



## MANITOBA RENAL PROGRAM

<b>SUBJECT</b> <ul style="list-style-type: none"> <li>Providing Acute/Emergent Hemodialysis Treatments outside the Operating Hours of the Hemodialysis Units at the Health Sciences Centre</li> </ul>	<b>SECTION</b> 80.20 Guidelines – Hemodialysis
	<b>CODE</b> 80.20.07
<b>AUTHORIZATION</b> <ul style="list-style-type: none"> <li>Professional Advisory Committee, Manitoba Renal Program</li> </ul>	<b>EFFECTIVE DATE</b> January 1992
	<b>REVISION DATE</b> May 2008 January 2012 April 2015 May 2017

### PURPOSE:

- To describe the responsibilities of standby for nurses working in Hemodialysis (HD) at the Health Sciences Centre (HSC).  
Refer to Appendix A, HSC guidelines 80.280.002 *Guidelines For Providing Acute/Emergent Hemodialysis Treatments Outside The Operating Hours Of The Hemodialysis Units (Adult)*.
- To describe the process of stand-by assignment for nurses working in HD at HSC.

### GUIDELINES:

- Nurses who have worked in the HD units at HSC for a minimum of 4 months and have attended the *On Call Workshop for Hemodialysis* provide standby coverage for hemodialysis.
  - Standby assignment is distributed equitably amongst nursing staff that are qualified to provide standby coverage.
- HSC paging receives the standby coverage schedule and any subsequent changes from the Dialysis Staffing Clerks.
  - The Dialysis Staffing Clerks maintain a standby coverage list in the Hours folder on the electronic drive accessible to HD staff.
  - When closing the unit for the night, the evening Central Dialysis Unit (CDU) Clinical Resource Nurse (CRN) or nurse in charge provides the name and phone number of the nurse on standby along with the CDU unit keys to the staffing office (GC202.).
- If the nurse assigned to provide standby coverage is unable to do so due to illness, and there is no volunteer to provide standby coverage, standby will be assigned by the Unit Manager or designate (e.g. Nursing Supervisor). CRNs and Nurses in charge do not assign standby coverage.
- Nurses on standby ensure that HSC paging (204 787 2071) has their contact information prior to starting standby shift and at all times during their standby shift.
- Requested changes for the standby schedule are submitted on a *Shift Change Request* form and are approved by the Manager, then processed by the Dialysis Staffing Clerks.

## **GUIDELINES:**

- 5.1 Nurses will not accept standby shifts for nights when they are scheduled for day shift the following morning unless approved by Manager of Patient Care or the Nursing Supervisor.
6. Nurses called in to provide HD treatment during the night are expected to return to work the following day (if scheduled) by no later than 1515h.
7. Standby shift times are as follows:
- 7.1 Monday to Friday nights 2330h-0730h
- 7.2 Saturday evening through to Monday morning (weekend call)
- 1<sup>st</sup> call 2330h Saturday -0730 Sunday
  - 2<sup>nd</sup> call 0730h Sunday to 1530h Sunday
  - 3<sup>rd</sup> call 1530h Sunday to 2330h Sunday
  - 4<sup>th</sup> call 2330h Sunday to 0730 Monday
- 7.3 HD units are closed Christmas Day and New Year's Day and are open the two Sundays closest to those days. Standby shifts for Christmas and New Year's Days are described in 7.2
8. Nurses on standby will be relieved by unit nursing staff once the HD units are open (Monday to Saturday).
9. During weekend standby coverage, the nurse currently providing HD treatment will contact the Nursing Supervisor if the next nurse on standby will need to come in to complete the patient's treatment. The Nursing Supervisor will then contact the nurse.
10. The nurse will leave written documentation regarding the care and treatment provided for the Nurse Clinical Resource Nurse/Nurse in Charge. The Clinical Resource Nurse/Nurse in Charge will enter patient information into the eKHR.
11. Once the HD treatment has been completed, the nurse puts the dialysis delivery system into rinse mode, wipes down the machine as per unit protocol, and brings the machine to machine storage room on GB6. If another patient requires hemodialysis treatment following the first patient, the same machine can be used providing it has completed a rinse cycle and cleaned according to unit policy.

**Exception: Machines used to provide treatment for patients with Hepatitis B cannot be used for other patients. The machine must be returned to storage area after completing a rinse cycle. Affix note stating machine has been used and requires degreasing cycle.**

## **RESOURCES:**

- Managers of Patient Care, HSC Hemodialysis Units
- Director of Patient Services, Manitoba Renal Program HSC
- Manitoba Nurses Union Local 10, HSC
- Nurse Educators, Manitoba Renal Program HSC