



California Dialysis Council Hemodialysis Patient Care Technician Examination Application Booklet

Table of Contents

| | |
|---|-----|
| Mission | 2 |
| Purpose Statement | 2 |
| About California Dialysis Council | 2 |
| Application Process | |
| Deadlines, Cancellations, and Rescheduling | 2 |
| Change of Name and Address | 3 |
| Examination Confirmation Permit | 3 |
| Examination Administration | |
| Preparation for the Examination | 3 |
| Materials to Bring to the Examination | 4 |
| Taking the Examination | 4 |
| Inappropriate Behavior During the Examination | 4 |
| Examination Results | |
| Examination Results and Notification | 4 |
| Designation of Certification | 5 |
| Wall Certificate | 5 |
| Denial/Revocation of Certification | 5 |
| Confidentiality | 5 |
| Appeal Process | 5 |
| Reapplication Procedure | 5 |
| Hemodialysis Patient Care Technician (CDC) Examination | |
| CDC Eligibility Criteria | 5 |
| CDC Application Instructions | 6 |
| CDC Application | 7-8 |
| CDC Application Check List | 9 |
| Helpful Recommendations for taking Tests | 10 |

Mission

To provide leadership and assistance to renal dialysis and transplant facilities in a manner that supports continuous improvement in patient care, outcomes, safety and satisfaction.

Purpose Statement

To better serve California dialysis providers, the California Dialysis Council offers an alternative examination option for individuals to meet the requirements of the Centers for Medicare and Medicaid Services (CMS) in the state of California for practice standards for Certified Hemodialysis Technicians (CHS).

About California Dialysis Council (CDC)

The California Dialysis Council (CDC) is a statewide organization that continues to address legislative and clinical issues representing the needs of the renal community. CDC is forefront in addressing concerns that affect not only California, but the nation, in managing renal patients and providers.

The California Dialysis Council is a nonprofit organization representing its members' needs in California and strives to enhance networking, education, and communication within the membership, and to be a clearinghouse of information. Our members include California dialysis facilities, patient organizations, individual renal administrators, nurse managers, nurses, medical directors, and corporations which collectively provide life-sustaining dialysis care to the majority of Kidney Patients in California.

CDC worked with the California State Legislature (SB112), University of California, Centers for Medicare and Medicaid Services (CMS) and the California Department of Public Health (CDPH) to provide to provide an alternative pathway for California Hemodialysis Technicians (CHT) to be in compliance with Conditions for Coverage of End-Stage Renal Disease facilities (CfC) (Part 49 of Title 42 of the Code of Federal Regulations). These regulations require among others things that a CHT must successfully pass a standardized exam.

The California Dialysis Council CHT Examination was created to meet this requirement

In addition, the CDC continues to regularly collect data regarding the knowledge, skills, and abilities of technicians practicing in nephrology settings and reserves the right to revise and update its examinations on an as needed basis.

Deadlines, Cancellations, and Rescheduling

The completed application and appropriate fee must be postmarked no later than the postmark deadline date specified on the examination schedule, which can be found on the CDC website at http://www.californiadialysis.org/CHT_Exam_Info.html. Applications will be accepted for an additional two weeks beyond the postmark deadline date with the addition of a late fee. No exceptions will be made to this policy.

Examination cancellations will be accepted until two weeks prior to the examination and a refund will be sent minus an application processing fee of \$25.00. Cancellations after that time will not be refunded; however, the examination can be rescheduled one week prior to the original exam date for a date during the following twelve (12) months only. There is a \$25.00 fee to reschedule an examination. Requests to reschedule must be submitted in writing to California Dialysis Council •1904 Naomi Place • Prescott, AZ 86303 or via email to mail@californiadilaysis.org

Change of Name and Address

The applicant will not be able to request a name change after the examination confirmation has been issued. The name that the applicant used on the examination application form is the name that is submitted to the CDC Testing Office for test administration.

When the applicant appears at the test center, the name on the examination permit must match the other forms of identification. The applicant will not be allowed to sit for the examination without proper identification.

If an applicant changes his or her name and/or address, the California Dialysis Council should be notified in writing, by fax, or email.

Examination Confirmation Permit

Upon approval of an applicant's examination application, the applicant will receive an examination confirmation permit from CDC. The permit will include the examination date, examination center address, and the time the applicants are to report to the examination center. Applicants will not be admitted to the examination without an examination permit. Substitution of applicants cannot be made and no such requests will be honored.

If an applicant does not receive an examination permit within seven days prior to the examination date, they are to notify CDC at 928-717-1156. If an examination permit is lost, CDC should be notified immediately.

Preparation for the Examination

The CDC suggests the following resources to help you study for the CDC CHT examination:

- o Amgen Core Curriculum for the Dialysis Technician. (2006). Thousand Oaks, CA: Amgen http://www.meiresearch.org/core_curriculum.php
- o Curtis, J. (Ed.). (2003). Dialysis Technology: A Manual for Dialysis Technicians. (3rd ed.) Dayton, OH: National Association of Nephrology Technicians/Technologists.
- o Daugirdas, J.T., & Ing, T.S. (2006). Handbook of Dialysis. (4th ed.) Boston: Little, Brown & Company.
- o Gutch, C.F., Stoner, M.H., & Corea, A.L. (2005). Review of Hemodialysis for Nurses and Dialysis Personnel. (7th ed.). St. Louis: Mosby.

The CDC does **not** offer contact hours or training programs. A variety of continuing education activities designed to prepare individuals as patient care technicians are available through:

- o American Nephrology Nurses' Association at www.annanurse.org or 888-600-2662
- o National Association of Nephrology Technicians/ Technologists at www.nant.biz or 800-586-3705
- o National Clinical Solutions <https://www.commlabuniversity.com/asdhealthcare/>

Materials to Bring to the Examination

Applicants arriving at the examination center must present the following to the proctor:

- o The CDC Confirmation Permit (sent by email to you)
- o The original or copy of your California Department of Public Health PCT Certification (if you are currently certified)
- o A government issued photo identification card, (i.e., applicants' drivers license)
 - **Note:** Applicants who appear without photo identification will not be permitted to sit for the examination

The name appearing on the applicant's photo identification card must be the same as the name appearing on the confirmation permit.

Reference books, notes, or other study materials may not be brought into the examination center. Examination questions do not include calculations that require a calculator. Personal belongings must be placed under the tables.

Taking the Examination

The examinations are multiple-choice tests. It is important to read each question carefully and choose the one answer that you think answers the question correctly. There is no penalty for guessing, so an educated guess is appropriate if you are unsure of the answer. Three (3) hours are allotted to complete the technician examination.

Inappropriate Behavior During the Examination

The performance of all applicants taking the examination will be monitored. Any applicant who gives or receives assistance, or otherwise engages in dishonest or improper behavior during the examination, may be required to cease taking the examination and leave the examination center.

The examination manager will notify the CDC office of any inappropriate behavior. The CDC personnel will then notify the CDC Exam Committee.

After reviewing the reported incident, the CDC Exam Committee will determine whether there is reason to retake the examination, refuse to release test results, or revoke the applicant's eligibility to sit for future examinations.

Any individual who removes or attempts to remove materials from the examination center, or who discloses, reproduces, distributes or otherwise misuses a test question from a examination, may face legal action.

Examination Results and Notification

Applicants will be notified of their results approximately 2-3 weeks after test administration. CDC will post successful applicant certificates on the CDC web site at:

http://www.californiadialysis.org/pct_certs.html and mail a hard copy to the address on file.

Unsuccessful applicants will NOT be posted on the web site, but will receive notification through the mail to the address on file.

Approximately 75% of the total items must be answered correctly to receive a passing grade.

Designation of Certification

Passage of this CDC examination is **NOT** a certification. Certification is provided by the California Department of Public Health.

Wall Certificate

The CDC will mail out to all successful examinees a packet containing a wall certificate suitable for framing. Copies will also be available on the CDC web site at:

http://www.californiadialysis.org/pct_certs.html

Denial/Revocation of Successful Exam Completion

The occurrence of any of the following actions will result in the denial, suspension, or revocation of the successful exam completion:

- o Falsification of the CDC application
- o Falsification of any materials or information requested by the CDC
- o Any restrictions such as revocation, suspension, probation, or other sanctions of a state oversight agency
- o Misrepresentation of CDC status
- o Cheating and/or unauthorized talking during the CDC examination

Confidentiality

To insure the security of the examination, the test materials are confidential and will not be released to any person or agency. An applicant's individual test results will be released only upon the applicant's written request. The CDC reserves the right to post a successful applicant's name and test date on the CDC web site.

Appeal Process

An applicant who has failed, has the right of appeal. This appeal must be submitted in writing to the President of the California Dialysis Council (CDC) within three (3) months of being notified. The appeal shall state specific reasons why the applicant feels entitled to passing status. At the applicant's request, the President shall appoint a Grievance Committee of three (3) CDC members who will meet with the applicant and make recommendations to the CDC. The Grievance Committee will meet in conjunction with a regularly scheduled the CDC meeting. The applicant will be responsible for his/her own expenses. The final decision of the CDC will be communicated in writing to the applicant within one (1) month of the CDC meeting. Failure of the applicant to request an appeal or appear before the Grievance Committee shall constitute a waiver of the applicant's right of appeal.

Re-application Procedure

If an applicant does not pass the examination and wishes to take it again, he/she must submit a new examination application to CDC along with the full fee.

Eligibility Criteria

The applicant must be in compliance with federal and state regulations of the practice of hemodialysis patient care technicians. Applicants must meet the training and experience requirements of the CMS Conditions for Coverage for End Stage Renal Disease Facilities and of the state in which they practice.

CDC Examination Application Instructions

1. Complete all sections of the application. Be sure to include your California Department of Public Health Certification number (CHT number), since it will serve as your identification number.
2. Mail the application form, and a money order or cashier's check for the appropriate fee to:

California Dialysis Council
1904 Naomi Place
Prescott, AZ 86303

Examination confirmation permits will be issued only to those applicants with complete applications.

For information regarding your application after submission, please contact CDC directly at 928-717-1156

Check here if this is a re-test

California Dialysis Council Hemodialysis Technician Examination Application Form

Application must be postmarked on or before the application deadline date - two (2) weeks prior to test date.

1. Exam Date _____ Exam Time (am or pm) _____ Exam City _____

2. Application fee: \$175 Late fee: \$25 (for applications postmarked within two weeks after the deadline)

CDC accepts the following forms of payment:

3. Payment method (check one): Check or money order (payable to CDC) Cashier's check (payable to CDC)
 Corporate/Facility check (payable to CDC)

Credit Card payments can be made using the online registration format at:

http://www.californiadialysis.org/CHT_Exam_Info.html

4. Name _____
First Middle Last

5. Date of Birth _____ (MM/DD/YY)

6. Current CHT Certification # _____ (if you have one)

7. E-mail _____

8. Home address _____
Street City State Zip

9. Home/Cell phone _____ Work phone _____

The occurrence of any of the following actions will result in the denial, suspension, or revocation of the passing status:

- o Falsification of the CDC application
- o Falsification of any materials or information requested by the CDC
- o Any restrictions such as revocation, suspension, probation, or other sanctions brought against the applicant by a state
- o Misrepresentation of CDC status
- o Cheating on the CDC examination

APPLICANT: PLEASE READ AND SIGN THE STATEMENT OF UNDERSTANDING BELOW:

I hereby attest that I have read and understand the California Dialysis Council exam policy on denial, suspension, or revocation of passing status and that its terms shall be binding on all applicants.

I understand that California state certification depends upon successful passage of this exam and the completion of the specified requirements as set forth by the California Business and Professions Code Article 3.5. I further understand that the information accrued in this process may be used for statistical purposes and for evaluation of the State certification program. I further understand that the information from my records shall be held in confidence and shall not be used for any other purpose without my permission; however, after passing the examination the CDC reserves the right to publish my name and exam date on the CDC web site. To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that the California Dialysis Council reserves the right to verify any or all information on this application.

Legal Signature _____ Date _____

Mail the application and the appropriate fee to:

**California Dialysis Council
1904 Naomi Place
Prescott, AZ 86303**

California Dialysis Council Examination Application Checklist

Did you remember to ?

- Complete the CDC examination application in its entirety? There is a \$25 incomplete application fee if the application is submitted to CDC incomplete.
- Include the dates and site of your training as a hemodialysis patient care technician?
- Include a money order, cashier's check, corporate/facility check, or credit card authorization form for the appropriate fee?
- Sign and date the application?
- Keep a copy of the application and supporting documents for your records?

Mail completed application to:

**California Dialysis Council
1904 Naomi Place
Prescott, AZ 86303**

Helpful Recommendations for Taking Standardized Tests

Before the Test

1. Get a good nights rest.
2. Make every effort to eliminate any personal problems to alleviate stress and mental distractions.
3. Eat a balanced breakfast the day of the exam
4. Wear comfortable layered clothing. Meeting room temperatures may vary.
4. Plan an event that will help you to relax after the exam.
5. Think positive!

Taking the Test

1. If you do not understand the directions, ask for help.
2. Read the question and all the answer choices before making your choice.
3. Make sure you understand what the question is asking. Don't change the scenario or assume that the question is a trick or has more than one answer.
4. Don't spend too much time on any one question. Do your best and then move on.
5. Answer the easiest questions first, but be sure to go back to those questions you skipped.
6. Don't change your answers unless you are very uncertain about your first answer choice.
7. Try to answer every question. Make the most intelligent guess you can.
8. Find key words or phrases in the question that will help you choose the correct answer.

Completing the Test

1. After you have been through all of the questions once, go back and find questions you have some knowledge about and eliminate choices that you know are incorrect.
2. If you can eliminate two wrong answers, your chance of choosing the right answer is greater.
3. If you finish early, check to make sure you have answered all questions.