



## Sample Home Dialysis Champion Job Description

### **PRIMARY DUTIES / ACTIVITIES:**

- Responsibilities include working closely with Nephrologists to educate In Center patients to switch to PD/HHD.
- Consultation with the surgeon for the placement of the PD catheter/vascular access.
- Work closely with In Center staff to set up education of home therapies.
- Responsible for following CKD 4/5 patients that will need modality option training at various locations.
- Responsible for educating and following patients on the “Experience the Difference program.”
- Responsible for assisting in the transition to home after the “Experience the Difference” program has been initiated.

### **OTHER DUTIES:**

- Work with In Center staff to ensure Home Modality education is understood and supported.
- Coordinate training start date with Home Therapy RN.
- Responsible for required weekly reports.
- Track training appointment and follow up weekly with RN on patient’s status (training, access appointments, access placement, first day to start training/dialysis at the clinic).
- Comply with company policies and procedures in accordance with state and federal regulations for patient care and services (CMS, HIPAA, OSHA, and other governing agencies).
- Participate in quality assurance and cost containment programs.
- Other duties, as assigned.

**CUSTOMER SERVICE:**

- Responsible for supporting the values and customer service standards of HDS/DCC.
- Accountable for outstanding customer service to all staff, clients and vendors
- Develops and maintains effective relationships through effective and timely communication.
- Initiates action to respond, resolve and follow up regarding customer service issues with all customers in a timely manner.

**EDUCATION/ QUALIFICATIONS:**

- Medical Assistant or Medical Administration Assistant or Dialysis Technician Certification required.
- Associate degree or equivalent preferred
- Current CPR card
- Previous experience in a similar capacity preferred

**OTHER QUALIFICATIONS:**

- Must be a self-starter who can work independently yet function in a highly collaborative, fast-paced team environment.
- Ability to multi-task, work under pressure and meet deadlines effectively.
- Excellent written and oral communication skills
- Strong data entry, organizational and interpersonal skills
- High integrity, team player with patient service focus and flexibility

**EXPERIENCE:**

- Must be PC proficient and able to thrive in a fast-paced setting; experience in Microsoft Office Suite: Outlook, Word and Excel a must
- Good presentation & communication skills
- Must be productive & resourceful with the ability to meet deadlines.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working hours can vary including the days, nights, weekends, and holidays.
- This position may require travel between assigned facilities and various locations. Travel to the scheduled staff meeting may be required.
- CANDIDATEs spend considerable time walking, bending, stretching, and standing; assisting in patient transfers.
- CANDIDATEs must follow proper body mechanics and procedures for lifting/ repositioning patients without injury.
- CANDIDATEs may face hazards from exposure to chemicals and infectious/ contagious diseases.
- The work environment is characteristic of a dialysis facility with air temperature control and moderate noise.
- Ability to lift at least 30 pounds. Moving, lifting, or transferring patients. May involve lifting up to fifty (50) pounds.
- Must be able to pass the Ishihara's Color Blindness Test.