



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

<i>Position Number</i>	<i>Position Title</i>	
U-01-130-RNCD-1230	Clinical Coordinator, Dialysis	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Acute & Ambulatory Care	Manager of Acute and Ambulatory Care	Hay River Regional Health Center

PURPOSE OF THE POSITION

Provides advanced nursing care to patients and coordinates the operation of the Dialysis Unit in accordance with established standards of nursing practice and the philosophy and objectives of the Hay River Health & Social Services Authority (HRHSSA) to ensure that the patients' physical, emotional, psycho-social, spiritual and educational needs are met.

SCOPE

This position is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated Health Authority that includes a 29 bed Acute/Extended Care hospital, which also provides Ambulatory outpatient and emergency services and two Dialysis stations; Woodland Manor, a 15 bed long term care resident facility; Supportive Living Services, comprised of 3 residences and a skills development center building; Diagnostic Imaging & Laboratory Services; Medical and Specialty Clinic Services; Community Counselling Services; Child & Family Services; Community Health and Home Care Services; Rehabilitation Services and a full range of support services.

Located within the HRHSSA and reporting directly to the Director, Clinical & Diagnostic Services, the Clinical Coordinator, Dialysis provides culturally sensitive care to inpatients and outpatients living with renal disease. The Dialysis Coordinator works Monday to Friday, and is responsible for monitoring the quality of nursing care within the Dialysis Unit. The Dialysis Unit can support four patients receiving dialysis within the unit on three dialysis machines. The Clinical Coordinator, Dialysis is the functional nursing expert with respect to the treatment of renal disease. The incumbent develops and delivers appropriate training, arranges for external training, revises policies and procedures to meet current standards of practice where appropriate and ensures that

the staffing levels meet the patient acuity needs.

The Clinical Coordinator, Dialysis is an RN who models and promotes excellence through the hands on delivery of nursing care to patients (when required) or by providing experienced advice and/or recommendations to RNs when faced with difficult or unusual situations. As an educator, researcher and consultant, in nursing care, the incumbent helps guide nurses from task orientation to more empowered analytical thinking and care giving approaches. These provisions have a direct impact on the quality of services delivered to clients and their families, and on the cost of the services provided.

A specialist/physician is not always readily available. When necessary the Clinical Coordinator, Dialysis will contact a Nephrologist, dialysis units in southern hospitals and/or transplant clinics to address out of the ordinary complications (may be done via telehealth technology). As a result, the Clinical Coordinator, Dialysis independently makes day-to-day decisions regarding individual nursing care plans based on standing orders. The Dialysis Coordinator may be responsible for multiple patients at any one time, using sound judgment to provide care through independent nursing interventions and delegated medical orders from the physician. When changes in the patient condition are detected (i.e. vital signs, abnormal lab results, pulmonary edema, etc) the Clinical Coordinator, Dialysis may adjust the treatment accordingly.

Dialysis patients must live within the Hay River area; therefore patients not living in Hay River must move here to receive the necessary, life saving care. The Clinical Coordinator, Dialysis acts as a patient advocate and facilitates communication between the patient, family and other health care professionals to help the process of relocation occur as smoothly as possible. Patients, family members and external caregivers (i.e. Community Health Nurses, physicians, etc.) of patients will often contact the Unit on a regular basis for advice or direction prior, during and/or after the dialysis treatment. This constant and continuing communication and support results in a holistic approach to planning, organizing, teaching, and relationship development that will best meet the long term needs of the patient.

In lieu of any dialysis patients, the Clinical Coordinator – Dialysis will be assigned duties including but not limited to Combined Care. This will be done at the discretion of the Director and within the parameters of the Collective Bargaining Unit.

RESPONSIBILITIES

- 1. Provides and leads the provision of direct nursing care to patients using a problem solving approach and in accordance with the standards, guidelines and scope of professional nursing practice to facilitate individualized nursing care to patients of the Dialysis Unit.**

Main Activities:

- The Registered Nurse will assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient,

- Ensure that dialysis equipment (i.e. dialysis machines, water purification system, etc) is working properly by testing, calibrating and troubleshooting before initiating care,
- Assist patients to achieve their optimum level of health in situations of normal health, illness, injury, or through the process of dying,
- Advocate the dignity and self-respect of patients,
- Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
- Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs, and
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

2. The Clinical Coordinator, Dialysis develops, coordinates and facilitates education/teaching based on the needs of the patient, potential patients and other health care providers.

Main Activities:

- Use a holistic approach to facilitate individual learning of patients and their families upon admission and transfer or discharge in relation to renal disease (i.e. self-care, health promotion, etc.),
- Promotes Human Organ Procurement and Exchange (HOPE) throughout the Northwest Territories,
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs,
- Research, develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients, and
- Coordinate the admission and transfer or discharge of patients. This includes explaining and ensuring that the patient understands the admission or discharge plan (established by the Health Care Team for the patients care and treatment).
- Identify learning needs and training requirements of the RN's, develop, facilitate and/or arrange for the delivery of identified training,
- Coordinate services with outside agencies/centers/institutions to facilitate a clients' return to optimal health, and
- Coordinate/provide off-unit consultations, and
- Recommend revisions and implement policies and standards of nursing care within the Dialysis Unit.

3. The Clinical Coordinator, Dialysis is responsible for the actions of others that are directed toward determining and achieving patient care goals.

Main Activities:

- Makes decisions necessary to promote change and ultimate outcome of goal attainment,
- Communicate with nurses and other members of the health care team regarding the patient's health care to provide continuity of care and promote collaborative efforts directed toward quality patient care,
- Take a lead role in disaster responses within the Dialysis Unit,
- Manage and supervise the functions of others who provide direct care (including but not limited to assigning duties, performance management, training and development), and
- Ensure adequate staffing levels during all shifts (i.e. calling in appropriate relief staff).

4. Advocate practice environments that have the organizational and human support systems, and the resource allocations necessary for safe, competent and ethical nursing care with a focus on dialysis.

Main Activities:

- Develop, implement and deliver HRHSSA programs (i.e. hemodialysis, etc) to staff to ensure they have optimum skills to provide care to dialysis patients on other nursing units,
- Review and revise, if necessary, policies and standards of nursing care that relate to dialysis nursing,
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Provide up-to-date data information on HRHSSA hemodialysis patients and/or kidney transplantation to the Canadian Organ Replacement Register (CORR) at the Canadian Institute of Health Information (CIHI).
- Collaborate with nursing colleagues and other members of the health team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and others in the setting,
- Orientation of new employees to specific specialty programs, and
- Participates in committees, task forces, and research projects as related to the Dialysis Unit.

5. Assist the Director with the day-to-day administration and clerical functioning of the Dialysis Unit.

Main Activities:

- Monitor staffing patterns (all staff within the unit) of the Dialysis unit and organize the necessary human resources to meet staffing requirements (i.e. regular scheduling, calling in nurses to cover illnesses, etc.),
- Ensure that the stock of unit supplies is adequate and arrange for the ordering of supplies as required.

- Collect and interpret unit statistics for management.

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge of and an ability to apply nursing processes (assessment, planning, implementation and evaluation) and current nursing practice to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.

Must have expert knowledge in the area of nephrology (the study of diseases and disorders of the kidney) and must be capable of sharing this information to both patients and caregivers.

Must be able to provide education, training, advice and assessment using specialized equipment, medications, tools and techniques (including but not limited to the dialysis machines, water purification system, artificial kidneys, pumps, etc.)

Critical thinking skills when troubleshooting problems with accesses and understanding using TQA and critline.

Ability to educate patients and their families on appropriate self-care methods and techniques.

Knowledge of and ability to operate Telehealth equipment, computer programs such as Lab Value Program, (Triple G), e-mail, internet and word processing programs.

Knowledge of education principles related to adult learners in order to develop and deliver subject specific training and development.

Knowledge of advanced biological, physical and behavioral sciences in order to recognize, interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.

Knowledge of and an ability to network resources within and outside the HRHSSA (i.e. Social Services, Public Health, etc.) in order to ensure support of patients and their families.

An ability to operate and/or use standard medical equipment (such as but not limited to – peripheral IV pumps and lines, EKG, stretchers, thermometers, sphygmomanometer, blood glucose monitors, sharps, etc).

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, three years recent nursing experience in a Hemodialysis unit, and Certification in Nephrology Nursing (Canadian Nurses Association) or working towards this certification, and one year experience in program development, training and delivery.

Must be registered with the NWTRNA

Must be able to acquire within a reasonable time frame and remain current with the following training or certification:

- Emergency Drug Administration,
- EKG
- Act testing
- TQA monitoring
- Crit line monitoring
- Immunizations,
- IV Therapy,
- Care and maintenance of CVC
- Certification in basic CPR.

Desirable certifications include:

- ACLS
- Nephrology (CNA Certification)

WORKING CONDITIONS

Physical Demands

The Clinical Coordinator will be providing some direct patient care where they will be required to lift and support patients or stand in awkward positions while performing patient assessment. The majority of the incumbent's time will be spent standing for long periods of time providing direct care or assisting in the mentorship of RNs.

Between 30% - 50% the incumbent will be required to bend stand and lift jugs in an awkward position while performing patient assessment or care, needling and stringing

of machines. Physical space also contributes to this. There is repetitive twisting of wrists and frequent bending for various functions of the dialysis machine and during routine patient care, (i.e.: assisting with leg cramps). The reclining dialysis chair is at a low fixed height, therefore unable to maintain proper body mechanics while manipulating accesses, CVC lines, etc. In addition, as a result of the fast paced nature of the dialysis unit, the Clinical Coordinator, Dialysis will spend significant amounts of time rushing from patient to patient, which may cause substantial levels of fatigue and distress.

The Clinical Coordinator, Dialysis is expected to do some clerical duties that are usually assumed by the Unit Clerk as well perform service aide duties.

As treatments require the constant observation and attention the Clinical Coordinator, Dialysis is routinely unable to eat meals or access washroom facilities at regular intervals.

Environmental Conditions

During their shift (50% - 75% of time) an incumbent will have significant levels of exposure to communicable diseases, blood, and body fluid, hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

The Clinical Coordinator, Dialysis is exposed to toxic and unpleasant fumes that can result in potential severe health risks.

Sensory Demands

Patients within the dialysis unit are connected to a dialysis machine for renal replacement to sustain life. The incumbent must constantly use the combined senses of sight, touch, hearing, and smell (100% of the time) to monitor patient status that may cause significant levels of stress on the senses.

The dialysis area is in tight quarters and will often be quite noisy from the constant hum from the RO water treatment and dialysis machine. There are frequent alarms that require immediate attention. The incumbent must be able to recognize and address the different warning and monitoring indicators to ensure appropriate and timely patient care.

When a patient completes the treatment, the Clinical Coordinator, dialysis must assess them, then clean and disinfect the machine and chair, redress the chair and string the dialysis machine in a very quick paced and organized fashion to ensure the next run is commenced in a timely manner.

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Dialysis Unit.

Mental Demands

The incumbents may be exposed to death/dying and other emotionally disturbing experiences (100% of the time). The Clinical Coordinator, Dialysis is expected to remain calm, controlled and professional, regardless of the situation, and demonstrate care and compassion to the client, family and other members of the health care team.

Often, the Clinical Coordinator, dialysis deal with grief and disappointment as patients wait for a transplant/ or received one that was rejected and subsequently back on Hemodialysis. There are times the incumbent will have to deal with preparing a patient that chooses to halt their dialysis or patients may choose to not start treatment at all, resulting in death. Often, patients look for guidance from the dialysis nurse on social, financial, depression and hopelessness issues as well as filling in forms from transplant sectors.

In addition, within the health care setting there can significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress.

There is uncertainty in knowing what to expect while at work. There is legitimate concern about being responsible for the lives of patients and their families, risk of assault and unknown and predictable situations.

CERTIFICATION

Position Number:

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Director/Chief Executive Officer Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

December 29, 2006 – editorial changes only
January 17, 2012 – Reports to; Scope; Client/Staff Safety
May 26, 2022- editorial changes, qualifications, reporting to