

## POSITION DESCRIPTION

### HOME PROGRAM DIALYSIS TECHNICIAN III

Reports To: Home Program Supervisor

Position Status: Non-Exempt

Supervises: No One

Effective Date: 6/24/2025

#### **GENERAL SUMMARY**

The Home Program Dialysis Technician (HPDT) receives direction for the delivery of patient care from the Home Program Supervisor, Home Program RN Care Manager, and Home Program Manager. The position is also responsible for operating dialysis equipment, communications with patients, staff, and outside organizations, observing safety procedures, and performing relief and/or project duties as related to the overall goals of the department and company. Treatments and decision-making are based on established procedures and practices.

#### **DUTIES and RESPONSIBILITIES**

##### **Assessment**

1. The HPDT shall collect patient data according to standard NKC Home Program procedures and as directed by the Home Program RN Care Manager.

##### **Intervention:**

1. Provides direct patient care under the supervision of a Home Program RN Care Manager.
2. Performs hemodialysis or peritoneal dialysis tasks, which include preparing home program clinic rooms for patients; setting-up dialysis machines and checking equipment; drawing blood and preparing lab samples; coupling patients to dialysis; monitoring treatment; uncoupling patients from dialysis; and cleaning. Refers identified problems appropriately. Performs other tasks as delegated.
3. Operates equipment such as dialysis machines and unit laboratory testing equipment.

4. Performs appropriate procedures for dialysis-related emergencies.
5. Co-monitor technical tasks of orientees when requested by the Education Department.
6. Maintains current phlebotomy skills and certifications for drawing blood from peripheral sites in the home program.
7. Travels between the home program locations to support clinical care of home patients.
8. Assists with home visits under the direction of the Home Program supervisor.
9. Assists in coordinating and participating in monthly clinic visits for the home program locations.

### **Patient Care**

1. Provide care that communicates acceptance of the patient's and family's beliefs, culture, religion, and socioeconomic background, provide care consistent within the Patient Bill of Rights.
2. Respect and guard the patient's confidentiality. Respect other staff and visitors.
3. Assure protection of patients' privacy.

### **Communications:**

1. Receive and provide pertinent patient care data through appropriate channels: Home Program RN Care Manager, Home Program RN Supervisor and /or Home Program Manager.
2. Document appropriate data on the specified worksheets or computer.
3. Document technical problems in the progress notes.

### **Environment**

1. Comply with infection control practices.
2. Provide patient privacy within the limits of safety.
3. Familiarize yourself with emergency plans as posted in the units in the event of an emergency.
4. Report any accidents or incidents to a Home Program RN Care Manager and initiate appropriate documentation.

## **Organization**

1. Responsible for his/her own time management to accomplish assigned tasks within a specified time and allow for rest periods and meals.
2. Assist in additional projects and tasks to include filling carboys, cleaning instruments, setting up exam rooms, ER equipment checks, and maintaining a clean working environment.

## **JOB CONDITIONS and PHYSICAL EFFORT**

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and Microsoft Office in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities are performed in a Home Program unit. The Home Dialysis Technician is exposed to fumes from chemicals such as formaldehyde, blood other body fluids, temperature changes, and may work within a confined space.
4. Physical activities require the ability to stoop, kneel, crouch, reach; stand, walk; push, pull, lift; fingering, grasping, feeling; talking, hearing; and repetitive motions of hands, wrists, fingers. Eye-hand coordination must be very good.
5. The physical requirements include the ability to team lift/move objects weighing up to 100 pounds occasionally, and lift/move objects up to 50 pounds frequently.
6. The position requires visual acuity to read, inspect dialysis machines, and provide patient care.
7. The HPDT must be willing to work with hepatitis and HIV-positive patients and those isolated for medical reasons following NKC recommended guidelines. Technicians are also required to receive or provide documentation of vaccination against hepatitis B.
8. Complies with all applicable rules and regulations for ESRD and State Certification.

## **CUSTOMER SERVICE STANDARDS**

All staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy.  
Recognize customers' needs, Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative.  
Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork;  
Show professional competency.

## **EDUCATION and EXPERIENCE**

Successful completion of a Certified Clinical Hemodialysis Technician (CCHT) training program is required. A high school diploma or equivalent is required and education in the field of science is preferred. A Phlebotomy certificate and associated state licensing is required within 3 months of hire.

## **REQUIRED SKILLS AND ABILITIES**

Ability to work with technical equipment, basic math and writing skills, general understanding of chemistry, and the ability to perform vital signs and venipuncture's.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

## **REVIEW and APPROVAL**

*Heather Thomasson*

CNO/VP of Patient Care Services

06/24/25

Date

*Doris Balderrama*

Doris Balderrama (Jul 3, 2025 17:05 PDT)

Senior Director of Human Resources

07/03/25

Date

**EMPLOYEE SIGNATURE**

*I acknowledge that I have received and reviewed a copy of the job description:*

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Employee Signature

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Date










# Home Program Dialysis Technician III 6.2025

Final Audit Report

2025-07-04

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