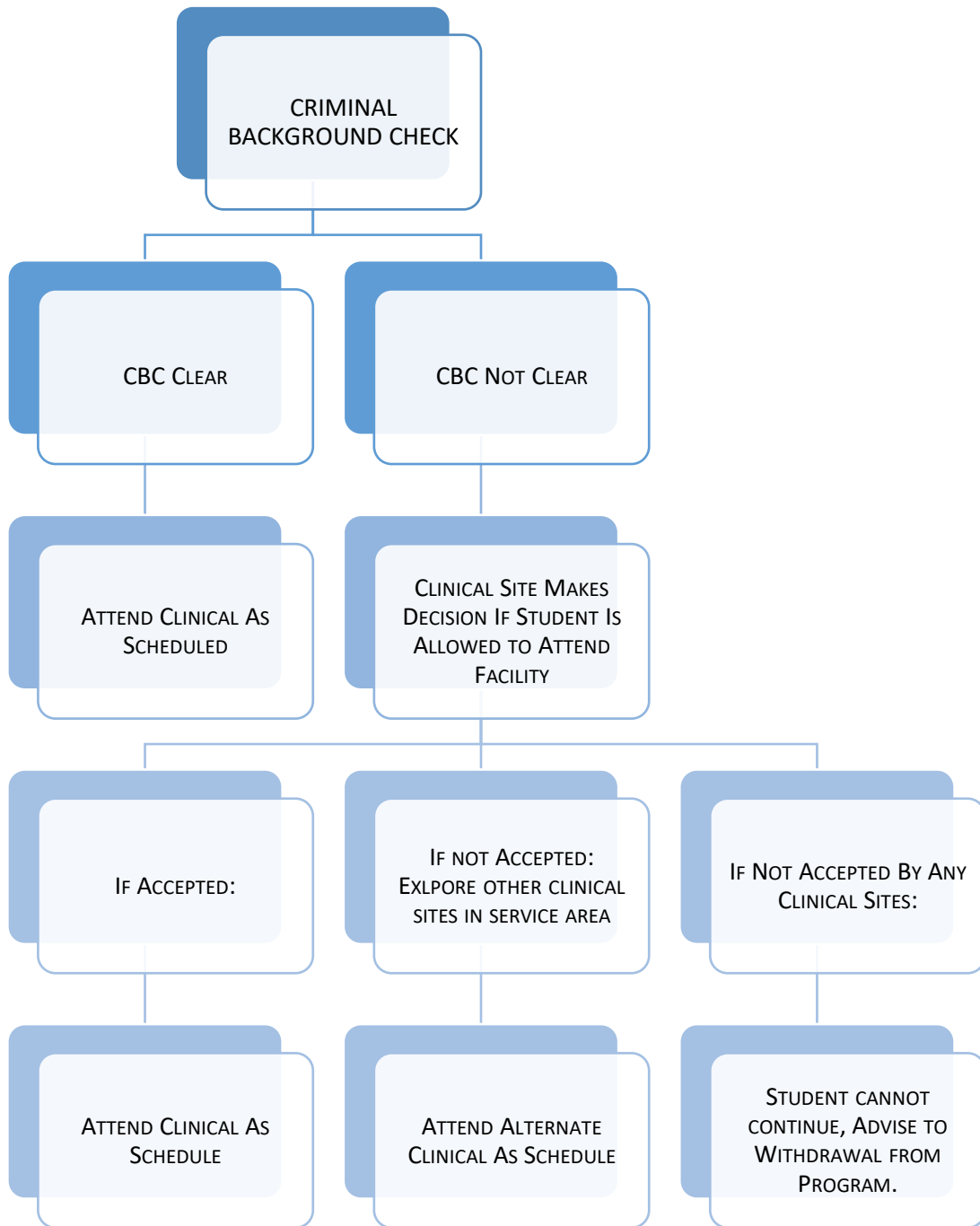


Figure 1 Background Check Flowsheet

Health Requirements

Prior to placement at a hosting clinical affiliate, students must complete a health history form (including an up-to-date record of immunizations) and obtain a physical exam (including an appropriate tuberculin test, Hepatitis B, Influenza, MMR and other lab test) as specified by the college and clinical affiliate. Acceptable times from the time of examination to the commencement of the clinical are established by the clinical site but generally range from six months to one year.

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of the exam and immunizations that indicate the student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. All results are confidential and secured in the Program Director's office. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of the health history form and physical examination form; a copy will be kept in the educational program offices. Faculty will provide the clinical site with copies of their immunizations and health screening results. NOTE: UNFORTUNATELY, STUDENTS MAY NOT EXEMPT IMMUNIZATIONS except for HEPATITIS B, FOR RELIGIOUS OR PHILOSOPHICAL BELIEFS. MEDICAL EXEMPTIONS SHOULD BE DOCUMENTED AND WILL BE REVIEWED BY THE CLINICAL SITE.

The estimated costs for lab work and physical examination are based on the fees of the service provider. Students are at liberty to seek the services indicated at his/her own private physician if so desired.

Health Information

Physical Examination- Must have been completed within the last three months prior to start of clinical rotation. Physical Exam performed by a healthcare provider (Physician, NP, PA).

PPD (two-step) - Must have been completed in the last three months. Positive results require a chest x-ray and follow up with clearance from a physician. The test must be updated annually. You must submit results of the skin test with the signed results to your course coordinator.

MMR-Measles, Mumps, and Rubella Vaccination-You must submit proof of vaccination. You should have received two doses at least one month apart or laboratory evidence of immunity (titers)

Seasonal Flu Vaccine: Annual Influenza vaccine

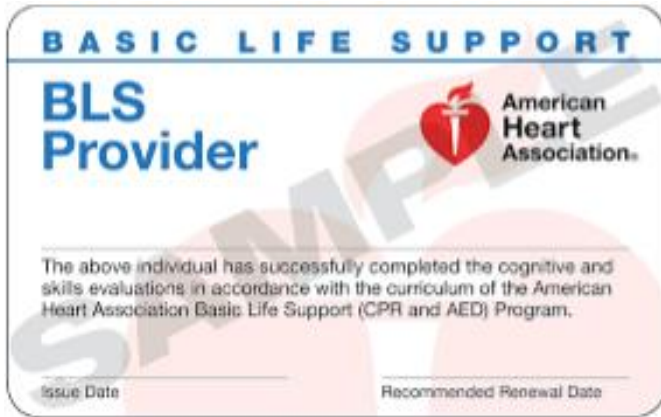
Hepatitis B Vaccination and Titer-This vaccination is administered in three doses. You must submit proof of completion of this vaccination or submit the declination statement. If you have started the vaccination series, please list dates of injections received.

Varicella (Chicken Pox)-You must receive the vaccination or titer. If the blood test indicates no antibodies, you must be immunized for Varicella. You must submit proof of immunization/immunity.

Completion of Basic Life Support/CPR Course

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification. The CPR course will be administered within the ALHS 1040 class and must be completed prior to any clinical rotation assignment; all students are required to take the course.

Only American Heart Association training will be accepted. Proof of Health Care Provider CPR certification including adult, child and infant with AED is required for the entire duration of completing clinical. CPR certification will need to be renewed every two years. The only acceptable CPR card is pictured below:



Academic Dishonesty

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. Any infraction of this policy is detrimental to the students' education and the integrity of the college. Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device.
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Unless otherwise stated in the course syllabus and/or program handbook, students caught in actions of academic misconduct will, on the first offense, be given a grade of zero (0) on the exam or assignment. On the second offense students will be dismissed from class and assigned a grade of F for the course. Repeated offenses should be referred to the appropriate administrator for further disciplinary action,

which may include suspension from the college. Suspension is hereby defined to mean the denial to a student of the right to attend Central Georgia Technical College for a minimum of one semester

Advising

Central Georgia Technical College acknowledges the significance of a program of academic advising. The student is ultimately responsible for obtaining the classes required in his/her program of study although the college offers a structure of academic advising to support the student. Academic advisors are available to help students with his/her academic planning throughout his/her program of study at Central Georgia Technical College. When a student is enrolled in the Hemodialysis Program, the academic advisor should be a Hemodialysis faculty member. Hemodialysis students are advised at the end of the semester before continuation into the semester that follows until graduation. A student is ineligible to continue in the Hemodialysis program if he/she is unsuccessful in scoring a "C" grade (70) in the HECT 1100 class. A student whose grades are below the required 70 in HECT courses at midterm may be advised to withdraw without grade penalty. Please refer to Central Georgia Technical College catalog for further information.

Attendance and Tardy Policy

Class, laboratory and clinical attendance are essential in order for students to achieve success in the hemodialysis program. Students are expected to attend class, lab, and clinical rotations as well as to arrive on time. The instructor should be notified prior to any absence or tardiness. Although unexpected and justifiable isolated incidences may occur, it is the student's responsibility to be aware of his/her own attendance record. Students are expected to account for any absences. It is the student's responsibility to drop the class, although at any time during the semester, a student may be dropped from the course for attendance violation. Students are responsible for information missed during an absence. Clinical absences will be made up at the discretion of the instructor. For any absence, excused or unexcused, the student may be assigned additional clinical or classroom assignments.

Excused Absences

1. The student has a death in his/her immediate family. Documentation is required.
2. The student has a family or sudden illness. The student will provide documentation from a physician's office or hospital visit.
3. Jury Duty with documentation.
4. Military Duty with documentation.
5. The student requests an excused absence in advance. The request for absence must be reasonable and necessary and approved by the Program Director. Documentation is required.
6. Family emergencies or extenuating circumstances. These emergencies are reviewed per individual basis and can only be approved by the Program Director.

Tardiness

Class and exams start on time. The student may be given additional assignment for tardiness. Attendance and being on time is essential in the health-care field. The door to the classroom will be locked at the start of the class time and the student will not be allowed to enter the classroom until the next break. Please be respectful and courteous of your instructors' and other students' time.

Cell Phone Policy

Students are allowed to have cell phones in the classroom environment as long as cell phones are not causing a disruption in the learning process. Students may keep phones on silent or off mode during class. If you need your cell phone on vibrate for any reason, the instructor needs to be notified prior to class. No texting or social media is allowed during class at any time. If any student abuses the cell phone privilege, the student will be asked to leave the classroom and receive a zero for the day's attendance.

Classroom Preparation

Students are expected to be prepared for class. Power-points and handouts will be available on the online course website. It is the student's responsibility to print power-points and handouts prior to class and bring to class. Students are not allowed to bring children into the classroom, computer labs, or skills labs. Students are expected to be dressed in scrubs (top and pants) for both class and lab unless otherwise stated by the instructors.

Communication

A student may communicate with his/her instructor through CGTC email, Canvas, or Blackboard Learn. Students may not request personal cell phone numbers from the instructor.

Computer Use Policy

Students are expected to maintain professionalism during use of the internet access. Federal law prohibits misuse of computer resources. The student handbook describes the crimes which are prohibited by state law in Georgia and the penalties associated with computer crimes. Students are provided a Computer Use Policy agreement that must be signed prior to using computers at Central Georgia Technical College. TCSG's complete Computer Use Policy may be found in the State Board Policy and Procedures Manual.

Examination Policies

- All examinations will be timed. The instructor will notify the students of the time limit allowed.
- Any student sitting for an exam will earn a grade and that is the grade of record.
- Grades will be returned within 48 hours of examination.
- Punctuality and attendance are competencies of the hemodialysis program. It is suggested students plan to arrive at school early on testing days thereby allotting enough time to navigate unexpected obstacles such as malfunctioning vehicles and traffic accidents. In the event of severe weather, the instructor may elect to allow sufficient time to ensure safe driving. Students who are absent/tardy will receive a zero (0) for the exam but will be given an opportunity to make-up the exam at the end of the semester. If the student misses a second exam or the make-up exam, the student will receive a zero on the exam.
- There is no makeup final exam unless the student has jury duty or military duties with documentation.
- All book bags, purses, cell phones, etc. are placed in a central location during exams. Students will turn off their cell phones during exams. A ringing cell phone or vibrating cell phone is a

distraction to students taking exams. If a student's cell phone rings or vibrates during the exam, the student will be asked to relocate to another area and receive a zero on the exam.

- No student discussion during exams.
- Exam proctors may be utilized during exams.
- Students may have assigned seating during exams.
- When a student has completed the exam, he/she must exit the hall. Students testing can hear eager students outside the classroom discussing answers and this serves as a distraction to the testing student.
- Only one student at a time can go to the restroom during testing. Please make an effort to go to the restroom prior to the exam.
- The instructor may elect to separate students or place students in groups or classrooms.
- All assignments must be completed prior to final exam. If completion has not occurred, the student will not be allowed to take final exams and will receive an incomplete in the course.

Exam Remediation

The hemodialysis faculty are dedicated to helping hemodialysis students achieve academic and psychomotor excellence. Students who do not maintain 80% or above on exams are encouraged to seek assistance from a faculty member. Student who do not maintain 70% or above on exam are required to meet with a faculty member. See remediation in progress policy for more information.

Faculty will be available to see students in their office during posted remediation hours. The purpose of these sessions is for the clarification of class content and not to prepare students for upcoming exams. Students should come prepared to ask questions regarding content or materials that they do not understand. Exam remediation appointments allow the student to view areas of deficiency (Topics To Review) and offer the student an opportunity to seek clarification in an area where study is needed. Exam reviews are not an opportunity for students to engage in arguments or disagreements over the answer to a test question.

Any student who engages in inappropriate conversations or displays anger verbally or through physical actions will be dismissed from the classroom/office area. The instructor may discontinue the exam review at any time in the event that a student is inappropriate.

Students are also encouraged to attend open labs to practice and gain competency with hemodialysis skills and remediate or prepare for didactic content. The clinical faculty members staffing the labs are excellent sources of remediation for skills and theory questions. Students are encouraged utilize the open labs for study. The computer classrooms are part of the open labs. Students are encouraged to access the many internet-based learning resources available to them during open lab times.

Exam Review/Development

Exams may consist of a variety of items including multiple-choice items, fill-in-the-blank items, and items asking the student to identify an area on a picture or graphic or multiple-choice items that require the student to select more than one response. Any of these item formats may include charts, tables or graphic images. Drug calculations for hemodialysis treatments will be included on exams. All of the items listed will be scored either right or wrong; no partial credit will be given.

Each examination may contain test questions on content in all assigned readings, computer and video assignments, even when not specifically covered in class. The faculty in the course will determine the number of test items and the percentage of weight given for each unit and final examination.

Faculty using a statistical, item analysis within 48 hours of exam date/time, reviews exams. After reviewing the item analysis for each examination, the total number of questions used will be divided into 100 to obtain the number of points that each question will count. A passing grade on a hemodialysis examination or in a hemodialysis course is 70% or higher.

Grade Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the policy outlined below. The procedures below relate to Academic appeals only. Procedures for submitting appeals for financial aid reinstatement can be found in the financial aid section of the CGTC catalog. Issues related to unfair or poor treatment of students should be addressed to the Executive Director of Conduct, Appeals, and Compliance following the Student Grievance Procedures outlined in this catalog.

*The college reserves the right to refuse consideration of appeals initiated more than one calendar year following the time that the dispute arose or the disputed grade was issued.

Appeals concerning the construction or administration of laws, policies, standards or procedures related to the operation of this institution shall follow the procedures outlined below. Any Central Georgia Technical College employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this policy.

Procedure for Grade and Other Academic Appeals

If the student is appealing a final course grade, it is recommended that a student initially discuss their final course grade with the instructor who assigned the grade. If no solution to the concern is reached, a student has the right to file a written request for review in accordance with the policy outlined below.

1. Appeals should be addressed in writing, using the *Request for Appeal Form*, available online or through any campus Academic Affairs Office. The appeal will be forwarded to the appropriate Academic Affairs Dean or other administrator who has the authority to resolve the matter. The appropriate administrator will resolve the complaint within twenty (20) business days, notify the student of the decision in writing, and provide a copy of the record to the appropriate Academic Affairs Office.
2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the Assistant Vice President for Academic Affairs. The appeal must be in writing and be filed within ten (10) business days from the time the student has been notified of the earlier appeal

decision. The written statement should clearly outline the student's concerns with the appeal decision and make a supported case for the requested resolution. The Assistant Vice President for Academic Affairs will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter.

3. The final level of appeal is through the Vice President for Academic Affairs following the same procedure outlined in #2 above. The decision of the Vice President for Academic Affairs shall be final.

NOTE: Communication of the results of the appeal will be provided to the student through their CGTC assigned and provided email address. Date requirements as outlined in this policy will be based on the date the written appeal is submitted by the student and the emailed decision is sent to the student by the appeal reviewing administrator.

Students in programs or courses directed by prerequisite courses may continue the next course in the sequence at their own risk. If a failing grade is not changed, the student must retake the class, if needed for completion of their program of study and must withdraw from the course requiring the prerequisite. Tuition and/or fee refunds will be given only within the guidelines governing refunds.

Grading Policy

Grading policies for the Hemodialysis Technology programs are:

Successful completion of hemodialysis courses will depend on a “C” (70 percent) or greater AND a satisfactory (S) grade (70 percent) in the clinical component. Students receiving an unsatisfactory grade in clinical will receive an “F” in the course.

No rounding will be done to the course average (69.9=69/D).

Students must earn a “C” or better in each hemodialysis course in order to progress in the Hemodialysis program.

Grading Scale:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

<59 = F

Students earning less than 70 percent (C) in any course will not be allowed to progress in the Hemodialysis program. Students scoring less than 70 percent on any course exam will be required to meet with the instructor and may be assigned to go to the Tutoring Center prior to the next exam. Students will sign a “Remediation in Progress Form” indicating they understand the exam failure and will attempt methods for improvement or remediation.

HIPAA and Protected Health Information

Central Georgia Technical College's Health Science Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition:

Protected Health Information (PHI) is any information that identifies an individual such as:

- The individual's past, present or future physical or mental health; OR
- The provision of health care to the individual; OR
- The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full-face photograph.

- All patients' records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
- Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
- Students must not identify patients, patient care team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
- Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

All students will have written and verbal instruction on the student's legal obligation to safeguard protected health information during clinical experiences. This legal obligation is in accordance with federal privacy standards delineated in the Health Insurance Portability and Accountability Act (HIPAA).

All students will be instructed to review clinical site information forms and files and abide by applicable rules and regulations of the affiliating clinical facility with regard to professional conduct.

In addition, students will have to satisfactorily complete a training course and quiz at different clinical locations. A record of satisfactory completion of any training course will be kept on the student's file.

Illness

In the event that a student becomes ill during class or clinical rotation, the student will be asked to go home. Students cannot provide adequate care to patients if they are ill themselves. The hours missed will be documented on the students' evaluation or attendance form. The faculty will make every attempt to reschedule the student for the hours missed to complete the clinical hours. The student will receive assignments for absenteeism.

The clinical affiliate must ensure that students do not pose a direct threat to the health and safety of its patients. To that end, a clinical affiliate may require students who are recovering from an infectious disease, to undergo a health examination. This is done to determine that s/he is free from an infectious disease, before returning to the clinical site.

Inclement Weather/Emergency School Closing

If CGTC Campuses has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered later.

If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

Insurance

All students are required to pay for accident insurance. Health science students are required to purchase liability insurance in addition to the accident insurance. Students will be charged for liability insurance when the student begins clinical courses.

All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

Reasonable Suspicion Testing at the Clinical Site

Clinical sites have the right to randomly drug test students for reasonable suspicion in the event of an exposure, accident or incident involving patient care. Facts that could give rise to reasonable suspicion include, without limitation:

- Observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs;
- Impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance;
- Clinical exposure to blood or other potentially infectious materials because of contact with sharps;
- Accidental falls, emergencies or incidents that would cause an injury to the student or patient at the clinical site.

Students having a confirmed positive drug test could be subject to dismissal from the clinical site, up to and including dismissal from the program, in accordance with established program and departmental disciplinary policies and procedures.

Recording of Lectures

Due to the sensitive nature of hemodialysis caregiving and patient confidentiality issues, recordings during lectures, laboratory experiences, and post-sessions at clinical rotations are not permissible, with the exception of accommodations. WebEx recordings that are intended for later viewing are the only acceptable recordings for the Hemodialysis programs.

Social Media

All health science professions students are expected to comply with the Health Professions Policy on HIPAA. Each student will also be trained specifically to each clinical site's HIPAA information. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook and Twitter regarding patient procedures, hospital staff, and patient diagnoses are prohibited. Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in clinical or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

Tobacco Free Campus

Most clinical affiliates are also tobacco free campuses. Please make adjustments prior to the first day of clinical to reduce the need for tobacco use/smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property then the policy extends to your vehicle as well. Tobacco use/smoking in school uniform is prohibited as well.

On Central Georgia Technical College, there are designated areas for smoking, vaping and smokeless tobacco. Tobacco use/smoking/vaping is prohibited in the classroom/building.

Student Code of Conduct

Central Georgia Technical College Hemodialysis Programs goal is to educate the student and prepare the student to enter the workforce. The College has established rules and regulations to govern the conduct of students. Students are subject to all established behavior standards. Students are expected to exercise mature and responsible self-discipline and to behave with integrity and to maintain appropriate standards. Any student who acts individually or with others in violation of the student conduct code shall be subject to disciplinary action, which may include suspension or dismissal from the hemodialysis program. Please reference CGTC Handbook.

Progression in the Hemodialysis Program

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

- Students must achieve a minimum theory grade of 70 and a satisfactory grade in the skills lab and clinical setting in each nursing course in order to continue in the ASN Program. Students must successfully complete the skills lab/clinical component of the course in order to pass the hemodialysis course.
- A 2.0 overall Grade Point Average (GPA) must be maintained in all courses required in the hemodialysis curriculum.
- All core classes taken in sequence with the hemodialysis curriculum require a grade of “C” or better as a prerequisite or co-requisite class.
- Hemodialysis courses must be taken in the designated course sequence. HECT 1100 followed by HECT 1120 and HECT 1130 (together).
- All hemodialysis courses must be completed within three years of the date of entry into the program.
- All required calculation exams and skills competencies must be successfully passed in each course to continue in the program.
- Students enrolled in the Hemodialysis Program will be entering into a profession with a stated code of ethics and rules of conduct. As a CGTC hemodialysis student, you will demonstrate respect for your instructors, peers, and patients. Equally, you will be expected to demonstrate responsibility for your actions. Academic misconduct, as defined in this Hemodialysis Handbook, the course syllabus, policies and procedures of the clinical facility, and CGTC Student Code of Conduct Policy will be addressed under the disciplinary guidelines of this handbook and CGTC Student Code of Conduct Policy.

Readmission Policy to the Hemodialysis Program

The student must meet all eligibility requirements in order to be considered for readmission to the ASN program.

- Students who are dismissed for academic (hemodialysis course failure), attendance, or disciplinary reasons or who voluntarily withdraw while not in good standing in HECT classes will need to re-enter with HECT 1100 or pass a re-entry theory exam with a score of 80%. Student will be required to see program director for readmission. .
- Students who are dismissed for violation of the HIPAA policy or for one incident of gross misconduct will not be allowed readmission into the hemodialysis program.
- The student must comply by all policies in the student handbook. A student is allowed three years for successful completion of the Hemodialysis Program or he/she is ineligible to progress in the program.
- Each case will be evaluated and the Program Director and Dean of Health Sciences will make a final determination.
- Upon readmission into the hemodialysis Program, the student will submit updated clinical requirements and background/urine drug screen.
- Any student accepted for re-admission into the program will be held to the current Hemodialysis rules and the Handbook that is in effect when he/she is formally readmitted to the program.

Graduation Requirements

The student must meet all graduation requirements established by Central Georgia Technical College.

The student must meet all Hemodialysis Program requirements.

- The student must successfully complete each hemodialysis course within the allotted time frame with a minimum grade of “C” or better.
- The student will submit the Graduation Request on-line and pay the required fee to the Business Office by the college deadline.
- The student will take the Work Ready Exam.
- The student must apply for graduation to be awarded his/her credential.
- Central Georgia Technical College grants the Hemodialysis Program diploma to graduates of the hemodialysis diploma program. Although some students may complete his/her diploma requirements in advance, actual commencement exercises are held annually in the spring.
- Students who have completed required coursework and received his/her diploma and/or earned and embedded certificate in Hemodialysis Patient Care may be eligible to sit for the BONENT national certification exam.

Remediation in Progress Policy

Purpose: The hemodialysis faculty are dedicated to helping hemodialysis students achieve academic excellence. The hemodialysis faculty are committed to providing accessible high-quality hemodialysis education in a caring environment to meet the diverse and changing health-care needs of the service area and to promote the development of qualified students prepared for the professional role of a hemodialysis technologist/technician at the entry level. Students who do not maintain 70% or above on exams are required to seek assistance from their course faculty. Students who do not maintain 80% or above on exams are recommended to seek assistance. Any student can schedule a remediation appointment. Students who have an Unsatisfactory (U) in any area on the clinical evaluation tool at midterm are required to seek assistance.

Procedure: It is the student's responsibility to schedule an appointment with the course faculty during their posted office hours. The purpose of these sessions is for clarification of class content and **NOT** to prepare students for upcoming exams.

Step 1: Individual review of exam and/or clarification of class content. Develop a written plan of remediation for the next two weeks.

Step 2: Complete assigned tutorials, questions, and/or Active Learning Templates.

Step 3. Setup second meeting with instructor for final questions.

Student Name: _____ Date: _____ Session Time Length: _____

Course Name: _____ Instructor: _____

Exam: _____ Score: _____

Plan of Action:

1. _____

2. _____

3. _____

4. _____

Calculations Exam and Skills Competency Policy

Students are required to complete the Calculation exam in HECT 1120 with a score of 80% or better as well as maintain correct calculations during clinic rotation and skills check. Failure to achieve this score will result in remediation as explained in the remediation policy above. The student will have three attempts to achieve the passing score. The exam will be presented at the beginning of the HECT 1120 semester. If a student is unsuccessful after three attempts, the student may receive an unsatisfactory calculation score and continue into remediation as explained in the section above this one.

Calculation Exam Passing Score HECT 1120

80% HECT 1120 80% Skills Check 100% clinic rotation

The exams will be composed of 50 questions with a mixture of items:

- Conversions between measurement systems
- Pounds to kilograms and kilograms to pounds
- Ultrafiltration rates per hour
- Correct goal removal in kilograms
- Conversions in a system (mg to g)
- Administration in units (Heparin and ESA's)
- Mixing of electrolytes and solutions
- Medication Rights

Rules for Calculation Exams

ROUNDING UP: If the number to the right is equal to or greater than 5, round up by adding 1 to the number on the left.

ROUNDING DOWN: If the number to the right is less than 5, round down by dropping the number, leaving the number to the left as is.

Skills Competency Policy/BONENT Certification

Students are required to complete a Skills Competency with 100 percent accuracy at the end of HECT 1120 course. The student will have three attempts to score 100. The competencies will be presented at the beginning of each semester. If a student is unsuccessful after three attempts, the student may be asked to withdraw from the program.

The competency will consist of the following:

- Cannulation of the patient
- Initiation of Treatment
- Monitoring during the treatment
- Termination of Treatment

BONENT Certification Eligibility

After completion of the Hemodialysis Program, the student will be eligible to apply for recommendation to the Board of Nephrology Examiners Nursing & Technology (BONENT) to obtain certification as a Professional in Nephrology as a certified technologist/technician/nurse. BONENT has the right to refuse to grant certification to any individual who has been convicted of moral and/or legal violations. BONENT does not require a formal background check or drug screen but does ask questions pertaining to violations on certification applications. A copy of the application is posted on the BONENT website at <https://bonent.org/certified-hemodialysis-technologist-technician-cht/>

BONENT applicants must meet the following minimum criteria:

- **Technicians (CHT)** — a copy of your high school diploma or official transcript (with principal's signature and/or school seal), a minimum of 6 months of experience in nephrology patient care and current active participation in an ESRD facility.
 - If you have no experience as a patient care technician/technologist, you may apply to take the BONENT exam within 2 years of successful completion of a BONENT Approved Program.
- **Technicians (CHBT)** — a copy of your high school diploma or official transcript (with principal's signature and/or school seal), a minimum of 6 months of dialysis Bio-Medical (BM) experience and any BM training certificates, and current active participation in an ESRD facility.
- **Technicians (CHT & CHBT)**
 - **No High School Diploma:** If you have more than 4 years of work experience in dialysis, but cannot provide proof of graduating high school, BONENT will accept your work experience and waive the requirement for a high school diploma.
- **Nurses (CHN, CPDN)** — a valid RN license, one year of experience in nephrology and current active participation in an ESRD facility.
- **LPN or LVN:** a valid LVN or LPN license, current active participation in an ESRD facility and for the following exams:
 - CHN or CPDN — two years of experience in nephrology
 - CHT — 6 months of experience in nephrology.
- **Water Specialists (CHWS)**
 - A minimum of 3 years of dialysis water experience and a copy of your high school diploma or official transcript (with principal's signature and/or school seal), **OR**
 - A minimum of 2 years of dialysis water experience and a copy of your Associates degree or official college transcript. **OR**
 - A minimum of 1 year of dialysis water experience and a photocopy of your Bachelors/Baccalaureate degree or proof of current certification (BONENT: CHT/CHBT; NNCO: CCNT/CBNT; or NNCC: CCHT) or a healthcare credential (e.g., nursing, physician assistant, pharmacist).



All experience must be verified by two *signed* and dated reference letters:

- One from the applicant's immediate supervisor (the same person who signs the verification section of the application)
- The second letter must come from a professional in nephrology (physician, technician, nurses or dietitian)

- Both letters must include the applicant’s legal name and verify total length of experience in nephrology (past and present), character and specific job duties.

Currently Unemployed: If you are currently unemployed but have the minimum experience as noted for the exams above, you will be required to have your immediate past supervisor sign the verification section of your application and write a reference letter. All other stated requirements apply.

Fees

Exam Fees		
Country		
USA	\$225	\$250
Locations Outside USA**	\$250	\$250

**US dollars only (credit card or money order).

Exam application fees and annual certification fees are not tax deductible.

Candidates will not receive a Confirmation Letter until receipt of all application requirements and fees. **NO exceptions will be made.**

Additional Fees	
Incomplete Application Penalty	\$65
Exam Withdrawals & Transfers	\$110
Returned Check Fee	\$80

Incomplete Fee

Applications submitted without *signed* reference letters, scholastic documentation, license or any other information left blank on the application will be assessed a \$65 incomplete application fee.

Returned Check Fee

A \$80 Returned Check Fee will be charged for returned checks.

BONENT Annual Certification Fee

To maintain a BONENT certification, nurses, technologists/technicians, and water specialists are required to pay an Annual Certification Fee of \$60. There are two payment options — annually (@ \$60), or four years in advance (\$210). If fees are NOT received by the due date noted on your invoice, a \$10/yr. late fee will apply during the first three years of your certification period. The fee will increase to \$20 in the fourth year of your certification.

BONENT Recertification

There is NO extra fee for the Recertification process and wallet card in the fourth year, but the Annual Certification Fee is still applicable.

Professional Clinical Policies

Students will participate in various clinical environments and students are expected to maintain professional behaviors at all times. Students are held accountable for their actions and the consequences of their actions. Disruptive or rude behavior will not be tolerated and will result in the dismissal of the student from the clinical area. Students are expected to be on time for laboratory or clinical experiences. Students arriving more than fifteen minutes late will be sent home and receive a zero on his/her clinical rotation. A student cannot request certain clinical areas and must attend the clinical rotation as assigned.

Maintain patient confidentiality at all times. Students are not to discuss patient information with anyone other than his/her instructor, and hospital staff during care of a patient or during post-conferences. Students are not to reveal the identity of a patient in any way. The student nurse will act as a patient advocate and promote the well-being and rights of every patient.

Attendance/Tardiness

- The student will arrive on time for his/her clinical rotations.
- The consequences of a student's tardiness and/ or absence will be determined on a case-by-case basis while following course policies, the Student Handbook, and CGTC policies when applicable.
- If a student arrives more than 15 (fifteen) minutes late 3 (three) times, he/she is not allowed to remain at the clinical rotation and may receive an unsatisfactory in Professional Behavior on the clinical evaluation.
- Two unexcused absences from clinical and/or lab equals clinical failure. Excused absences are:
 - The student has a death in his/her immediate family. Documentation is required.
 - The student has a family or sudden illness. The student will provide documentation from a physician's office or hospital visit.
 - Jury Duty with documentation.
 - Military Duty with documentation.
- The student requests an excused absence in advance. The request for absence must be reasonable and necessary and approved by the course coordinator. Documentation is required.

- Family emergencies or extenuating circumstances. These emergencies are reviewed per individual basis and can only be approved by the course coordinator.
- If a student fails to attend the clinical make-up day it counts as an unexcused absence and equals clinical failure.
- If the student is absent from clinical, the student must email or call the clinical instructor and/or course instructor one hour in advance.
- Failure to arrive at the clinical site and/or simulation lab without texting and following up with a call to the clinical faculty by the one hour in advance will result in an unexcused absence for the day. Texting, e-mail, and/or sending word by a classmate/friend are not acceptable methods of communicating absence or tardiness.
- Unexcused late arrival to the clinical and/or simulation will result in one unexcused absence.
- Dismissal from the clinical and/or simulation setting will result in an unexcused absence for the day.
- An excused absence will be granted by the clinical faculty only when written documentation is provided by the student within 3 days of the absence.

Preparedness

The student will arrive prepared for the clinical experience.

- Students will arrive in proper dress and with all supplies.
- Students cannot borrow supplies from peers or staff.
- Students will arrive with complete clinical assignments.
- Unprepared students will be sent home.

Guidelines

Students will notify the instructor when leaving the clinical floor at any time.

The student will not perform any skill or procedure without the assigned instructor present.

The student will not smoke or drink alcohol in uniform.

- This includes e-cigarettes/vaping and/or smokeless tobacco products.
- Students who smell of smoke or offensive odors including strong perfumes or aftershave will be sent home from clinical and receive an unsatisfactory clinical grade.
- Students are not allowed to take patients to any smoking area.
- Students are not allowed to accompany staff members to any smoking area.

In most situations, students are allowed a 30-minute lunch unless otherwise approved by the clinical coordinator. The on-site clinical instructor/preceptor will assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the assigned department (unless the department has a “break” room and the student is allowed in that area). The student is allowed to leave the clinical setting ONLY if that site does not have a cafeteria. If the site does not have a cafeteria, the student must do the following:

- Clock out (if applicable)
- Go get their food
- Return to assigned area

- Clock in and eat
- Time should not exceed thirty minutes
- The on-site clinical instructor must assign breaks and/or lunchtime.
- The student may take breaks in a location approved by the instructors/preceptor.

Clinical rotations are assigned based on the student's learning needs. If the instructor recognizes a student's need in a particular area, the student's clinical rotation may be changed to enhance his/her learning experiences.

Clinical rotations may be held during various shifts. Clinical rotations are usually on day shift; however, the student may be assigned evening, night, or weekend shifts.

All clinical paperwork must be turned in as assigned. If assignments are incomplete or late, it will be reflected on the student's clinical assessment tool. All clinical paperwork must be received in order for a student to take the final examination.

Failure to submit clinical paperwork will result in a failing clinical grade.

Students are expected to:

- Work cooperatively with all staff and peers
- Treat h staff and visitors with respect; address hospital personnel with appropriate title-Mr., Mrs., Dr. Jones
- Provide timely, truthful and accurate treatment for all patients
- Report to his/her clinical instructor immediate changes in patient status
- Follow the chain of command as well as the facility policies and procedures
- Have reliable transportation to and from each clinical site
- Perform all skills safely. If a student is unsure of any procedure, it is his/her responsibility to ask his/her instructor for assistance

A student may not:

- Perform patient care prior to or after the designated clinical times
- May not discharge a patient from the facility or wheel a patient to the patient discharge and pick-up area without the supervision of a staff member
- Transfer a patient from a bed to a stretcher without assistance from a staff member
- Work or perform any duty in any capacity other than dialysis technician student regardless of his/her employment status with that facility. During a clinical rotation, the student is a dialysis technician student and cannot utilize any other position entitlements they may use during his/her employment
- Receive personal telephone calls during any clinical rotation
- Engage in or condone any unprofessional conversations or behaviors
- Bring handbags or purses to the clinical area
- Leave the facility at any time with the exception of clinical instructor approved lunch breaks

Clinical Uniform and Hygiene

The Hemodialysis Program Uniform has a variety of functions. The uniform provides a source of identity and promotes confidence in the public receiving care by the dialysis technician student. The uniform distinguishes the dialysis technician student from the hospital staff. Uniforms are machine washable, an important point in infection control.

At Central Georgia Technical College, it is **expected** that all uniforms will contribute to a professional image and that generally accepted standards will be followed by every student. In the event of a continued unprofessional appearance, a student may be withdrawn from the clinical rotation. It is your responsibility to become familiar with every guideline. They will enhance your self-image and the image of you as a nurse.

- Uniforms are worn only in the clinical environment.
- Your uniform should be washed, clean, and ironed.
- The only acceptable uniform is the one designated by the Hemodialysis Program at Central Georgia Technical College. If a student presents to the clinical site without the designated student uniform, the student will be sent home.
- The hemline of a uniform skirt should be at mid-knee or longer. Pant uniforms shall be worn so that the pants brush the top of the shoes when standing. Pant waistline must fall at the natural waist. Hip-huggers or baggy pants are not allowed.
- Your uniform must include non-porous, closed-toe, non-slip shoes. The student cannot wear sling back shoes, open-toe shoes, loafers, or clog-like shoes. Your entire foot must be covered. Socks and hosiery must be white.
- Your uniform includes your name badge on the left side of your uniform. Name badge holders must be approved by the faculty.
- Your uniform includes your stethoscope
- Your hair shall be natural colored and out of your face - pinned or pulled back out of the face.
- Men with facial hair shall be no longer than 1 inch and neatly trimmed.
- Tattoos and body art must be covered and not visible if possible. The student may need to wear a long sleeve or turtleneck shirt.
- Undergarments shall be non-visible under uniform. No undergarments (including bras and t-shirts) should be visible through the uniform.
- The application of cosmetics should present a professional image and adhere to guidelines of the clinical facility.
- Jewelry is limited to a single wedding band, one small pair of stud earrings (if any) and no necklaces or bracelets.
- Body Piercing: other than earlobes, may not be visible. Only clear/skin-toned retainers may be used to maintain the piercing while the jewelry is out to make the piercing less noticeable.
- Nails should be kept neat and cut. Nail polish is to be natural colored/clear. No artificial nails, gel, or acrylic nails are allowed at any of the clinical sites.
- Students shall maintain professional appearance and personal hygiene when in uniform.
- Students are not allowed to have "stethoscope" covers.
- Odors can be offensive to patients as well as other staff members. Avoid perfume, perfumed lotions, and aftershave during your clinical rotation. Please use deodorant/antiperspirant.

- Jeans of any type are not acceptable in any clinical location.

A student failing to adhere to the uniform policy will not be allowed to participate in the clinical experience and will receive a zero for their clinical rotation.

Uniform List

- 1 red (red – not burgundy red, but red red) uniform top
- 1 red colored scrub pants (same as above) (ask instructor or program director for color chart)
- 1 stethoscope
- Non-porous, closed-toe shoes; low heeled with rubber soles, non-slip
- White socks/White hosiery
- Pens
- Pocket calculator

Incident/Exposure Reporting

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials are defined as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, or any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If any student is stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report this immediately to the preceptor or clinical instructor on the unit at the facility and seek immediate medical attention.

Please use the college generated form and the College Exposure Control Plan as guidance for ensuring post – exposure follow-up and care. Please direct questions related to the Exposure

Control Plan to the Exposure Control Coordinator at 478-476-5148. Once this form is completed, it must be submitted directly to Carol Jones in the Human Resource Department. The student may also have forms to complete that are facility specific. The student may also have facility specific policies to adhere too.

Students are not required to use any specific treatment facility or hospital. Student can seek services at any provider of their selection. Once the student injury report is filed, the student the accident insurance information is sent to the students email account, along with an insurance card with their name on it. The student should print the card to have as they seek treatment.

Clinical Procedures

All procedures must be performed in the presence of an instructor. The student should never perform a clinical procedure or skill if unsure of the procedure. If the student is in the supervision and guidance of a registered nurse, per ESRD policy, the student is allowed to perform specific skills. If the student is in doubt, it is permissible and encouraged to page his/her clinical instructor and defer any procedures. The student is responsible for familiarizing themselves with the hospital and colleges policies and procedures. It is imperative that the student understand the importance in knowing his/her limitations and abiding by the facility and the nursing program policies.

Unsafe Practices

Unsafe clinical practices which will result in disciplinary action. These include but are not limited to:

- Failure to provide safety for the patient
 - Physical or psychological safety
 - Failure to maintain patient physical safety
 - Failure to maintain patient confidentiality
- Failure to recognize or report a patient change in status
- Failure to recognize code or allergy status
- Failure to observe the five medication rights
- Failure to obtain supervision from the clinical instructor
 - Performing a skill or procedure without supervision
 - Performing a skill or procedure outside the scope of practice as a student
 - Unprepared to perform clinical skills
 - Administering care without an instructor on-site
- Violation of HIPAA standards
 - Copying patient records
 - Taking patient record out of the clinical facility
- Diverting/stealing medical supplies for personal use
- Diverting/stealing medications, supplies, or equipment
- Dishonesty regarding information given to patient, staff members, or instructor
- Dishonesty by altering patient records, vital signs, etc.
- Dishonesty by altering patient charting
- Abuse or neglect of patients/abandonment of patients
- Unprofessional behavior/disruptive behaviors
 - If at any point, the student's clinical behaviors threaten the patient, staff, or faculty's safety and well-being or violate professional standards, the student will be immediately dismissed from the clinical site and receive an "F" which prevents the student from continuing in the clinical course.
- Leaving the unit without permission of the clinical instructor.
- Inappropriate communication with staff, visitors, or patients.
- Absence from clinical assignments without proper notice.
- Alcohol or drug abuse/impairment.

- If in the event, the instructor or staff at any clinical site indicates possible evidence exists related to the intake of alcohol or substances, the instructor may remove the student from the clinical area and the student may be required to submit to drug testing at the student's expense.
- Any postings or pictures regarding any clinical rotation on any social network
 - Infractions are a serious violation of patient and student privacy
- Willful commission of any act resulting in a felony or any action resulting in a misdemeanor.
- Violation of the standards of care or the nursing code of conduct.
- Use of any substance, which alters cognition or an inability to provide reasonable skill and nursing care.

Any of the above violations in patient safety may result in dismissal from the Hemodialysis Program.

Skills Laboratory Policy

Students are expected to attend all laboratory assignments. Laboratory experiences are a required portion of a course as well as the clinical portion. All attendance, tardiness, and a hemodialysis policies apply to laboratory assignments. Lab supplies are provided for the students in the hemodialysis lab on each campus.

Students will complete skills competencies during the semester. Competency skills will be assigned by the faculty. Students cannot request check-off times. Student check-off times will be posted and given directly to the student. Students will come to check-off in his/her uniform with all requirements to satisfy the dress code. This means the student will come with name badge, stethoscope, and with his/her clinical skills check-off sheet. If a student does not have his/her check-off sheet present, he/she will not receive credit for the skill.

Students are expected to be prepared to perform the assigned skill. Skill practice is available every day in the hemodialysis lab. Faculty will demonstrate the skill in the skills lab in advance. It is recommended students practice skills in the skills lab prior to check-offs. Alternate instruction methods available include supervised practice and instruction.

Students are responsible for his/her own professional behavior during lab, and leaving the skills lab in a neat, clean and orderly condition for the next group of students.

No food or beverages are allowed in the skills labs.

Clinical and Skills Laboratory Grading

Skills and /or clinical laboratory activities are required for successful completion of each nursing course. Students who do not successfully complete the skills and/or clinical laboratory requirements for any nursing course will receive a grade of “F” in the course(s) **regardless of their earned theory grade**. Students not completing skills and/or clinical requirements due to extenuating circumstances may receive an incomplete (I) in the course(s) if the earned theory grade is 70% or better.

Students will receive a Satisfactory (S) or Unsatisfactory (U) grade for performance in the hemodialysis skills and clinical laboratories. No numerical points toward the course grade can be achieved for hemodialysis skills laboratory and clinical laboratory performance.

Hemodialysis Skills Laboratory

Satisfactory (S) grade in the skills laboratory is achieved by satisfactory demonstration of hemodialysis skills as designated in each hemodialysis course.

If the student misses skills lab and does not notify the instructors of their absence ahead of time, the student will receive a grade of “U”. Three documented “U” grades will result in the student’s dismissal from the program. The skills lab instructors will work closely with course coordinators to keep them abreast of the student’s attendance and progress in the skills lab.

If the above is not achieved, an Unsatisfactory (U) grade will be given and the student will receive a final course grade of F.

Skills Check Offs

Check-offs are a psychomotor skills component of the hemodialysis program that the student must complete. Competency of these skills must be validated and is kept in the student’s file. It is the policy of the Hemodialysis programs to validate these skills via one-on-one check-off testing with an instructor. Any student who signs up for a testing (check-off) time with an instructor and fails to arrive and does not notify that instructor prior to his / her assigned time will receive a **U (unsatisfactory)**. **Three (3) U’s (unsatisfactory)** earned, for any reason, in the skills lab portion of any hemodialysis course will result in an F (failure) for the course, regardless of the earned theory grade. Satisfactory check-offs of each skill must be completed with the student’s lab instructor within two weeks following the lab in which the skill was covered unless the student has approval from the lab instructor.

Time limits for skills check off are:

Fifteen Minutes:

- Priming
- Set up

Fifteen Minutes

- Cannulation of patient

Fifteen Minutes

- Initiation of treatment
- Termination of treatment

Skills Remediation for Unsatisfactory Check-offs

If unsuccessful 1st attempt:

- Student must complete a step by step written list of the procedure for the unsuccessful skill.
- Student must complete a written one paragraph reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (cleaning the access, clamping and unclamping lines, etc.). The reference can be from a professional journal, reference book, or textbook. This must be submitted when returning to repeat the skills validation.

If unsuccessful 2nd attempt:

- Student must complete mandatory remediation in skills lab for 1 hour. Student must sign in with skills lab instructor and sign out after completion of the 1-hour remediation.
- Student must complete a written one-page reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes and the hemodialysis technician profession. The student must include a reference related to the unsuccessful portion of the skill (cleaning the access, clamping and unclamping lines, etc.). The reference can be from a professional journal, reference book, or textbook. This must be submitted when returning to repeat the skills validation.

Clinical Laboratory

A Satisfactory (S) grade in the clinical laboratory is achieved by:

- Attendance in all lab sessions.
- Achievement of the stated criteria on the skills checklist for each course.
- Adherence to the Policy and Procedures posted for the hemodialysis technician student.
- Adherence to clinical agency policies.

An unsatisfactory clinical performance is one in which the student fails to meet an essential outcome identified in the individual clinical evaluation for each hemodialysis course.

If the student receives two Unsatisfactory (U) grades in any outcome, area on the final clinical evaluation, the student will receive a final course grade of F.

When performance in the nursing skills and clinical laboratories is satisfactory, the course grade is derived from the theory grade. If the student receives an over-all grade of

Unsatisfactory (U) in the hemodialysis skills or clinical laboratory, he/she will receive a final course grade of F.

OSHA Policy

The faculty of Central Georgia Technical College Hemodialysis Program believes the profession of hemodialysis technicians is ethically and morally obligated to provide equitable care for every individual regardless of his/her diagnosis. In order to provide care for every individual and ensure our students' safety, before students enter the clinical setting, CGTC will teach Standard Precautions and workplace health and safety standards established by the US Occupational Safety and Health (OSHA) for safe clinical practice. The importance of adhering to these principles and standards will be reinforced throughout the curriculum.

Students will be required to adhere to Standard and OSHA standards with every patient they care for in the clinical setting. Compliance with this requirement is necessary for the student to receive a passing grade in the clinical laboratory portion of the hemodialysis course. A breach of these basic standard at any time or level in the program may result in a failing grade for that skill and/or course.

Hemodialysis Trainer/Preceptor Policy

During the program, the student may be assigned preceptorship. Preceptorship is **non-paid** time. The student shall be enrolled in the course in which the learning activities with preceptors occur and shall not be compensated by the facility during this time.

If this policy is violated, the student will receive an "F" in the course which will result in a failing grade. Preceptorship will be assigned by faculty as designated from the participating facility. The student may not request preceptors and the faculty will select the best location for preceptorship based on the student's learning needs.

Program Dismissal

A student may be dismissed from Central Georgia Technical College Hemodialysis Program for any of the following reasons, including, but not limited to:

- Violation of the College Disciplinary Rules (see Student Handbook)
- Conviction of a felony while enrolled in the program
- Unprofessional behaviors
 - Falsifying, omitting, or altering patient records
 - Abuse of any kind to any patient
 - Failure to provide care because of a diagnosis, age, sex, race, creed or color of a patient
 - Failure to report abuse or unprofessional conduct of others
 - Diverting medications, equipment, or supplies for own or others personal use
 - Impersonating licensed personnel
 - Any deliberate act that jeopardizes the health, safety, or well-being of a patient
 - Accepting money or gifts from patients
 - Harassment or coercion to a patient for money, gift or other items
 - Selling or attempting to sell medications or drugs
 - HIPAA violation
 - Abandonment of any patient
 - Any unprofessional conduct which violates the standards of the hemodialysis care profession
 - Disrespect to patient, hospital staff or instructor
 - Failure to utilize safe technician practices based on the level of care the student has been trained
 - Performing skills or technical competences or procedures without proper education and preparation
 - Performing skills or technical competences or procedures without proper supervision
 - Failure to report unsafe or illegal practices of any person who is providing patient care
 - Negligence
 - Use or abuse of medications/drugs
 - Failure to provide for safety or well-being of the patient
 - Failure to utilize chain of command
 - Failure to follow Professional Clinical Guidelines
 - Disruptive behavior in class, lab, or clinical environments
 - Performing acts outside the scope of practice
 - Delegating dialysis care, functions, tasks or responsibility to others when the student knows that such delegation is detrimental to patient safety

A student may be dismissed from the hemodialysis program for one incident of gross misconduct or unprofessional behavior as listed above. Students enrolled in the Hemodialysis Program will be entering into a profession with a stated code of ethics and rules of conduct. As a CGTC hemodialysis technician student, you will demonstrate respect for your instructors, peers, and patients. Equally, you will be expected to demonstrate responsibility for your actions. Academic misconduct, as defined in this Hemodialysis Technician Handbook, the course syllabus, policies and procedures of the clinical facility, and CGTC Student Code of Conduct.

Verification of Receipt of Hemodialysis Student Handbook

I have received a copy of the Hemodialysis Student Handbook. I understand that I am responsible for reading the information in my handbook. I understand that I am responsible for reading the information in the Central Georgia Technical College Catalog. I understand that I must follow the policies and procedures in the handbook and catalog and failure to do so may result in disciplinary actions.

Signature

ID

Date

References

<https://bonent.org/application-deadlines/>

<https://bonent.org/approved-training-programs/>

<https://bonent.org/where-to-find-continuing-education/#3> [#6](#) (919.463.4500) - Georgia, North Carolina, South Carolina

<https://bonent.org/certified-hemodialysis-technologist-technician-cht/>