

STAFF UPDATE

June 28th, 2024



NEED TO KNOW

Don't forget to review and sign your Employee Handbook

You should have received an attestation document via DocuSign last week. Please make sure to read the handbook and confirm via DocuSign that you've read it and have had an opportunity to ask questions about anything you don't understand. Staff can currently view the handbook on [KNET](https://knet.nwkidney.org/docs/1717430987253.pdf?t=638537190470621622) (<https://knet.nwkidney.org/docs/1717430987253.pdf?t=638537190470621622>). If you have any questions, please contact Robin Larmer at Robin.Larmer@nwkidney.org (<mailto:Robin.Larmer@nwkidney.org>).

No Quest pickup on the 4th of July

As a reminder there will be no Quest pickups on the 4th of July. If you have any questions, reach out to Neway Support for help with labs, pickups, or other related requests. You can reach Neway Support at support@newayllc.com (<mailto:support@newayllc.com>) or +1(888)204-5060.

Updated email signatures coming July 1

Starting July 1, you'll see an updated e-signature attached to your Outlook emails. We're streamlining the information presented, updating the social media icons and adding a Northwest Kidney Centers campaign message, which will change periodically. See the example below. (Please note that clinical staff will have their clinic location and fax numbers included in their signature.) If you have questions about the new signature, reach out to the Communications team at communications@nwkidney.org.



(<https://nwkidneyupdate.org/wp-content/uploads/2024/06/Picture1.png>)

Annual infection training due by July 29th

All staff need to complete their annual infection trainings in Relias by July 29th. The four trainings are courses on Hand Hygiene, K-Health Modules, Tuberculosis, and Bloodborne Pathogens. As a reminder, we're transitioning to a new e-learning program called MedTrainer later this summer, and you will not be able to access Relias after July 29th.

Training for new time clocks moved to July 1st

As part of the ADP Time and Attendance launch later this year, each clinic/office will be receiving new timeclocks. Training on how to use the new timeclocks and ADP Time and Attendance module will happen in mid-July to prepare for an August launch. Stay tuned for more details.

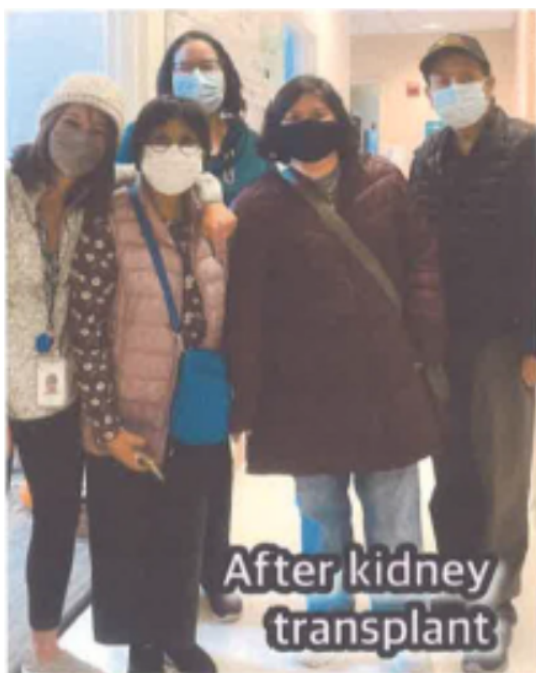
Lake City patient celebrates transplant & her care team

Aurora Merano came to the Lake City clinic in August 2023 with strong reservations, tearful and trembling. She had postponed starting dialysis for over a year, fearing the road ahead would be too difficult to bear. The team at Lake City helped her overcome her overwhelming fear of needles. They held her hand and provided her with the encouragement and support to get her AVF ready and catheter removed.

On days that were exceptionally hard and she wanted to quit, she said the Lake City team gave her the support and strength she needed to overcome. She said this was a large part of what kept her coming back. They became like family to her, and it made her anxiety lessen by the day. She knew she was in good hands.

In February of this year, she received "the call" and was the successful recipient of a kidney transplant. She is recovering well and enjoying her new lease on life. She came back to visit the team at Lake City to thank everyone for helping her through her darkest time.

Congrats to Aurora and the Lake City team!



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Update from your Clinical Ed. team

The Review!

June 2024 Issue
Updates & Tips: Presented by Your
Clinical Education Team

Contents:

- Training Videos
- Roadshow
- Preceptor Training update
- CVC P&P

Questions, Comments, or Suggestions?
Please reach out, we are happy to help!
educationlist@nwkidney.org

We have heard you want more training videos to support your learning...so Clinical Education is working on creating more videos. You can find them in the Clinical Support & Training Videos section under **Employee Education-Clinical Staff Education**. Current videos include cleaning the dialysis station, access/de-access for CVCs, CVC dressing changes, and more! Please email educationlist@nwkidney.org if you have ideas for other specific training videos you would like to see!



Clinical Staff Education

- [Clin. Ed. Roadshow calendar](#)
- › BSI and INFECTION PREVENTION
- › Clinical Support and Training Videos
- › Educational Resources for Clinical Staff
- › Annual Education Calendar
- › New to In Center Hemodialysis Training Program
- › Clinical Orientation
- › Corrections and updates

ALSO: Clinical Education is going clinic to clinic to re-educate about common mistakes in current clinical practice. *If you miss your own clinic's roadshow due to PTO/etc, you are welcome to arrange to come to another! *Our roadshow schedules are available on K-Net, check it out! Find them in the link on the Homepage under the News as seen below:



News

Clinical Education is Going on the Road!

Page 1 of 2.

PRECEPTOR TRAINING CLASSES UPDATE!

- Classes are NOW QUARTERLY!**
- The next class will be held August 6th 7th at SeaTac.
- Register early for the next preceptor training class using the link below

<https://forms.office.com/r/bb0HNyrtf>

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[Ed.-Newsletter-template-7.png](#))

The Review! cont.

The policies & procedures for Central Venous Catheters have been updated! Please read & begin to implement them if you have not already done so!

- An instructional video that summarizes key changes is available on K-Net: [CVC P&P Update Recording](#)
- Additional educational CVC resources that include videos of procedural steps are in [K-Net: Catheter Care videos](#)

High level summary of the Top 10 P&P changes:

1. One (1) centralized CVC policy now: Central Venous Catheter (CVC) Management: Five (5) related procedural document & guidelines: Catheter Access, De-access, Dressing Change, TPA administration, & Handling Technical problems
2. Clarified aseptic technique, cleaning/disinfecting process updated and added extra cleaning/disinfecting steps when accessing/de-accessing CVC.
3. CVCs in place but not used, will be assessed for patency every treatment.
4. Added additional data collection/assessment requirements for tunnel infections by clinical staff.
5. DTs can administer and remove 5000 units/ml heparin locks.
6. Turbulent flush technique added to maintain/verify patency. Instructional video for flushing is available on K-Net.
7. Provided more guidance on what to do if unable to aspirate, including the need to obtain provider orders to "flush" locking solutions if unable to aspirate. Nurse function only.
8. Reversing bloodlines permitted for single treatment only - requires appropriate follow-up.
9. TPA cannot be administered if CVC is unable to be flushed with NS. Further clarified TPA administration orders & steps. Nurse function only.
10. Dressing changes done prior to coupling.



A question has come up recently about when medical fellows give orders: It is appropriate for a fellow to be calling orders if he/she is on call; It should be the responsibility of the fellow to alert the appropriate attending nephrologist if they have been called by an NKC nurse and to report what order they gave.

When charting in Clarity, you should identify the attending nephrologist under the "ordered by" menu. Please also enter a comment along the lines of "Order received from Dr. [Fellow name] for Dr. [Attending physician]."

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That's all for now! Until our May issue. Stay well and safe!

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NICE TO KNOW

Parking reminder

Don't forget – if you park at any NKC location, you need to make sure you have an NKC parking sticker on your vehicle. If you need a parking sticker, please fill out this [form \(extension ://efaidnbmnnnibpcajpcglclefindmkaj /https://knet.nwkidney.org/docs/1399914623142.pdf?t=638550914182157720 \)](https://efaidnbmnnnibpcajpcglclefindmkaj/https://knet.nwkidney.org/docs/1399914623142.pdf?t=638550914182157720) on KNET. Once the form is filled out, email it to [Office_Services_list @nwkidney .org](mailto:Office_Services_list@nwkidney.org).

Get the most out of your free EAP resources

Did you know that all NKC staff have access to our First Choice Health Employee Assistance Program ? Below are just a few of the free resources available in June :

- [LGBTQ+ Mental Health](https://www.fchn.com/documents/eap/supervisornewsletters/20240607-eapsupervisornewsletterjune2024pride06072024.pdf) (https://www.fchn.com/documents/eap/supervisornewsletters/20240607-eapsupervisornewsletterjune2024pride06072024 .pdf)
- [Beating procrastination webinar](https://www.fchn.com/documents/eap/newsletters/20240607-eapwebinarflyerjune2024.pdf) (https://www.fchn.com/documents/eap/newsletters/20240607-eapwebinarflyerjune2024 .pdf)

Yesler Terrace clinic update

Construction continues for our Yesler Terrace clinic ! We anticipate it will open late summer /early fall – stay tuned for more updates as we get closer to the finish line .



(https://nwkidneyupdate.org/wp-content/uploads/2024/06/IMG_1723-



Kidney Centers , let us know . If you refer an experienced dialysis technician or registered nurse who is hired , you could receive up to \$500! For details or to submit a referral , search for “employee referral policy ” in Policy Manager .

Job of the Week :

We're hiring a Nurse Manager for our Kirkland Kidney Center ! Check out the job posting here , and please help us spread the word : <https://www.nwkidney.org/careers/?p=job%2Fogsytfwt> (<https://www.nwkidney.org/careers/?p=job%2Fogsytfwt>)