



## TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

### CERTIFIED HEMODIALYSIS TECHNICIAN (CHT 1)

<i>Program:</i>	<b>Dialysis</b>	<i>Salary:</i>	<b>\$42,508 – 57,254</b>
<i>Supervisor:</i>	<b>Facility Administrator</b>	<i>Salary Range:</i>	<b>7</b>
<i>FLSA Status:</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<i>Position Type:</i>	<b>Regular Full-Time</b>

TIHP Board Approved: 3/04/2022

#### POSITION DESCRIPTION

A certified hemodialysis technician is the main point of labor for the Dialysis clinic floor. May work independently under the direction of a licensed Registered Nurse (RN) initiating, monitoring and terminating dialysis. Will record vital signs and treatment data and report pertinent data to the RN. Must remain knowledgeable of all Transitional Dialysis Care (TDC) and Centers for Medicare and Medicaid Services (CMS) policies and procedures.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

- Administer and monitor dialysis therapy to patients, performing direct patient care dialysis procedures, i.e. taking vitals, blood lab work, utilizing dialyzer, etc.
- Recognize and address onset of medical complications and/or inadequate response to dialysis therapy.
- Familiar with, adhere to, and implement Centers for Medicare & Medicaid Services (CMS) October 14, 2008 Conditions for Coverage regulations or the latest updated regulation.
- Responsible for operation and maintenance of dialysis machines and related documentation.
- Perform disinfection procedures and related documentation for Reverse Osmosis water system.
- Perform chlorine and chloramine testing and hardness testing.
- Obtain, order, and ship blood labs and water samples for testing and maintain related documentation.
- Provide patient education as required.
- Responsible for recognition of and notification to RN(s) of safety parameters (power outages, water pressure changes, equipment malfunction, etc.) Assist RN(s) as needed and assigned.
- Responsible for recognition or and notification to RN(s) of pre/post/intradialytic complications (Hypo/hypertension, cramping, NVD, AMA, ALOC, etc, and perform outlined interventions.
- Assemble all necessary supplies and equipment at chairside for each shift as well as restocking and maintaining clean stations and work areas.

- Seal and dispose of bio-hazard materials accordingly.
- Operate Doppler, oximeter, and glucometer.
- Administer heparin as needed and instructed.
- Assist with clinical and equipment orientation of new staff.
- Follow infection control guidelines and practice universal precautions, utilizing appropriate personal protective equipment as needed.
- Perform all water tests according to the Association for the Advancement of Medical Instrumentation (AAMI) standards and unit policy.
- Monitor, test and document as needed for water samples.
- Insure proper operation of the reverse osmosis system and take corrective measures as necessary.
- Responsible for recognition of safety parameters in the Center: a) equipment malfunctions; b) water pressure changes; c) power shortages; and immediately report any action levels to Facility Administrator or designee.
- Precept new staff and assist with educational support and development.
- Other job-related duties as assigned.

#### **REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- High School Diploma or equivalent.
- Current Hemodialysis Technician Certification.
- One-year experience in a hemodialysis unit or strong patient care experience in med-surgery.
- Selected basic care skills including aseptic technique.
- Understanding the importance of standardized technique and health hazards relating to poor performance.
- Knowledge of design characteristics and principles of operation of the dialysis system as they contribute or inhibit the prescribed treatment results, as well as knowledge of dialysis procedures.
- Basic knowledge/objectives of emergency medical treatment, therapy and dietary management of the patient with renal failure.
- General understanding of transplantation as an alternative therapy.
- Ability to maintain strict confidentiality of Dialysis Center patients and staff and behave in a professional and positive manner.

- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

### **PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Prior experience
- Bi-Lingual/Spanish Speaking

### **ALL TIHP EMPLOYEES ARE EXPECTED TO:**

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment. Office equipment including, but not limited to computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment, with continuous contact with other staff and the public.

### **EMPLOYMENT INFORMATION**

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the

effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

*Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.*

#### **EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This acknowledgment will be placed in the employee's personnel file and copy given to employee.*