

SUPERVISING DIALYSIS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Medical Director and Director of Patient Care Services, an incumbent in this class is responsible for overseeing, coordinating and managing all technical and patient care aspects of dialysis treatment and various administrative duties as assigned. The incumbent acts as a liaison between medical, nursing and biomedical services to ensure efficient coordination and integration of services. Supervision is exercised over a number of technicians and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and coordinates all technical and patient care aspects of dialysis treatment on an out-patient and in-patient basis;

Supervises technical staff to ensure compliance with all federal and state standards regarding the technical issues of dialysis;

Oversees all preventative maintenance scheduling for all dialysis related machinery (including the RO equipment, dialysis machines and reuse machines and systems);

Reviews the Renal Center's technical policies and procedures, develops, revises and updates the policies and procedures as appropriate;

Supervises the implementation of departmental policies and procedures;

Ensures availability of all equipment and supplies and that they are in satisfactory and safe working order;

Conducts performance evaluations of the technical staff, handles disciplinary problems, schedules staff time and leave, etc.;

Insures that quality control standards are maintained for the effective utilization of all dialysis resources;

Ensures that all the necessary technical records and logs regarding equipment, standards and repairs are maintained, and monitors and reviews the record keeping procedures;

Develops, oversees and participates in all in-service and staff education programs regarding the technical aspects of hemodialysis services, and will be responsible along with the Medical Director and the Biomedical Department for ensuring that the technical services provided in the unit are "state-of-the-art";

Oversees and maintains all dialysis supply inventory and participates with Materials Management to establish and maintain cost effective ordering and inventory practices;

EXAMPLES OF WORK: (Illustrative Only) (Con't.)

Serves as a liaison between the medical and nursing services and the Biomedical Department, and will be aware and party to, all the plans and policies of the Biomedical Department as they relate to dialysis;

Directs, coordinates and monitors all continuous quality improvement (CQI) projects related to technical services to identify and make recommendations to correct problem areas, and participates in multidisciplinary CQI projects;

Performs related administrative tasks to insure the efficient operation of the department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of dialysis technology; thorough knowledge of dialysis equipment and preventive maintenance repair; thorough knowledge of R.O. water systems and maintenance; thorough knowledge of reuse systems and techniques; thorough knowledge of regulatory standards relating to dialysis services; ability to establish and maintain effective working relationships; ability to plan and supervise the work of others; ability to get along well with others; initiative; dependability; accuracy; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree* in a biological science and five years experience performing technical tasks associated with hemodialysis in a hospital or health care facility, two years of which must have been at a supervisory level, or (b) an Associate's Degree* in a biological science and seven years experience as stated in (a), two of which must have been at a supervisory level. or (c) nine years of experience as stated in (a), four of which must have been at a supervisory level, or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of certification as a Certified Hemodialysis Technician by the Board of Nephrology Examiners, Nursing and Technologists at time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.