

NAME: \_\_\_\_\_

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

## 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.
- Review the DT Skills Proficiency Plan to support competency during weeks 7-12, time management, and workflow for new staff. **Any deviation of the training schedule must be requested and pre-approved.**

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    |      |          |                      |
| Clinic Days   | Mon - Fri |      |          |                      |
| Clinic Day  | Monday    |      |          |                      |
| <b>Access (CVC)</b>   | Tuesday   |      | SeaTac   | 8:00 AM              |
| <b>Dialysis 102 (IDT Guest Speakers)<br/>(Trauma-Informed Care)</b> | Wednesday |      | Virtual  | 8:00 AM              |

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|   |             |  |        |         |
|---|-------------|--|--------|---------|
| <b>Dialysis 103<br/>(Complications/Emergencies)</b> | Thursday    |  | SeaTac | 8:00 AM |
| Clinic Day  | Friday      |  |        |         |
| <b>Classroom - Nurses<br/>Clinic Days - DTs</b>     | Mon & Tues  |  | SeaTac | 8:00 AM |
| Clinic Day  | Wednesday   |  |        |         |
| <b>Classroom - Nurses<br/>Clinic Day - DTs</b>      | Thursday    |  | SeaTac | 8:00 AM |
| Clinic Day  | Friday      |  |        |         |
| Clinic Days   | Mon - Thurs |  |        |         |
| <b>Exam - Graduation &amp;<br/>CPR</b>              | Friday      |  | SeaTac | 8:00 AM |

**\*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>     | Monday   |      | SeaTac   | 8:00 AM    |
| <b>NUR 101</b>     | Tuesday  |      | SeaTac   | 8:00 AM    |
| <b>EMR NUR 101</b> | Thursday |      | SeaTac   | 8:00 AM    |
| <b>NUR 102</b>     | Monday   |      | SeaTac   | 8:00 AM    |
| <b>EMR NUR 102</b> | Thursday |      | SeaTac   | 8:00 AM    |
| <b>EMR NUR 103</b> | Monday   |      | 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/vanyan-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.

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- Rotating Food Trucks every Wednesday, from 11:00am to 1:30pm