



## **Sample Adequacy Manager Role and Responsibilities**

Reports to: Facility Administrator, Medical Director, Adequacy Improvement Team

### **Purpose of Adequacy Manager Role:**

- Primary source of adequacy of dialysis information and care coordination for designated facility.
- Focus on adequacy improvement and management to increase patient quality of life and longevity.
- Maintain adequacy data to assure tracking and trending of dialysis therapy outcomes.
- Provide leadership and communication among caregivers.  
Oversee and direct adequacy of dialysis education for patients and facility staff members.

### **Role Qualifications:**

- Experienced hemodialysis patient caregiver.
- Certification in nephrology or hemodialysis preferred.
- Demonstrated proficiency in understanding adequacy concepts and management.
- Demonstrated commitment to continuous quality improvement.
- Demonstrated ability to interact and communicate effectively with patients.
- Excellent communication, writing and organization skills.
- Empowered by facility administrator, medical director and multidisciplinary care team.

### **Essential Job Functions:**

1. Monitor implementation of prescription treatment orders with each dialysis treatment delivered. (i.e.: blood flow rate, dialyzer, dialysate flow rate, fistula needles, length of treatment, etc.)
2. Review patient lab results within 3 days of receiving report from the processing lab.
3. Review all lab results not meeting URR or Kt/V goal with the patient care team including physician, charge nurse and dietitian.
4. Verify all new treatment orders are implemented with patient's next dialysis treatment.
5. Communicate with charge nurse daily to assess any problems with implementation of dialysis treatment orders. Notify physicians as needed if unable to meet prescribed treatment orders.
6. Verify correct blood sampling technique is used for each monthly lab draw. Retrain facility staff as needed in proper blood sampling.
7. Verify missed or incorrect URR or Kt/V lab draws are rescheduled for patient's next treatment day. Follow up to confirm rescheduled labs are drawn.
8. Review inadequate lab results with patient care team including patient care staff during lab review meetings and informal communications.

## **Sample Adequacy Manager Role and Responsibilities**

Page 2 of 2

9. Notify patient of inadequate lab results and any new orders that may need to be implemented. Provide patient caregivers with information for patient teaching regarding the importance of adequate dialysis. Verify patients are educated appropriately in the area of adequacy.
10. Include the Access Manager when poor adequacy results from inadequate vascular access flow issues. Communicate frequently and work closely with the Access Manager as needed.