



## POSITION DESCRIPTION

### Facility Systems Specialist

Reports To: FSS Manager

Position Status: Non-exempt

Supervises: No one

Effective Date: 10.30.2012

Collaborates With: VP of Planning, Medical Director, Clinical Director, Clinical Manager, Technical Services Director, Water Purification Engineer, Plant Operations, Technical Services, Materiel Manager, Materiel Buyer, Information Technology and Employee Safety and Health.

#### **GENERAL SUMMARY**

This position is primarily responsible for managing/maintaining the water treatment systems, concentrate preparation/delivery systems and designated equipment at assigned units within NKC.

This position works closely with the Clinical Manager and Medical Director and is responsible to the FSS Manager.

#### **DUTIES and RESPONSIBILITIES**

- 1) Responsible for the water treatment systems and program as specified by NKC standards/policies/procedures, the CMS Conditions for Coverage and equipment O&M manuals at assigned unit (s). This includes maintenance (including but not limited to water checks/testing, brine tank monitoring, disinfections, filter changes, UV light bulb changes, DI tank exchanges, backwashing, membrane cleaning and/or changing), monitoring (including but not limited to BET/CC testing, AAMI water testing, water testing, log sheet review), repair (as needed) and documentation (various log sheets and work orders).
- 2) Responsible for the concentrate preparation and delivery systems as specified by NKC standards/policies/procedures, the CMS Conditions for Coverage and equipment O&M manuals at assigned unit (s). This includes maintenance (including but not limited to appropriate

cleaning and care of equipment, acid mixer filter changes, calibration of acid storage tank level sensor) monitoring (including but not limited to BET/CC testing, specific gravity checks), repair (as needed) and documentation (Granuflo Batch Production Record and work orders).

- 3) Ensure that designated equipment (dialysis machines, infusion pumps, suction, scale, patient lift, EKG, chlorine meter, BET testing device, dialysate meter, volt meter,) within the unit is in compliance with PM schedules. Maintains appropriate documentation for those items not serviced/repaired internally.
- 4) Responsible for up to date knowledge of current federal, state, local regulations including but not limited to the CMS Conditions for Coverage for ESRD facilities.
- 5) Assists in the planning, installation, startup and launching of a new (or upgraded) NKC facility to which he/she will be assigned with specific responsibility for the areas of water treatment, concentrate preparation/delivery and designated equipment (see # 3 above).
- 6) Prepares for and attends the monthly QAPI meeting to address the areas of water treatment, concentrate preparation and equipment safety.
- 7) Attends and participates in the monthly FSS staff meetings.
- 8) Rotates through the on-call schedule on a regular basis. In addition to taking call, will be required to take on additional FSS duties during times of vacation, illness, etc.
- 9) Trains and mentors new FSS staff.
- 10) In regards to the water treatment systems: trains and mentors RN/LPN staff on their role and responsibility for monitoring these systems each day the facility is open, checks competencies on these staff with regards to the water treatment systems on at least an annual basis. Maintains documentation regarding said competencies.
- 11) Reports all unsafe activities/knowledge by the nursing staff regarding the water treatment systems to the unit Medical Director. This includes the inability to schedule RN/LPN competencies.
- 12) May provide feedback and evaluation information to Clinical Manager on nursing staff skills/knowledge of unit water treatment systems.
- 13) Trains clinical staff on the acid delivery system and actions to take when the system is malfunctioning.
- 14) Documentation and follow up on water/concentrate/equipment incidents at assigned units.
- 15) Maintains designated daily unit log sheets: RO/DI/Chlorine/Timer, emergency equipment checks, glucometer and medication refrigerator. Informs Clinical Manager and/or Medical Director on documentation issues.
- 16) Responsible for ordering water treatment, concentrate and oxygen supplies and maintaining such inventory within the unit(s).

- 17) Performs monthly checks on the facility fire extinguishers and coordinates annual inspections by an outside vendor.
- 18) Coordinates with the facility alarm company (if applicable) for sounding/resetting the fire alarm during quarterly fire drills.
- 19) Troubleshoots problems with the patient chairs and COWS and performs minor repairs if able.
- 20) Performs annual electrical safety checks (visual inspection) on designated equipment within the facility-COWS, patient beds, patient chairs, culture incubator, medication refrigerators, ice machines, clocks/radios/pencil sharpeners in the clinical area, misc. electrical equipment in the clinical area to include Home Training/PD rooms and all electrical equipment in the staff lounge. TV's and computers are not checked by the FSS.
- 21) Follows up with the Plant Operations Dept. on annual electrical outlet testing- failures indicated by the Tech. Services Dept. inspection report.
- 22) Performs scheduled PM checks on the backup generator and maintains appropriate documentation for such checks. Performs a "live" load test on the generator on a monthly basis.
- 23) Performs weekly checks on the eyewash/drench shower stations and maintains appropriate documentation for such checks.
- 24) Checks and maintains appropriate documentation on the atmospheric monitoring supplies.
- 25) Maintains the facility's emergency supplies – black boxes/food/water and the clamp/cut kits.
- 26) Performs the monthly emergency supply audit check and maintains the appropriate documentation.
- 27) Liaison between the facility and outside vendors when issues or concerns arise – housekeeping, linens, hazardous waste.
- 28) Assists in the coordination of product recall and product complaints at the facility level.
- 29) May act as a resource to the Plant Operations Department regarding the physical facility.
- 30) Makes special unit purchases via the NKC Purchasing Department.
- 31) PAKC FSS – The PAKC FSS is responsible for ordering/receiving/stocking of clinical supplies for the unit and Hospital Services and to assure the dialysis machines and portable RO's for Hospital Services are disinfected per NKC P&P.
- 32) Demonstrates professional behavior, appropriate communication with members of NKC staff, patients, physicians and outside vendors.
- 33) Other duties as assigned by the FSS Manager.

## **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 pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training
- 3) Duties and responsibilities are performed in a clinical dialysis unit. The FSS is exposed to fumes from chemicals such as bleach, peracetic acid, blood and 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, listening; and repetitive motions of hands, wrists, fingers. Eye-hand coordination must be very good.
- 5) The physical requirements include the ability to lift/move objects weighing up to 100 pounds occasionally, and lift/move objects weighing up to 50 pounds frequently.
- 6) The position requires visual acuity to read, dials, gauges and dialysis machine monitors. This includes color perception (ability to distinguish colors, including reading color strips) as well as visual acuity. Testing for color perception may be required.
- 7) The Facility System Specialist must be able to pass regular competency tests on water treatment and concentrate systems.
- 8) The Facility System Specialist must be willing to work around Hepatitis B and HIV positive patients and those isolated for medical reasons following NKC recommended guidelines. FSS staff are also required to receive or provide documentation of vaccination against Hepatitis B.
- 9) Complies with all applicable rules and regulations for ESRD and State certification.
- 10) Must have a valid Washington State driver's license, proof of insurance, and access to a vehicle for travel between Units.

## **Customer Service Standards**

Staff are responsible for demonstrating good customer service in a professional manner.

► Consideration: Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.

- Concern: Listen to customers; Express appreciation; be non-judgmental; Take responsibility.
- Confidence: Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
- Conduct: Hold appropriate conversations; maintain a professional appearance; Establish teamwork; Show professional competency.

### **Education and Experience**

The FSS must have the equivalent of high school graduate. Must have education or experience and/or the ability to demonstrate knowledge and skills in the following areas; math, physical sciences, life sciences, chemistry, physics, and electronics. AA degree and dialysis experience preferred and/or the ability to successfully complete the Basic Dialysis Academy patient care training program and the FSS curriculum.

*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**

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Vice President of Clinical Operations

Date

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Vice President of Human Resources

Date