



# DIVISION SCOPE OF SERVICE

<b>Division: FAR WEST</b>
<b>Classification: DIALYSIS COORDINATOR</b>
<b>Applicant Name:</b>

<p><b>Dialysis Coordinator:</b> The Dialysis Coordinator must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p> <p><b>Definition of Care or Service:</b> The Dialysis Coordinator assists with patient care by providing education about hemodialysis, peritoneal dialysis and ultrafiltration procedures ordered by a physician. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Provides patient and family education</li> <li>• Maintains and secures patient data and records</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices</li> <li>• Dialysis procedures may occur in the patient’s room or dialysis suite</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by nursing department director, site manager or designee</li> <li>• Supervision is defined by any limitations in practice that may be addressed by state law</li> </ul> <p><b>Evaluator:</b> Department director or designee in conjunction with supervising physician or licensed independent practitioner</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or equivalent required</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in patient registration preferred</li> <li>• 2+ years of customer service experience</li> </ul>
<p><b>Competencies:</b> The Dialysis Coordinator will demonstrate:</p> <ul style="list-style-type: none"> <li>• Educating patients and works directly with referral sources to place patients in all outpatient dialysis clinics</li> <li>• Functions as a liaison, mentor, and provider of education to teammates as necessary</li> </ul>



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- Infection Prevention
  - Practices consistent hand hygiene Uses personal protective equipment (PPE)
  - Maintains current immunization for influenza
  - Complies with Isolation precautions

**References:**

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_