

# Clinical Training & Education Catalog

Northwest Kidney Centers provides comprehensive on-site education for both newly hired and current staff. The Clinical Education Department (Team SPARK) has developed this Course Catalog to outline all current class offerings. Class dates, times, and locations are listed within each course section.

Training schedules for **experienced** and **inexperienced** staff are included in the **Appendix**. These schedules present the recommended course sequence to ensure an exceptional and well-structured learning experience.

NKC’s training model combines:

- **Didactic instruction**
- **Hands on clinical practice** with Clinical Educators
- **In clinic precepting** with trained preceptors

The full training program for inexperienced staff is **12 weeks**. On days when staff are not attending class, it is considered a clinic day (see training schedule). **All new staff will be paired with a preceptor until competency has been achieved, and the training time requirements are met.**

Requests to modify the standard training plan must be submitted **in writing**, accompanied by supporting evidence of competency. The modification request process is detailed in the **Appendix**.

For questions regarding core clinical classes, please contact: [educationlist@nwkidney.org](mailto:educationlist@nwkidney.org) For questions regarding EMR courses, please contact [Aliona.Mihaluta@nwkidney.org](mailto:Aliona.Mihaluta@nwkidney.org) or [Chris.Marnell@nwkidney.org](mailto:Chris.Marnell@nwkidney.org).

## Core Clinical & EMR Courses

**General Clinical (GenClin)**- Provides foundational onboarding, including orientation tasks, infection prevention, water room overview with tour, vital signs, safe patient transfers, and care of bedbound patients.

Class Dates			Location	Start Time
Mar. 3rd	Apr. 14th	May 12th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
June 9th	July 7th	Aug. 4th		
Sept. 15th	Oct. 13th	Nov. 10th		
Dec. 8th				

**Dialysis 101 – Fundamentals** – Provides instruction on the core principles of kidney function, related complications, dialysis fundamentals, fluid management, and commonly used in-center medications.

Class Dates			Location	Start Time
Mar. 4th	Apr. 15th	May 13th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
June 10th				

**Machine 101 – Introduction to the Braun:** This course provides an overview of the Braun dialysis machine, including essential system components and standard setup procedures.

Class Dates			Location	Start Time
Mar. 5th	Apr. 16th	May 14th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
June 11th				

**EMR Basic 101 (Clarity)** - This introductory course introduces all disciplines to the Clarity EMR. Employees will learn where to find resources for Clarity and how to navigate the EMR. Attendees will also learn other systems that Clarity integrates with, and what data from those systems is pulled into Clarity. Other topics covered include understanding documentation requirements and workflows, the importance of the Patient Schedule, Notes, Document Management, and how to run basic reports.

Class Dates			Location	Start Time
Mar. 11th	Mar. 25th	Apr. 8th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
Apr. 22nd	May 6th	May 20th		
June 3rd	June 17th			

**Access (AVF/AVG)** - Covers the care and cannulation of fistulas and grafts, recognition of access complications, proper lab collection techniques, and the use of the Lumify ultrasound device.

Class Dates			Location	Start Time
Jan. 20th	Feb. 17th	March 17th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
April 30th	May 26th	June 23rd		

**EMR Basic 102** - This course is specific to Dialysis Technicians and Nurses, focuses on Real-Time-Charting essentials. This includes creating RTCs, documenting within RTCs, and submitting RTCs. We will cover what data from Clarity populates to RTCs from within the EMR and how medications and immunizations are documented in the RTC.

Class Dates			Location	Start Time
Jan. 21st	Feb. 4th	Feb. 18th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
March 4th	March 18th	April 1st		
April 15th	April 29th	May 13th		
May 27th	June 10th	June 24th		

**Machine 102** - Focuses on understanding and troubleshooting machine alarms, along with managing common situations that may affect machine operation (e.g., power outages, blood leaks), patient on and off machine procedure review, and machine recirculation. Students can practice machine setup to increase competency as time permits.

Class Dates			Location	Start Time
Jan. 22nd	Feb. 19th	March 19th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
May 1st	May 28th	June 25th		

**Access (CVC)** - Covers accessing and de-accessing CVCs, performing dressing changes, identifying catheter-related complications, quality measures in dialysis, and providing general care for patients with a CVC access. includes an introduction to key patient lab tests.

Class Dates			Location	Start Time
Feb. 3rd	Mar. 3rd	Mar. 31st	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
May 12th	June 9th			

**Dialysis 102 – IDT Guest Speakers** - This virtual course provides an overview of the BioMed department’s roles and responsibilities, basic Braun machine information, renal nutrition guidelines for ICHD patients, the roles of the Palliative Care and Social Work teams, and Trauma Informed Care for managing challenging patient behaviors, presented by external partner Marty Reinsel, LMHT.

Class Dates			Location	Start Time
Feb. 4th	Mar. 4th	Apr. 1st	<b>Virtual</b> A link to join each session will be emailed prior to class	8:00 AM – 4:30 PM
May 13th	June 10th			

**Dialysis 103 (Complications & Emergencies)** - Provides training in ICHD Code Review, POLST, care of the deceased, mock Code Blue practice for in-center patients, dialysis emergencies and complications with scenario-based learning, an overview of home modalities, fall prevention strategies, and SBAR communication.

Class Dates			Location	Start Time
Jan. 8th	Feb. 5th	Mar. 5th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
Apr. 2nd	May 14th	June 11th		

**Dialysis 104 – (Graduation & CPR)** - This capstone course concludes the core training program for Dialysis Technicians and Nurses. It includes the final exam, an overview of state and national certification pathways for Dialysis Technicians, and CPR certification. \*\*Note: Nurses will continue with the remaining required nursing curriculum on their assigned schedule.

Class Dates			Location	Start Time
Jan. 9th	Jan. 30 <sup>th</sup>	Feb. 13th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
Mar. 20th	April 17th	May 29th		
June 26th				

## NKC Nurse Curriculum Courses

**NUR 100** - This first course in the six-part nursing series focuses on patient assessments, ICHD Code Blue protocols, Palliative Care considerations for nurses, ordering in-center medications, standing medication orders, and commonly used NKC medications, SBAR communication, nursing scope of practice, and delegation.

Class Dates			Location	Start Time
Feb. 9th	Mar. 9th	Apr. 6th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
May 18th	June 15th			

**NUR 101** - Covers navigation of the Neway lab portal and ICHD lab considerations, lab result interpretation, dialysis adequacy, hepatitis and drug-resistant organisms, ICHD vaccination protocols, management of bloodborne pathogen exposures, ICHD patient admissions, patient education at NKC, CIA-POC nurse assessment, and dialysis access assessments and nurse response to complications.

Class Dates			Location	Start Time
Feb. 10th	Mar 10th	Apr. 7th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
May 19th	June 16th			

**EMR NUR 101** - Designed specifically for nurses working with Clarity, the EMR Nurse 101 course will introduce the employee to nurse-specific Clarity Workflows. Attendees will learn to reschedule dialysis appointments as well as medications, enter medication orders and dialysis prescriptions, enter and update dialysis accesses, and review the nursing responsibilities within Real-Time-Charting.

Class Dates			Location	Start Time
Feb. 12th	Mar. 12th	Apr. 9th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
May 21st	June 18th			

**NUR 102** - Covers ICHD standing orders (excluding medications), dry weight assessments, fall assessments and post fall protocols, and medication adjustment procedures for Mircera, Hectorol, and Venofer. Emphasizes the development of clinical reasoning skills and concludes with a final exam validating knowledge gained throughout the nursing learning pathway.

Class Dates			Location	Start Time
Feb. 23rd	Mar. 23rd	Apr. 20th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
June 1st	June 29th			

**EMR NUR 102** - Building off of the EMR Nurse 101 course, the employee will learn advanced nursing workflow. Topics covered will include mastering checklist documentation, reviewing the medication standing orders, understanding transplant workflow, and utilizing tools for accurate ESA medication adjustments.

Class Dates			Location	Start Time
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Feb. 26th	Mar. 26th	Apr. 23rd	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
June 4th	July 2nd			

**EMR NUR 103** - The final course in the EMR Nurse series prepares nurses for independent practice and navigating challenging scenarios. Topics include admissions workflow, navigating complex patient status changes, understanding the Comprehensive Interdisciplinary Assessment and Plan of Care call, reconciling immunizations through WAIS, and reviewing parent/child medication orders creating from rescheduling treatments.

Class Dates			Location	Start Time
Mar. 2nd	Mar. 30th	Apr. 27th	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	8:00 AM – 4:30 PM
June 8th	July 6th			

# Training Schedule: In-Experienced Staff

All newly hired staff without prior dialysis experience are required to complete all courses listed in this training schedule. It is **strongly recommended** that courses be completed in the order listed, as each session builds upon the previous one. Courses taken out of sequence are allowed when the start date is after the first NEO class of the month or if classes are missed.

Please note:

- Missing any scheduled class may delay your graduation date.
- An email notification will be sent to Managers when students are absent.
- It is the responsibility of the staff member or their manager to register for a makeup class using the online [Education Request Form](#) available on K-Net.
- Training consists of didactic and clinical practicum days. All required courses must be completed to receive a certificate of completion.

Your full participation in both classroom and clinic days is essential to ensure readiness for independent practice and safe patient care.

Course Name	Day	Date	Location	Start Time/Preceptor
NEO	Monday		Burien	9:00 AM
<b>Gen Clin 101</b>	Tuesday		SeaTac	8:00 AM
<b>Dialysis 101</b>	Wednesday		SeaTac	8:00 AM
<b>Machine 101</b>	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
Clinic Day	Monday			
Clinic Day	Tuesday			
<b>EMR Basic 101</b>	Wednesday		SeaTac	8:00 AM
Clinic Day	Thursday			
Clinic Day	Friday			
Clinic Day	Monday			
<b>Access (AVF/AVG)</b>	Tuesday		SeaTac	8:00 AM
<b>EMR Basic 102</b>	Wednesday		SeaTac	8:00 AM
<b>Machine 102</b>	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
Clinica Days	Mon - Fri			
Clinic Day	Monday			
<b>Access (CVC)</b>	Tuesday		SeaTac	8:00 AM
<b>Dialysis 102</b> (IDT Guest Speakers) (Trauma-Informed Care)	Wednesday		Virtual	8:00 AM
<b>Dialysis 103</b> (Complications/Emergencies)	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
<b>Classroom - Nurses</b> Clinic Days - DTs	Mon & Tues		SeaTac	8:00 AM

Clinic Day	Wednesday			
<b>Classroom - Nurses</b> Clinic Day - DTs	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
Clinic Days	Mon - Thurs			
<b>Exam - Graduation &amp; CPR</b>			SeaTac	8:00 AM
<b>Classroom - Nurses</b> Clinic Days - DTs	Mon & Tues		SeaTac	8:00 AM
Clinic Day	Wednesday			
<b>Classroom - Nurses</b> Clinic Day - DTs	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			

**\*Note:** DTs need to apply for the WA MA-HT certification. Attestations are emailed to the Manager and student. Training will continue in the clinic for the remaining 6 weeks with a preceptor to allow DT ample time to hone new skills and advance responsibly to a 4:1 patient pod. Weekly check-in with the new staff, preceptor, and manager is recommended.

**ADDITIONAL CLASSES FOR NURSES ONLY** - The classes below are required for **ALL** NKC Nurses

Course Name	Day	Date	Location	Start Time
<b>NUR 100</b>			SeaTac	8:00 AM
<b>NUR 101</b>			SeaTac	8:00 AM
<b>EMR NUR 101</b>			SeaTac	8:00 AM
<b>NUR 102</b>			SeaTac	8:00 AM
<b>NUR 103</b>			SeaTac	8:00 AM
<b>EMR NUR 102</b>			SeaTac	8:00 AM
<b>EMR NUR 103</b>			SeaTac	8:00 AM

**Key Contacts:**

Clinic Manager: \_\_\_\_\_

Clinic Phone: \_\_\_\_\_

People Team: [People@nwkidney.org](mailto:People@nwkidney.org)

Link to schedule time for benefits questions: <https://calendly.com/yanyan-wang-nwkidney/30min>

Education Department: [Educationlist@nwkidney.org](mailto:Educationlist@nwkidney.org)

Burien Pavillion (NEO) Classes: 12901 20<sup>th</sup> Ave. S. SeaTac, WA 98168

SeaTac (Basic Training) Classes: 17900 International Blvd. S, SeaTac, WA 98188

**SEATAC PARKING:**

- Please park at the back of the parking lot. Remember to bring your parking ticket with you for validation.

**FOR FOOD:**

- SEATAC DELI: The Original Deli opens from 6:30 am to 2:30 pm, located in the South Tower Lower Plaza of International Place building.
- Rotating Food Trucks every Wednesday, from 11:00am to 1:30pm

# New Hire Training Schedule – **EXPERIENCED**

This training schedule applies to newly hired staff who meet the **experienced staff criteria** as outlined in the *Clinical Patient Care Staff Training and Onboarding Policy*. To qualify, staff must have:

- Worked in a dialysis setting for **at least four consecutive months within the past 12 months**, and
- Hold a **national certification** (CCHT or CHT) or a **state certification**.

A **passing score of 80% or higher** is needed to successfully complete the **competency exam**.

*Internationally educated newly hired staff must complete the inexperienced basic training orientation.*

## **REQUIRED** Classes

Course Name	Day	Date	Location	Start Time
<b>NEO</b>	Monday		<b>Burien</b>	9:00 AM
Clinic Days	Tues - Thurs			
<b>Competency Exam</b>	Friday		SeaTac	<b>9:00 AM</b>
Clinic Days	Mon - Tues			
<b>EMR Basic 101</b>	Wednesday		SeaTac	8:00 AM
Clinic Days	Thurs - Fri			
Clinic Days	Mon - Tues			
<b>EMR Basic 102</b>			SeaTac	8:00 AM
Clinic Days	Thurs - Fri			
<b>Dialysis 102</b> (IDT Guest Speakers) (Trauma Informed Care)			<b>VIRTUAL</b>	8:00 AM

All newly hired nurses must complete the NKC nurse curriculum.

Course Name	Day	Date	Location	Start Time
NUR 100			SeaTac	8:00 AM
NUR 101			SeaTac	8:00 AM
EMR NUR 101			SeaTac	8:00 AM
NUR 102			SeaTac	8:00 AM
NUR 103			SeaTac	8:00 AM
EMR NUR 102			SeaTac	8:00 AM
EMR NUR 103			SeaTac	8:00 AM

**Optional classes are below.** Please return the completed schedule to [Educationlist@nwkidney.org](mailto:Educationlist@nwkidney.org) prior to the NEO class or register for the optional classes below using the online Education Request Form on K-Net.

Course Name	Day	Date	Location	Start Time
GenClin 101			SeaTac	8:00 AM

Machine 101			SeaTac	8:00 AM
Dialysis 101			SeaTac	8:00 AM
Access (AVF/AVG)			SeaTac	8:00 AM
Machine 102			SeaTac	8:00 AM
Access (CVC)			SeaTac	8:00 AM
Dialysis 103 (complications/emergencies)			SeaTac	8:00 AM

**Key Contacts:**

Clinic Manager: \_\_\_\_\_

Clinic Phone: \_\_\_\_\_

People Team: [People@nwkidney.org](mailto:People@nwkidney.org)

Link to schedule time for benefits questions: <https://calendly.com/yanyan-wang-nwkidney/30min>

Education Department: [Educationlist@nwkidney.org](mailto:Educationlist@nwkidney.org)

Burien Pavillion (NEO) Classes: 12901 20<sup>th</sup> Ave. S. SeaTac, WA 98168

SeaTac (Basic Training) Classes: 17900 International Blvd. S, SeaTac, WA 98188

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# DT Skills Proficiency Plan (Weeks 7–12)

## Week 7: Introduction to Independent Care

- DT works **alongside a preceptor**
- Responsible for:
  - **Machine setup**
  - **End-to-end care of 1 patient**

## Week 8: Expanding Patient Care

- DT sets up **all machines** in the pod
- Assumes complete care of:
  - **1st and 3rd patient** in the pod
- Preceptor oversees pod and supports as needed

## Weeks 9–10: Building Toward Independence

- DT increases care responsibility to a **3:1 ratio**
- Preceptor remains responsible for:
  - **1 patient**
  - Overall pod supervision

## Weeks 11–12: Full Pod Management

- DT assumes **full care responsibility** for all **4 patients**
- Preceptor shifts to a **support role**, assisting other staff and overseeing care

## Tips for Manager Support

- Minimize the number of preceptors (Maximum of 2 for best learning experience)
- Ensure preceptors provide **real-time feedback**
- Monitor DT's **confidence and competence** during dedicated 1:1 weekly meeting
- Celebrate big and small wins daily/weekly to help build new hire confidence
- Adjust pace if needed to support safe, successful transition

## Training Deviation

**Any deviation from the established plan** or reduction of the 12-week training period **requires prior approval** and must follow the steps outlined below.

Step 1: Clinical Director/Manager requests deviation

Step 2: Education Manager reviews the request

Step 3: Decision Rendered (based on Training Policy & Supportive Documentation)

Step 4: Final Decision emailed to requestor and Director, ACNO and CNO will be cc'd

**Examples of supportive documentation** may include resumes with detailed work history, prior training documentation, unencumbered licensure/certification.

**[Training Deviation Request](#)**

# Preceptor Resources and Education Program (PREP)

This engaging and interactive training is designed to equip our dedicated preceptors with the skills and tools needed to excel in their role and support the growth and development of our existing and newly hired staff members.

## Event details

During this training session, participants can expect:

- Collaborative Learning: Our preceptor training class will foster a collaborative learning environment where best practices are shared.
- Interactive Content: The class will feature interactive content that engages participants in hands-on activities, case studies, and role-playing scenarios to enhance their learning and skill development.
- Expert Facilitators: Experienced educators will guide participants through the training, providing valuable insights, tips, and strategies to enhance their effectiveness as preceptors.
- Networking Opportunities: The class will provide networking opportunities for participants to connect with their peers, build relationships, and expand their professional network

Class Dates				Location	Start Time
February 18 <sup>th</sup> -19 <sup>th</sup>	May 6 <sup>th</sup> -7 <sup>th</sup>	August 12 <sup>th</sup> - 13 <sup>th</sup>	November 4 <sup>th</sup> - 5 <sup>th</sup>	SeaTac Kidney Center Training Room 17900 International Blvd. S SeaTac, WA 98188	Day 1 - 8:30 AM - 4:30 PM  Day 2 - 8:30 - 12:30 PM

Email [Educationlist@nwkidney.org](mailto:Educationlist@nwkidney.org) if you have questions.

[\*\*Registration Link\*\*](#)