

**RESOLUTION OF THE GOVERNING BODY OF
THE THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD RESERVATION**

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act; and

WHEREAS, The Constitution of the Three Affiliated Tribes generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and

WHEREAS, The Constitution and By-Laws of the Three Affiliated Tribes empowers the Tribal Business Council to negotiate with Federal, State and local governments on behalf of the Three Affiliated Tribes; and

WHEREAS, The Tribal Business Council of the Three Affiliated Tribes entered into an Agreement with the Secretary of Health and Human Services under provisions of the Indian Self-Determination and Education Assistance Act and incorporating provisions of Public Law 103-413, amending legislation of P.L. 93-638, for the administration and delivery of Renal Dialysis Services, and

WHEREAS, It is required that the Tribal Business Council approve written policies and procedures concerning the provision of dialysis and other End Stage Renal Disease (ESRD) services to patients.

THEREFORE BE IT RESOLVED that the Tribal Business Council of the Three Affiliated Tribes approves the Policies and Procedures for the Three Affiliated Kidney Dialysis Unit.

BE IT FURTHER RESOLVED that the Tribal Business Council will conduct an annual review of said policies and procedures.

C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of seven members of whom five constitutes a quorum, 5 were present at a Regular meeting thereof duly called, noticed, convened, and held on the 12th day of September, 1996; that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 5 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way. Dated the 12th day of September, 1996.

Dayton Spotted Bear
Secretary, Tribal Business Council

ATTEST:

Eden Heald
Vice Chairman, Tribal Business Council

DOCUMENT SUMMARY

**POLICY AND PROCEDURE MANUAL
THREE AFFILIATED TRIBES KIDNEY DIALYSIS UNIT**

**PRESENTED TO THE TRIBAL BUSINESS COUNCIL
SEPTEMBER 12, 1996**

The Policy and Procedure Manual for the Three Affiliated Tribes Kidney Dialysis Unit is hereby presented for your review and approval. Attached please find a summary of the contents of the manual to facilitate discussion.

**DIALYSIS MANUAL
TABLE OF CONTENTS**

*Karla
Linda
Susan* } *entire
manual*

1.	ADMINISTRATIVE/ORGANIZATIONAL REFERENCE SERIES 1000 SERIES NUMBERS	
	A. Organizational Chart	1
	B. Philosophy	2
	C. Renal Dialysis Unit Objectives	3
	D. Personnel Budget	4
	E. Dialysis Coordinator Job Description	5
	F. Head Nurse Job Description	8
	G. Register Nurse Job Description	11
	H. License Practical Nurse Job Description	14
	I. Dialysis Technician Job Description	16
	J. Social Worker Job Description	19
	K. Dietitian Job Description	21
	L. Administrator Absence	23
	M. Supplies and Material	24
	N. On Call	25
	O. Licenses	26
	P. Letter of Agreement	27
	Q. Request for an Agreement	28
2.	GENERAL INFORMATION	
	A. Patient Care Policy	29
	B. Admission, Discharge, and Transfer Criteria	31
	C. Admission of Dialysis Outpatient	32
	D. Renal Patients & Medial Emergencies	33
	E. Transient Patients	34
	F. History and Assessment Record	35
3.	PATIENT INFORMATION	
	A. Welcome Letter	38
	B. Patient Rights and Responsibilities	40
	C. Patients Grievance Policy	43
	D. Traffic Control Policy	45
	E. Weather Emergency Policy	46
	F. Chronic Hemodialysis Authorization	47
	G. Acute Hemodialysis Authorization	48
	H. Hours of Operation	49

BRYAN +
ger 4.

~~MACHINE POLICY AND PROCEDURES~~

- COBE CENTURY 3 POLICY, MACHINE 50
- B. Suction Machine 77

Nurses 5.

DIALYZERS (PRIMING PROCEDURES)

- A. Priming with Hollow Fiber Dialyzer 85
- B. Dialyzing with the CD Medical SCE Membrane 87
- C. Dialyzer and CA Membrane Dialyzer 89
- D. Dialyzing with Terumo TAF Dialyzers

Nurses 6.

HEMODIALYSIS PATIENT CARE POLICIES

- A. Routine Care 91
- B. Fistula Needle Punctures 93
- C. Initiation of Hemodialysis (Post Needle Placement - Fistula or Graft) 96
- D. Initiating Dialysis - Graft Cannulation 100
- E. Termination of Double Needle Dialysis 102
- F. Determining Negative Pressure Settings for Desired Weight Loss 106
- G. Preparation and Administration of Heparin 107
- H. Administration of Replacement Fluids during Dialysis (Bolus Method) 110

Nurses 7. SPECIAL PROCEDURES

- A. Dialysis Via Dual Lumen Subclavian Catheter 112
- B. Use of Heparin Pump 116
- C. Adjusting Fluids in Drip Chambers (Arterial or Venous) 118
- D. Recirculating Blood During Patient Bypass 120
- E. Changing the Venous Line 125
- F. Changing the Arterial Line 128
- G. Dialyzer Blood Leak 131
- H. Pure Ultrafiltration (PUF) 133

Nurses 8.
DR Durrigan

COMPLICATIONS

- A. Complications Arising During Dialysis 135
- B. Emergency Situations During Hemodialysis 137
- C. Air Embolus 142
- D. Hemolysis 144
- E. Seizure (Convulsion) Procedure 147
- F. Crenation 148

9. Protocol for Blood Transfusion for Dialysis Patients 150

Nurses 10. **RECORDS**

*Med Records
consult from
St. A's.*

- A. Hemodialysis Chart System 151
- B. Medical Record 154
- C. Records Custodian 156

*Bryan
Roger* 11. ~~DIALYSATE & WATER TESTING~~

- A. Water Sampling and Testing 158
- B. Bacterial Counts 159
- C. Chloramine Testing 160
- D. Water Hardness Testing 162

Nurses 12. ~~INFECTION CONTROL~~

- A. Hepatitis Control and Aids Procedures 164
- B. Infectious Waste - Dialysis 174
- C. Linen Policy 175
- D. Universal Precautions 176
- E. Transportation of Specimens 178
- F. Disposal of Needles and Syringes 179

Nurses 13. ~~SAFETY~~

*Bryan
Roger*

- A. Internal Disaster Plan 180
- B. External Disaster Plan 183
- C. Transferring Patients 184
- D. Weather Emergency Plan (Employees) 185
- E. Smoking Policy 186

Nurses 14. ~~QUALITY ASSURANCE~~

- A. Quality Assurance Plan 187
- B. Quality Assurance Data Collection Sheet 189
- C. Quality Assurance Report Format 190

*Karla
Linda* 15. ~~ORIENTATION, TRAINING, AND IN-SERVICE~~

- A. Orientation Policy 191
- B. Training Policy and Training Program 195
- C. In-Service Policy 205

<i>Karlea</i>	16.	LABORATORY	
<i>nurses</i>		A. Lab Procedures	206
		B. Blood Samples	207
		C. Activator Unit	210
		D. Hematocrit Readings	214
		E. Glucose Control Solution	216
		F. Blood Glucose Monitor	217
		G. Forms	220
<i>Nurses</i>	17.	MEDICATIONS	
		A. Medication Policy	229
		B. Medication Refrigerator	230
		C. Inspection of Dialysis Medications	231
<i>Nurses</i>	18.	OXYGEN THERAPY	
		A. Oxygen	234
		B. Oxygen Humidification	235
<i>Nurses</i>	19.	Hemodialysis Out-Patient Radiology Examinations	236
<i>STAFF</i>	20.	INCIDENT REPORTING	237
<i>Ewadna</i>	21.	SOCIAL SERVICES	
		A. Coverage for Dialysis Social Worker	239
		B. Confidentiality	240
		C. Dialysis Patients & Discharge Planning	241
		D. Staff Development and Continuing Education	243
		E. Victims of Domestic Violence	244
		F. Transportation of Chronic Dialysis Patients to and from the Dialysis Unit.	245
		G. Child Abuse/Neglect	246
		H. Dialysis Pt's with Drug and Alcohol Problems	247
		I. Support Group Meetings	248
		J. Orientation of New Staff and Continual In-services to Staff	249

Dietitian 22.	DIETARY	
	A. Nutritional Care	250
	B. Nutritional In-services	252
	C. Absence of Dietitian	253
Bryan a Roger 23.	MAINTENANCE	
	A. Electrical Safety	254
	B. Defective Equipment	255
	C. Operating & Repair Parts Manuals	256
24.	SURVEY COMPLIANCE QUESTIONNAIRE	257
25.	CRITERIA BASED JOB EVALUATIONS	
	A. Dialysis Coordinator	266
	B. Dialysis Head Nurse	269
	C. Dialysis Social Worker	272
	D. Dialysis Dietitian	274
	E. Dialysis Registered Nurse	276
	F. Dialysis Licensed Practical Nurse	279
	G. Dialysis Technician	281