

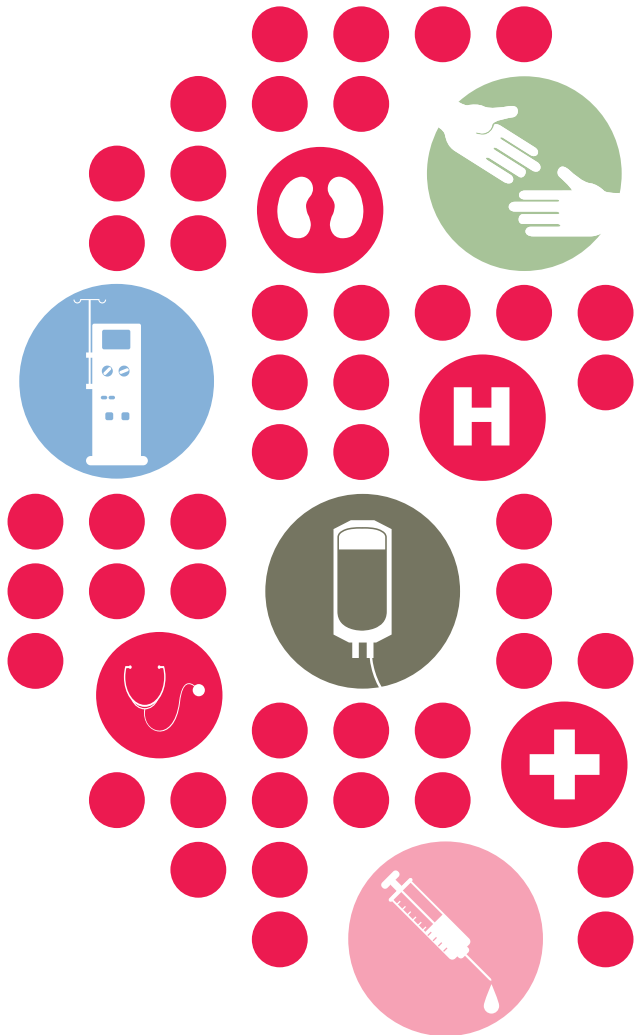


SHAREHD

A Quality Improvement Collaborative to scale up Shared Haemodialysis Care in centre based haemodialysis patients



**The
Health
Foundation**



SHARED HAEMODIALYSIS CARE COMPETENCY HANDBOOK

Name:

Hospital Number:

Named Nurse/Team

Date:

Machine Type:

Dialysis unit:



My Choices and Progress Record



I would like to learn how to:	Page	✓	Step 1	Step 2	Step 3	Competent
Clean my hands	6					
Do my Observations	7					
Prepare my pack	9					
Line my machine	11					
Prime my machine	11					
Programme my machine	14					
Prepare my fistula	17					
Prepare my line access	20					
Start my dialysis	22					
Care for myself during dialysis	25					
Discontinue my dialysis - fistula	28					
Discontinue my dialysis - line	31					
Complete after my dialysis	33					
Give my Erythropoietin injection	36					





My Shared Care Record

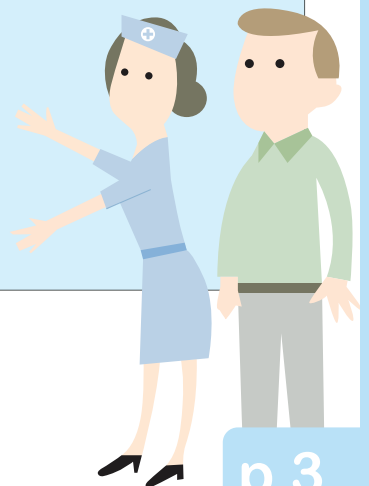


How I like to learn?

What would make it easier for me?

What help do I need?

Anything else about me that might help with my shared care?





Reassessment of competency & staff signature



Hand Cleaning

Date									
Signature									

Weight and observations

Date									
Signature									

Preparing pack

Date									
Signature									

Lining machine

Date									
Signature									

Priming machine

Date									
Signature									

Programming machine

Date									
Signature									

Access

Date									
Signature									

Starting dialysis

Date									
Signature									



Reassessment of competency & staff signature



Care during dialysis

Date									
Signature									

Discontinuing dialysis

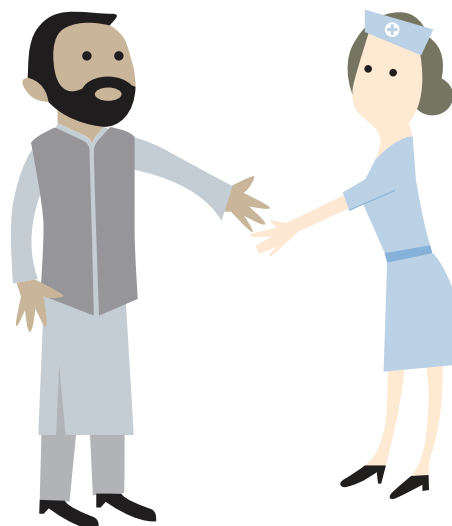
Date									
Signature									

Completing after dialysis

Date									
Signature									

Giving Erythropoietin

Date									
Signature									





Hand Cleaning



I clean my hands following my unit procedure

I understand the importance of cleaning my hands to reduce the risk of infection for myself and others

I am learning about and discussing hand cleaning technique

Step 1	Patient	Nurse	Helper	Date
Hand cleaning				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Hand cleaning				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Hand cleaning				

I feel safe and confident to do this without direct supervision. I understand that by signing, I take responsibility for following my unit's procedure

Competent	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

Competent	Signature	Print Name	Date
Qualified nurse			
Support staff			



Doing my observations



I weigh myself and do my observations following my unit procedures

Weight

- I weigh myself
- I understand what my target/dry weight is
- I work out how much fluid I need to take off

Blood pressure & Pulse

- I take my own blood pressure and pulse
- I understand what my normal blood pressure and pulse is

Temperature

- I take my temperature
- I understand what my normal temperature is
- I understand what a high temperature means and possible causes





Doing my observations



I am learning about and discussing my weight and observations

Step 1	Patient	Nurse	Helper	Date
Weight				
Blood Pressure				
Temperature				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Weight				
Blood Pressure				
Temperature				

I am practising on my own with minimal supervision from staff

Step 3	Patient	Nurse	Helper	Date
Weight				
Blood Pressure				
Temperature				

**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			



Preparing my pack



I prepare my pack following my unit procedure

Hand cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**

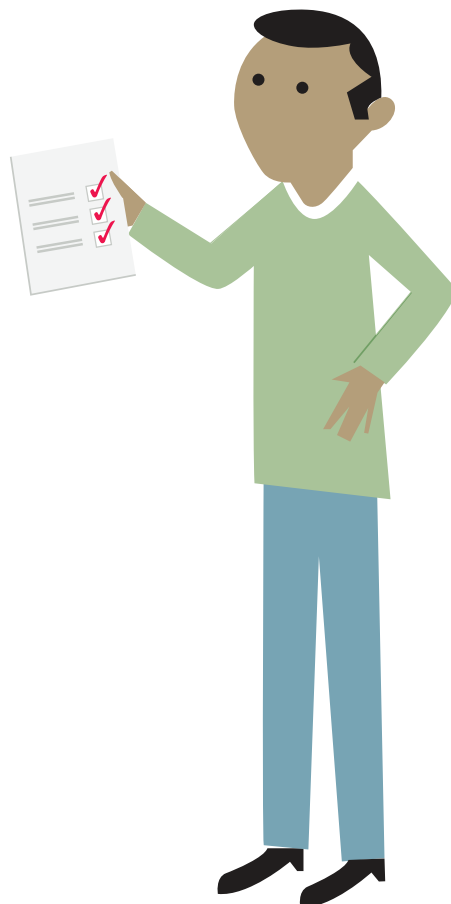


Prepare equipment

- I check my equipment is correct for my dialysis access
- I understand why I have a prescription for my equipment

Prepare pack

- I open and prepare my pack
- I understand how to reduce the risk of contamination
- I tell the staff if there are any problems





Preparing my pack



I am learning about and discussing how to prepare my pack

Step 1	Patient	Nurse	Helper	Date
Equipment				
Prepare pack				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Equipment				
Prepare pack				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Equipment				
Prepare pack				

**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

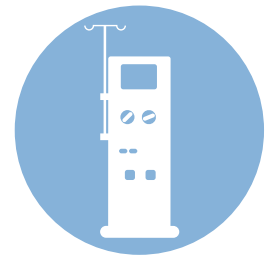
	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			



Preparing my dialysis machine



I prepare my dialysis machine following my unit procedure

Hand cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**



Prepare equipment

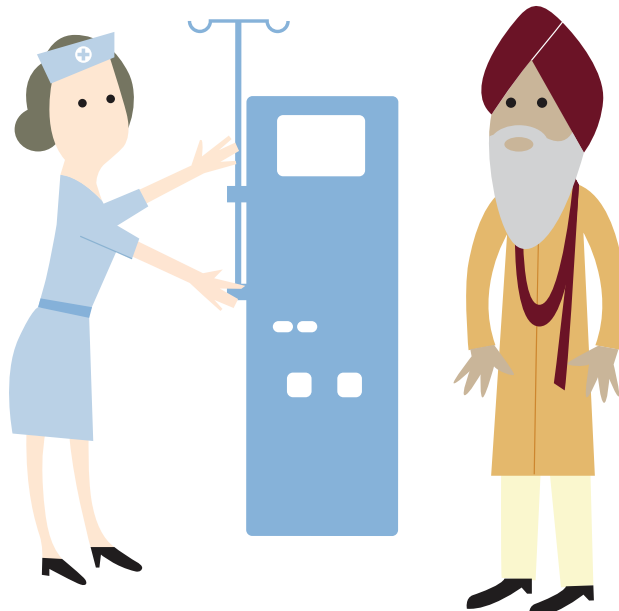
- I check my equipment against my prescription
- I understand why I have a prescription for my equipment

Line machine

- I line my machine
- I check the concentrates with my prescription
- I know where each part goes and why

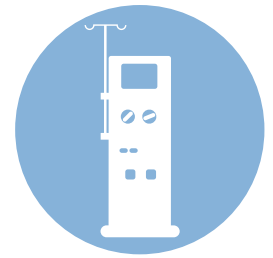
Prime machine

- I prime my machine
- I understand the reasons for correct priming
- I tell the staff if there are any problems





Preparing my dialysis machine



I am learning about and discussing how to prepare my machine

Step 1	Patient	Nurse	Helper	Date
Prepare equipment & line machine				
Prime machine				

I am being supervised by staff

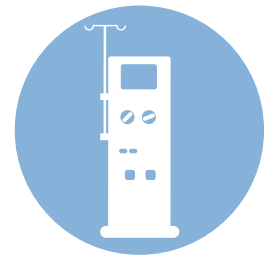
Step 1	Patient	Nurse	Helper	Date
Prepare equipment & line machine				
Prime machine				

I am practising on my own with minimal supervision

Step 1	Patient	Nurse	Helper	Date
Prepare equipment & line machine				
Prime machine				



Preparing my dialysis machine



**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure to *LINE* the machine**

Competent	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

Competent	Signature	Print Name	Date
Qualified nurse			
Support staff			

**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure to *PRIME* the machine**

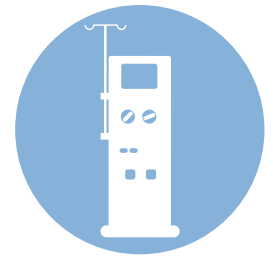
Competent	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

Competent	Signature	Print Name	Date
Qualified nurse			
Support staff			



Programming my dialysis machine



I programme my dialysis machine following my unit procedure

Check Prescription

- I check it is my own prescription I am following
- I understand my prescription and how it affects my treatment
- I ask the staff if there is anything I don't understand or notice is different

Set ultrafiltration rate and dialysis time

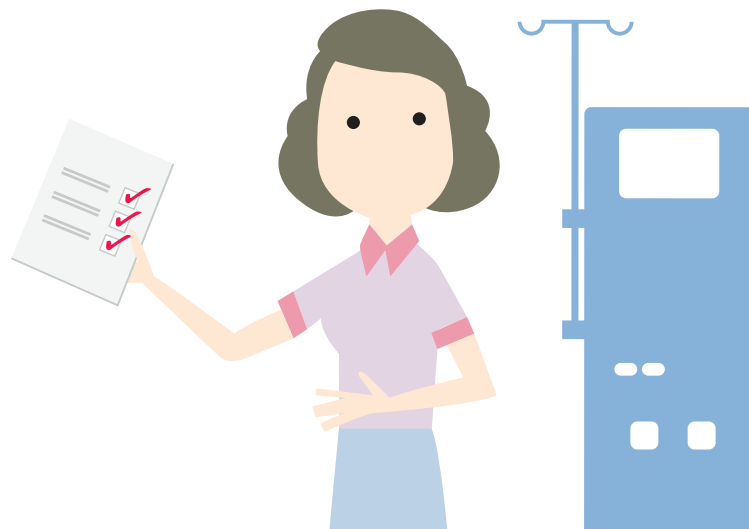
- I know my dialysis time and why it is prescribed
- I programme my weight loss and make sure it is a safe amount to remove following renal association guidelines and/ or my Doctors advice recorded in my medical records
- I discuss any changes that may affect my body weight with my dialysis nurse

Set anticoagulant regimen

- I understand what my anticoagulant is for
- I set my anticoagulant if it is prescribed, following my prescription
- I let staff know if I have any problems

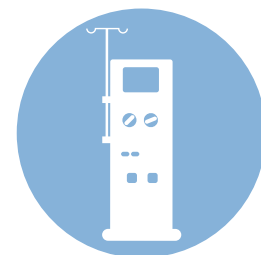
Set dialysate flow and sodium and bicarbonate levels

- I understand what my levels are and why they are prescribed
- I set them following my prescription
- I let staff know if I have any problems





Programming my dialysis machine



I am learning about and discussing how to programme my machine

Step 1	Patient	Nurse	Helper	Date
Prescription				
Ultrafiltration & Time				
Anticoagulation				
Dialysate & Sodium & Bicarbonate levels				

I am being supervised by staff

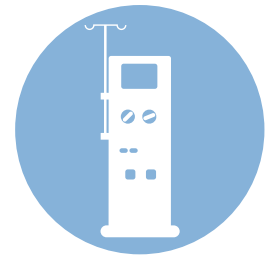
Step 2	Patient	Nurse	Helper	Date
Prescription				
Ultrafiltration & Time				
Anticoagulation				
Dialysate & Sodium & Bicarbonate levels				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Prescription				
Ultrafiltration & Time				
Anticoagulation				
Dialysate & Sodium & Bicarbonate levels				



Programming my dialysis machine



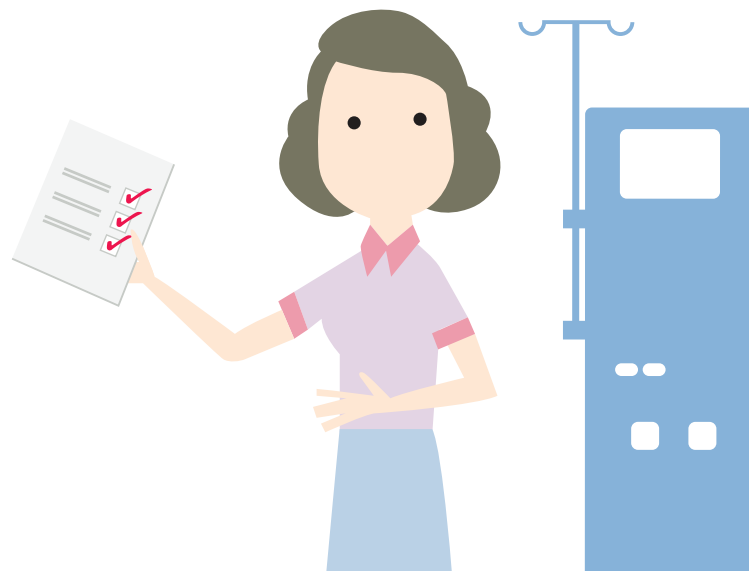
**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

**I have been advised about how to safely remove fluid for me
and I understand that this will be checked regularly by staff**

Competent	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

Competent	Signature	Print Name	Date
Qualified nurse			
Support staff			





Preparing my fistula/graft for dialysis



I prepare my fistula/graft following my unit procedure

Hand cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**



Prepare equipment

- I check my equipment following my own prescription
- I understand how to reduce the risk of contamination
- **I have completed this competency**



Check fistula/graft and assess needle sites

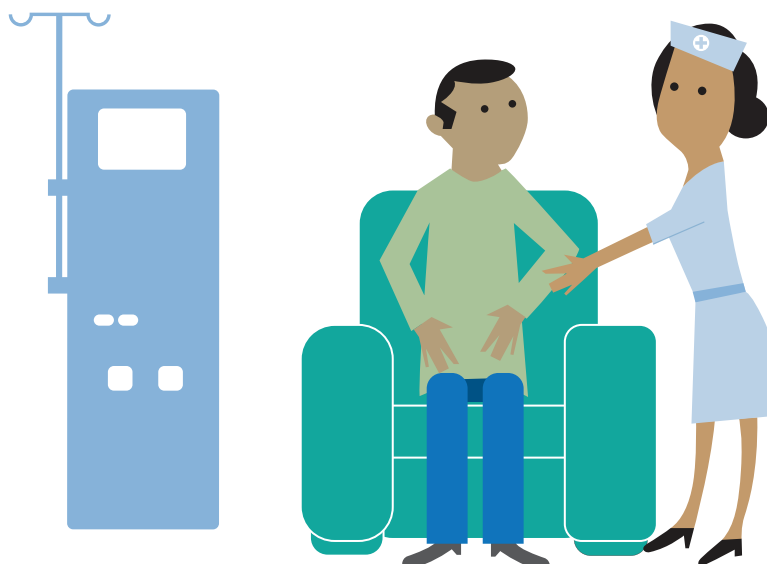
- I understand what to check my fistula/graft for and why
- I understand where to needle and why
- I tell the staff if there are any signs of infection or changes

Prepare sites for needling

- I prepare my needle sites following my unit procedure

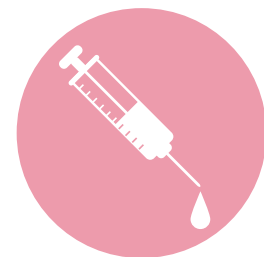
Insert needles

- I insert my needles safely in appropriate sites
- I check my blood flow
- I secure my needles following my unit procedure





Preparing my fistula/graft for dialysis



I am learning about and discussing how to prepare my fistula/graft

Step 1	Patient	Nurse	Helper	Date
Check access				
Prepare sites				
Insert needles				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Check access				
Prepare sites				
Insert needles				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Check access				
Prepare sites				
Insert needles				



Preparing my fistula/graft for dialysis

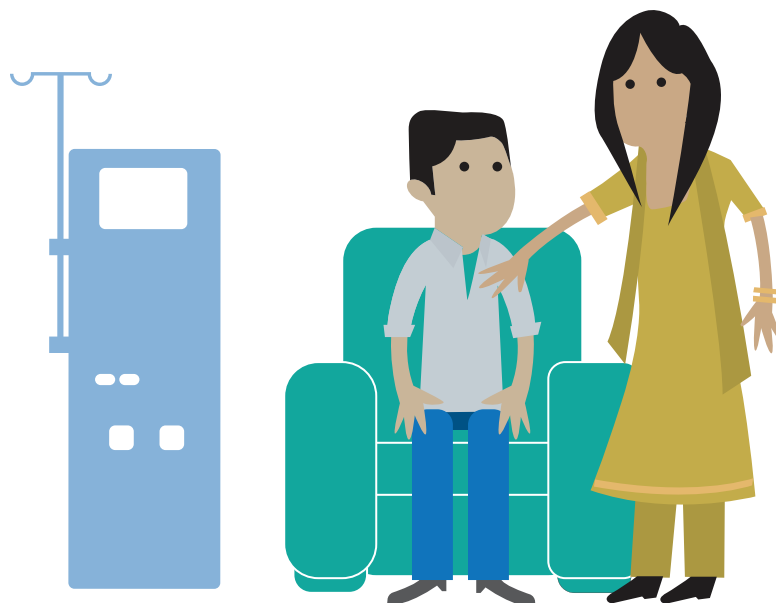


I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following my unit's procedure

Competent	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

Competent	Signature	Print Name	Date
Qualified nurse			
Support staff			





Preparing my line access for dialysis



I prepare my line access following my unit procedure

Hand Cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**



Prepare equipment

- I check my equipment following my own prescription
- I understand how to reduce the risk of contamination
- **I have completed this competency**

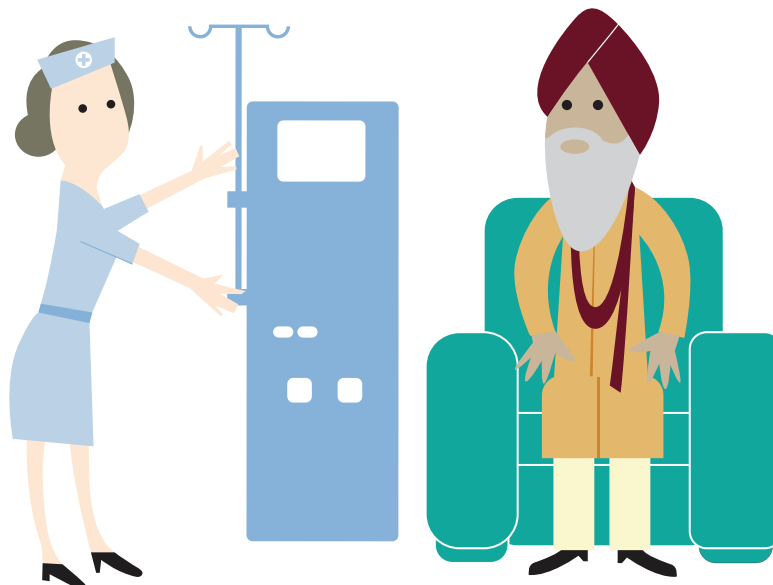


Assess site

- I remove my dressing following my unit procedure
- I understand what to check my site for and why
- I inform staff if there are any signs of infection or changes

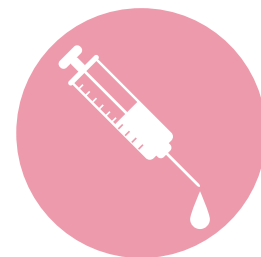
Prepare site

- I clean my site and redress
- I prepare my connections and check flow following my unit procedure
- I inform staff if there are any problems





Preparing my line access for dialysis



I am learning about and discussing how to prepare my line for dialysis

Step 1	Patient	Nurse	Helper	Date
Assess site				
Prepare site				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Assess site				
Prepare site				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Assess site				
Prepare site				

**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

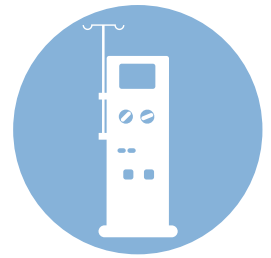
	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			



Starting my dialysis



I start my dialysis following my unit procedure

Hand cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**



Prepare machine

- I check my machine is ready to start dialysis
- I understand the importance of the safety checks I need to make

Start dialysis

- I connect myself to the dialysis machine following my unit procedure
- I start my dialysis treatment
- I understand the importance of checking the machine pressures
- I administer my anticoagulant (if prescribed)

Record machine observations

- I record my machine observations
- I understand the observations and why I record them
- I inform staff if any observations are out of my normal range





Starting my dialysis



I am learning about and discussing how to start my dialysis

Step 1	Patient	Nurse	Helper	Date
Prepare machine				
Start dialysis				
Record observations				

I am being supervised by staff

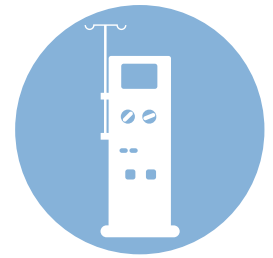
Step 2	Patient	Nurse	Helper	Date
Prepare machine				
Start dialysis				
Record observations				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Prepare machine				
Start dialysis				
Record observations				



Starting my dialysis



**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			





Care during my dialysis



I care for myself and my machine during dialysis following my unit procedures

My Observations

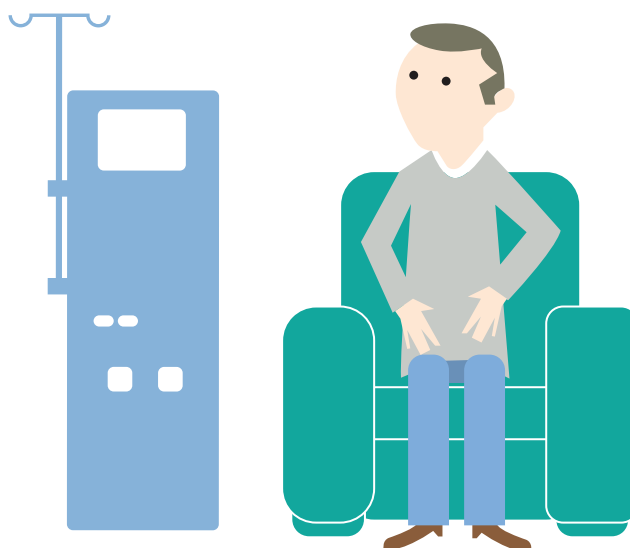
- I check my blood pressure and pulse following my unit procedure
- I know what to do if I feel unwell

Machine observations

- I check my machine settings following my unit procedure
- I understand what to look for and why
- I inform staff if there are any problems

Alarms

- I know the common alarms and what to do following my unit procedure
- I inform staff if there is anything I am not sure about





Care during my dialysis



I am learning about and discussing how care for myself and my machine during my dialysis

Step 1	Patient	Nurse	Helper	Date
My observations				
Machine observations				
Alarms				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
My observations				
Machine observations				
Alarms				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
My observations				
Machine observations				
Alarms				



Care during my dialysis

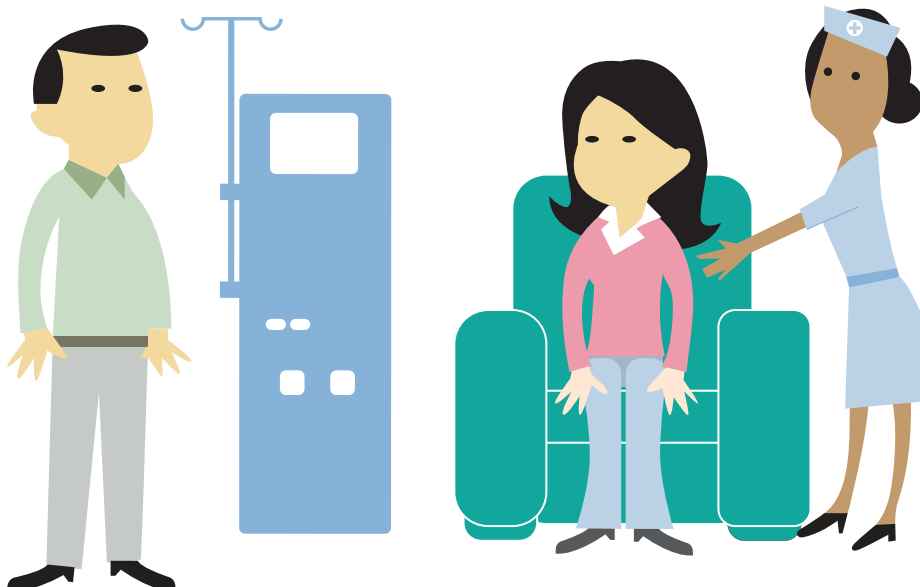


**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			





Discontinuing dialysis with my fistula/graft



I discontinue dialysis with my fistula/graft following my unit procedure

Hand cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**



Prepare and 'wash back'

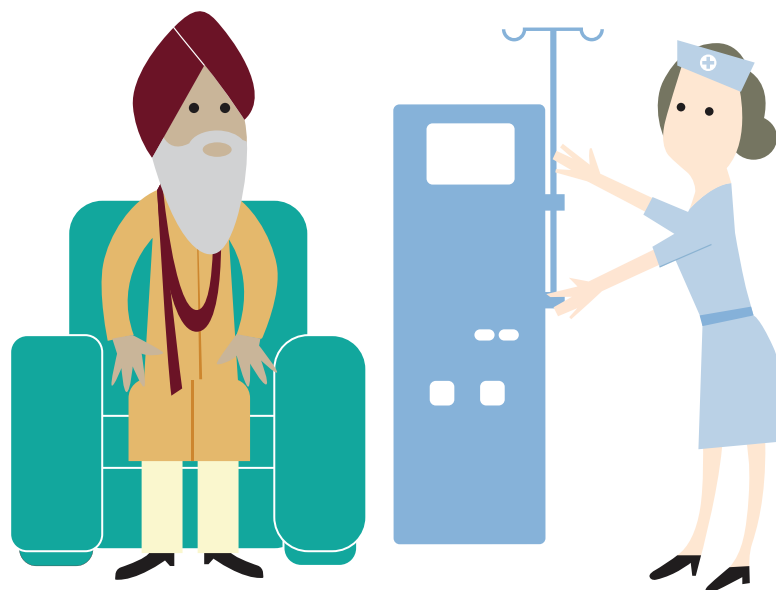
- I prepare my equipment and lines following my unit procedure
- I prepare my machine for disconnection
- I check my line and needle is clamped before disconnection
- I 'wash back' following my unit procedure

Disconnect from the machine:

- I clamp and disconnect my venous line from my needle
- I remove and dispose of my needles following my unit procedure

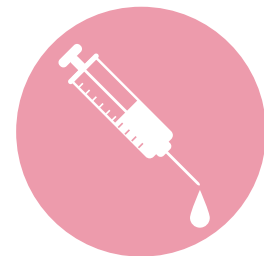
Apply pressure to needle sites

- I apply pressure to my needle sites until bleeding stops
- I apply my dressing





Discontinuing dialysis with my fistula/graft



I am learning about and discussing how to discontinue dialysis with my fistula/graft

Step 1	Patient	Nurse	Helper	Date
Prepare and wash back				
Disconnect				
Apply pressure to needle sites				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Prepare and wash back				
Disconnect				
Apply pressure to needle sites				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Prepare and wash back				
Disconnect				
Apply pressure to needle sites				



Discontinuing dialysis with my fistula/graft



**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			





Discontinuing dialysis with my line access



I discontinue dialysis with my line following my unit procedure

Hand cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**



Prepare and 'wash back'

- I prepare my equipment and lines following my unit procedure
- I prepare my machine for disconnection
- I check my lines are clamped before disconnection
- I 'wash back' following my unit procedure

Disconnect from the machine:

- I clamp and disconnect the venous line from my line
- I flush and lock my line following my prescription and secure





Discontinuing dialysis with my line access



I am learning about and discussing how to discontinue dialysis with my line

Step 1	Patient	Nurse	Helper	Date
Prepare and wash back				
Disconnect				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Prepare and wash back				
Disconnect				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Prepare and wash back				
Disconnect				

I feel safe and confident to do this without direct supervision. I understand that by signing, I take responsibility for following my unit's procedure

	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			



After my dialysis



I dispose of lines and clean my dialysis machine following my unit procedure

Dispose of equipment

- I wear protection to keep myself & others safe following my unit procedure
- I remove my lines & dialyser from the machine and dispose of them

Clean machine & equipment

- I disinfect my machine
- I clean my machine & equipment following my unit procedure
- I understand why this is important
- I clean my hands

Record Observations

- I record my weight & observations
- I inform staff if my observations are not within my normal range





After my dialysis



I am learning about and discussing action I take after dialysis

Step 1	Patient	Nurse	Helper	Date
Dispose of equipment				
Clean machine				
Record observations				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Dispose of equipment				
Clean machine				
Record observations				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Dispose of equipment				
Clean machine				
Record observations				



After my dialysis



**I feel safe and confident to do this without direct supervision.
I understand that by signing, I take responsibility for following
my unit's procedure**

	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			





Giving my Erythropoietin injection



I prepare and give my erythropoietin injection following my unit procedure

Hand cleaning

- I clean my hands following my unit procedure
- **I have completed this competency**

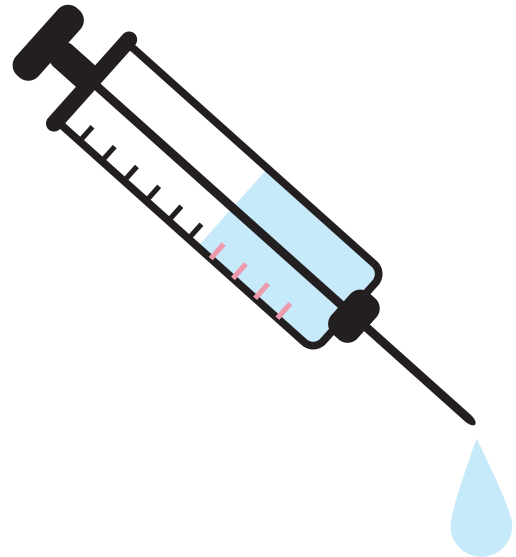
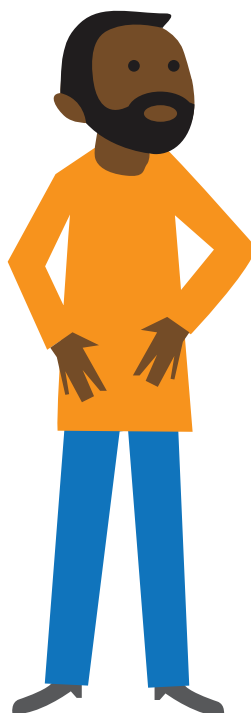


Prepare equipment

- I check my injection against my prescription
- I understand why I need to check

Give injection

- I give my injection following my unit procedure





Giving my Erythropoietin injection



I am learning about and discussing how to give my erythropoietin injection

Step 1	Patient	Nurse	Helper	Date
Prepare and check				
Give injection				

I am being supervised by staff

Step 2	Patient	Nurse	Helper	Date
Prepare and check				
Give injection				

I am practising on my own with minimal supervision

Step 3	Patient	Nurse	Helper	Date
Prepare and check				
Give injection				

I feel safe and confident to do this without direct supervision. I understand that by signing, I take responsibility for following my unit's procedure

	Signature	Print Name	Date
Patient			
Helper			

In my opinion, a safe level of practice has been achieved in this section

	Signature	Print Name	Date
Qualified nurse			
Support staff			

Date	Comments	Signature

The patient competency handbook was originally adapted from material developed by Guys and St Thomas Hospitals and used by the Yorkshire and Humber Sharing Haemodialysis Care programme 2012. This version 2 has been created following extensive use and revised and trialled by staff participating in Shared Haemodialysis Care and the ShareHD collaborative 2018. With thanks also to our partners supporting Shared Care including Kidney Care UK and the Health Foundation.

Contact: tania.barnes@sth.nhs.uk
for further information on shared haemodialysis care training or resources



SHAREHD

A Quality Improvement Collaborative to scale up Shared Haemodialysis Care in centre based haemodialysis patients



**The
Health
Foundation**