

## Dialysis Tech - Summary of Job Description Levels

Dialysis Tech I	Dialysis Tech -II	Dialysis Support Service Tech
<ol style="list-style-type: none"> <li>1. Under the supervision of Dialysis RN, provides direct patient care including performing hemodialysis patient treatment from start to finish and handling daily operations between patient and dialysis machine.</li> <li>2. Responsible for basic water room testing related tasks.</li> <li>3. Responsible for opening and closing the unit and water room.</li> <li>4. Responds to machine alarms according to established procedures.</li> <li>5. Responds to emergency situations with appropriate treatment as directed by the RN.</li> <li>6. Assists in the patient discharge and transfer practices, as directed by the RN, including but not limited to: gathering patient belongings and transporting patient to transportation vehicle, amongst others.</li> <li>7. Performs dialysis required laboratory procedures and quality control which include blood glucose monitor quality control and patient testing, collection of ordered laboratory specimens, and proper labeling of the specimen collected.</li> <li>8. Documents all care delivered to the patient accordingly to established protocols.</li> <li>9. Participates in quality improvement activities, including voluntary unit council activities and unit work groups.</li> <li>10. Supports patient advocacy, patient rights and responsibilities and service standards.</li> <li>11. Follows established safety and emergency policies and procedures in daily practice or emergency situations including handling of equipment and supplies during emergencies.</li> <li>12. Attends in-service programs provided by the Clinical Department and uses job-related guidance assistance from leadership.</li> <li>13. Successfully completes annual competencies in vascular access cannulation, central line care, sterile central line dressing changes, phlebotomy, dialysis machine priming, blood glucose monitoring, and hemoglobin CRIT line monitoring.</li> <li>14. Float to other units including Meriter IP dialysis and EMH as needed for operational staffing needs.</li> <li>15. Monitors and tests the water treatment system according to unit policy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Under the supervision of Dialysis RN, initiates, monitors, records patient data and terminates hemodialysis treatments.</li> <li>2. Expert in cannulation of vascular access (Fistula/grafts).</li> <li>3. Performs various physical audits and reports in compliance with TJC and ANSI/AAMI, CDC dialysis guidelines.</li> <li>4. Monitors and tests the water treatment system according to unit policy.</li> <li>5. Monitors and tests water treatment system for water hardness, chlorine, and system pressures with each patient care shift and documents parameters accordingly. Notifies appropriate vendor personnel when parameters are outside of standard range.</li> <li>6. Completes the machine, RO, and Water Room logs.</li> <li>7. Routine daily maintenance and sanitization of the dialysis machines.</li> <li>8. Responds to various dialysis machine alarms, either clinical or machine related.</li> <li>9. Considered the first line of trouble shooting and assists employees with technical support for the equipment.</li> <li>10. Troubleshoots and performs initial diagnostics to the dialysis machine.</li> <li>11. Trained to step in when Dialysis Support Service Tech is not available.</li> <li>12. Work with management team to help to carry out competency trainings for yearly staff requirements.</li> <li>13. Work as a mentor and/or preceptor for new employees.</li> <li>14. May contribute to peer reviews for performance evaluations of other staff.</li> <li>15. Performs dialysis required laboratory procedures and quality control which include blood glucose monitor quality control and patient testing, collecting ordered laboratory specimens, and proper labeling of the specimen collected.</li> <li>16. Supports patient advocacy, patient rights and responsibilities and service standards.</li> <li>17. Assists with interventions for patients with behavioral health challenges.</li> <li>18. Promotes a unit-based, multi-disciplinary quality improvement program that incorporates patient care standards and meets CMS and TJC regulations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Responsible for the monitoring of data and quality measures. Enter audits into the system and analyze for any necessary follow up.</li> <li>2. Audits the cleanliness of the water room and conducts audits on water room logs. Works directly with water vendor to make sure emergency backup plan for loss of RO is in place.</li> <li>3. Responsible for monitoring cultures and logging all findings, including advanced water room cultures (water room and machines).</li> <li>4. Analyzes the supply usage/waste audit and determines what steps are needed to fix any concerns.</li> <li>5. Develops the quality of care standards, competencies, and competency checklists. Signs off on competencies.</li> <li>6. Responsible for higher acuity dialysis machine alarms.</li> <li>7. Performs and/or schedules RO systems and equipment sanitizing as required per AAMI guidelines and CMS and TJC regulations.</li> <li>8. Notifies the Biomed Contractor of service needs and follows through appropriately with the records of service. Works with Biomed Contractor to sanitize the water system monthly.</li> <li>9. Monitors CMS guidelines as they change and creates and conducts the necessary employee training.</li> <li>10. Accountable for maintaining logs and record keeping for dialysis machines.</li> <li>11. Responsible for minor repairs on actual dialysis equipment- opens machines and conducts calibration testing.</li> <li>12. Travels to remote sites (such as Meriter and EMH) and provides technical set up.</li> <li>13. Negotiates equipment issues with vendors for repair/replacement, follows through with the necessary documentation and training if new equipment is necessary.</li> <li>14. Maintains inventory database with supply item ordering information /vendor contact information, establishes par levels, monitors usage data and adjust accordingly.</li> <li>15. Partners directly with vendors and purchasing agents on product recalls and back orders of supplies.</li> <li>16. Works with Materials Management to organize and evaluate stock items usage, adjusts par levels, performs expiration date audits - for CS closet, bedside emergency supplies, and nurse servers.</li> <li>17. Responsible for CMS regulations/audits.</li> <li>18. Audits emergency evacuation procedures semi-annually.</li> </ol>

<p>16. Monitors and tests water treatment system for water hardness, chlorine, and system pressures with each patient care shift and documents parameters accordingly. Notifies appropriate vendor personnel when parameters are outside of standard range.</p> <p>17. Completes the machine, RO and Water Room logs.</p> <p>18. Routine daily maintenance and sanitization of the dialysis machines.</p> <p>19. On Call as needed</p>	<p>19. Performs inventory checks/expired supply audits, orders supplies, tracks receipts, faxes packing/delivery slips to fiscal.</p> <p>20. Develops, maintains, monitors and performs all relevant technical quality indicators and standards, including appropriate sanitization and QC of fluid systems.</p> <p>21. In conjunction with leadership, performs QA audits to ensure compliance with CMS and TJC regulations and AAMI standards including calibration of equipment as required.</p> <p>22. Works with outside consultants and contractors as needed to ensure appropriate maintenance and other services are performed on schedule.</p> <p>23. Perform and/or schedule systems and equipment sanitizing as required per AAMI guidelines, CMS and TJC regulations.</p> <p>24. Prepares dialysis bicarbonate and acid concentrates as prescribed.</p> <p>25. Follows established safety and emergency policies and procedures in daily practice or emergency situations including handling of equipment and supplies during emergencies.</p> <p>26. On Call as needed</p>	<p>19. Responsible for achieving safety goals.</p> <p>20. Works with team to develop new processes from incident reports items.</p> <p>21. In coordination with the leadership team, develops learning programs for staff and conducts team learning activities.</p> <p>22. Facilitates HealthLink and other job-related trainings.</p> <p>23. Mentors and precepts staff.</p> <p>24. Coach employees on various equipment as needed.</p> <p>25. May contribute to peer reviews for performance evaluations of other staff.</p> <p>26. Supports patient advocacy, patient rights and responsibilities and service standards.</p> <p>27. On Call as needed</p>
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### Dialysis Tech Requirements

Dialysis Tech- I	Dialysis Tech II	Dialysis Support Service Tech
<p><b>Requirements</b>  <u>Education Minimum:</u> High School Diploma or equivalent.</p> <p><u>Work Experience Minimum:</u> Prior experience in medical setting or customer service environment</p> <p><u>Preferred:</u> One (1) year recent experience as a Dialysis Technician, Certified Medical Assistant, Certified Nursing Assistant, Phlebotomist, Surgical Technician, First Responder, EMT, ED Tech or LPN</p>	<p><b>Requirements</b>  <u>Education Minimum:</u> High School Diploma or equivalent. Dialysis Tech certification.</p> <p><u>Work Experience Minimum:</u> Three (3) years of experience performing as a Certified Dialysis Technician.</p> <p><u>Licenses/Certifications Minimum:</u> 1) Current CMS recognized certification as a Certified Dialysis Technician (CCHT)  2) CPR Certification (BLS)</p>	<p><b>Requirements</b>  <u>Education Minimum:</u> High School Diploma or equivalent. Dialysis Tech certification.</p> <p><u>Work Experience Minimum:</u> 1) Five (5) years of experience performing as a Certified Dialysis Technician.</p> <p><u>Licenses/Certifications Minimum:</u> 1) Current CMS recognized advanced dialysis certification (CCHT-A)  2) CPR Certification (BLS)</p>

<p><b>Licenses/Certifications Minimum:</b> <u>1)</u> CMS recognized certification as a Dialysis Technician (CCHT) within 18 months of hire <u>2)</u> CPR Certification (BLS)</p>	<p><b>Preferred Licenses:</b> Additional advanced dialysis certification (CCHT- A)</p>	
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