

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
Gen Clin 101	Tuesday		SeaTac	8:00 AM
Dialysis 101	Wednesday		SeaTac	8:00 AM
Machine 101	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
Clinic Day	Monday			
Clinic Day	Tuesday			
EMR Basic 101	Wednesday		SeaTac	8:00 AM
Clinic Day	Thursday			
Clinic Day	Friday			
Clinic Day	Monday			
Access (AVF/AVG)	Tuesday		SeaTac	8:00 AM
EMR Basic 102	Wednesday		SeaTac	8:00 AM
Machine 102	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
Clinic Days	Mon - Fri			
Clinic Day	Monday			
Access (CVC)	Tuesday		SeaTac	8:00 AM
Dialysis 102 (IDT Guest Speakers) (Trauma-Informed Care)	Wednesday		Virtual	8:00 AM

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Dialysis 103 (Complications/Emergencies)	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
Classroom - Nurses Clinic Days - DTs	Mon & Tues		SeaTac	8:00 AM
Clinic Day	Wednesday			
Classroom - Nurses Clinic Day - DTs	Thursday		SeaTac	8:00 AM
Clinic Day	Friday			
Clinic Days	Mon - Thurs			
Exam - Graduation & CPR	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
NUR 100	Monday		SeaTac	8:00 AM
NUR 101	Tuesday		SeaTac	8:00 AM
EMR NUR 101	Thursday		SeaTac	8:00 AM
NUR 102	Monday		SeaTac	8:00 AM
EMR NUR 102	Thursday		SeaTac	8:00 AM
EMR NUR 103	Monday		SeaTac	8:00 AM

Key Contacts:

Clinic Manager: _____

Clinic Phone: _____

People Team: People@nwkidney.org

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

Education Department: Educationlist@nwkidney.org

Burien Pavillion (NEO) Classes: 12901 20th 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