



CIVILIAN PERSONNEL CAREER MANAGEMENT

**August
2002**

**ARMY CIVILIAN TRAINING, EDUCATION, AND
DEVELOPMENT SYSTEM (ACTEDS) PLAN**

**ADDENDUM J
TO THE REGISTERED NURSE ACTEDS PLAN**

DIALYSIS NURSE SPECIALIST

ACTEDS PLAN

CORNERSTONE OF CONCERNED HEALTH CARE

F O R E W O R D

This Department of the Army Civilian Training, Education, and Development System (ACTEDS) plan for the civilian Dialysis nurse provides careerists and management with a guide to assist in career enhancement and progression. Training and development plans are essential in developing and enhancing an individual's knowledge, skills, and abilities; hence, promoting optimal performance, effectiveness, and efficiency. This plan, if followed, will provide all civilian Dialysis nurses the opportunities to become leaders of tomorrow in their field.

Civilian Dialysis nurses and their supervisors are encouraged to review this ACTEDS plan and tailor it to their needs. Although individuals ultimately control their own careers, all levels of command share in the responsibility of implementing guidance contained in this plan. This will help to ensure a continuing source of highly qualified civilian Dialysis nurses for the Department of the Army.

APPROVED BY:

A handwritten signature in black ink, appearing to read "William T. Bester", with a long horizontal line extending to the right.

WILLIAM T. BESTER
Brigadier General, AN
Functional Chief

ADDENDUM J

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

DIALYSIS NURSE
OCCUPATIONAL SERIES GS-610
(Career Field 53)

Introduction. This addendum to the civilian Registered Nurse (RN) ACTEDS Plan describes the Dialysis nurse portion of the plan and must be used in conjunction with the basic RN ACTEDS Plan. This Addendum includes the training, education, and developmental opportunities that enhance the employee's capability to advance within the Dialysis nursing community. General information of interest to all Army civilian RNs in all nursing specialties is found in the basic RN ACTEDS Plan of which this Addendum is a part.

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ADDENDUM J

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

DIALYSIS NURSE SPECIALIST OCCUPATIONAL SERIES GS-610 (Career Field 53)

1. OBJECTIVES.

a. To assist employees and supervisors in determining specific education and experiences needed for the Dialysis nurse specialty.

b. To enable Dialysis nurses to plan and schedule clinical and leader development activities appropriate for their chosen career progression.

c. To identify broad-based training needs throughout the Dialysis nurse's employment.

d. To provide Dialysis nurses a comprehensive list of the competencies applicable to Dialysis nursing practice.

e. To aid in the recruitment and retention of quality RNs identifying the numerous training and career advancement opportunities offered by Department of the Army (DA) in the Dialysis nursing community.

2. STRUCTURE. This plan applies to all Army civilian RN employees working in the field of Dialysis nursing, regardless of the level at which they were hired and the organization or agency to which they are assigned or attached.

3. KEY POSITIONS AND CONSULTANTS. Key Positions are staff positions in which the incumbent establishes and/or interprets policy, plans, and strategy. The basic RN ACTEDS Plan lists Key Positions where any Dialysis nurse can be assigned. There is no one Key Position in Dialysis nursing; rather positions are established according to the responsibilities assigned at each installation or agency.

4. RESPONSIBILITIES. Responsibilities for the Functional Chief (FC), the Functional Chief Representative (FCR), the installation, the Medical Treatment Facility (MTF), the supervisor, and the employee are listed in the basic RN ACTEDS Plan.

5. CAREER PATH. (Appendix A) The career path for Dialysis nurses represents progression in Dialysis nursing normally beginning at the entry level and continuing through the advanced level. Descriptive levels are as follows:

a. Entry Level. At the entry level (normally GS-07/09) the new Dialysis nurse generally requires on-the-job-training (OJT) experience and technical training. Emphasis is placed on involvement with and training in: (a) Dialysis nursing fundamentals; (b) fundamentals of federal law, DA regulations, and directives in promoting wellness; and (c) computer training to assist in managing Dialysis health programs. Personnel have responsibility for assisting with training subordinates, peers, and students.

Typical assignments include, but are not limited to: (a) providing comprehensive nursing care to Dialysis patients based on the physician's medical care plan and the needs of the patient; (b) obtaining initial information and history of symptoms from patients and parents, (c) educating and preparing patients for tests, examinations, and treatment; and (d) preparing and reviewing records, laboratory sheets, etc., under the supervision of a senior RN.

b. Intermediate Level. Intermediate level/staff nurse positions (GS-10/11/12) represent full journeyman performance. The primary focus is on increasing the technical knowledge and skills of the Dialysis nurse. Secondarily, emphasis is placed on management and human relations skills. Work assignments will be selected to add to the depth and breadth of their technical and leadership competence. Some of the assignments include: (a) serving as the technical expert or point of contact for program direction, and (b) assisting in training of subordinates, peers, and students.

The intermediate level Dialysis nurse's self development activities are accelerated and focused to ensure that Dialysis nurses continue to add to their variety of experiences. They will continue to receive specialized training for progressively responsible assignments, including leadership training for personnel selected to fill supervisory positions. Graduate study, speaking and writing activities, and active participation in professional group activities are encouraged. Employees at this level are encouraged to obtain national certification from any of a variety of applicable specialty boards or recognized certification providers, such as the American Nurses Association, for certification in Dialysis nursing. Personnel must also be responsible for formal precepting and informal OJT of staff.

At the GS-12 supervisory level, emphasis is primarily placed on developing managerial and administrative abilities, and secondarily, broadening the employee's technical knowledge and skills.

c. **Advanced Level.** At the GS-13/14 levels, all advanced Dialysis nurses are recognized as subject-matter-experts (SMEs). At this level, emphasis is placed on strategic planning and administrative/managerial responsibilities. They make decisions or recommendations that significantly affect the content, interpretation, or development of Army policies or programs concerning critical matters or major issues within the Dialysis nursing community. They also are responsible for training subordinates, peers, and students. They are assigned positions/studies where limited guidance exists as to the method of evaluation for the potential experience identified or where possible, new experiences need to be identified. Training will be on topics that are emerging issues in the specialized aspects of the Dialysis nurse as well as seminars and conferences where these position topics are likely to be discussed. At this level, the employee must have a mastery of one or more specialty fields evidenced by application of new developments and theories to critical and novel problems, and extension and modification of approaches and methods to solve a variety of problems with unconventional solutions.

6. COMPETENCIES. (Appendix B) Commanders and supervisors are responsible for identifying resources and offering opportunities to meet career objectives of their employees. They must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required competencies commonly referred to as knowledge, skills, and abilities (KSAs), found at Appendix B. Equivalency credit for competencies gained may be granted for formal courses or OJT received from sources other than from the courses listed at Appendix D of this Addendum. The required equivalency credit form is at Appendix G of the basic RN ACTEDS Plan.

7. MASTER TRAINING PLAN (MTP). (Appendix C)

a. **Universal Training.** Employees enter the Dialysis nursing occupational series with varying degrees of experience, capability, and potential for growth. For this reason, training identified on the MTP Matrix at Appendix C, should be based on what formal training and/or OJT the individual brings to the job in comparison with that required for advancement as outlined in this Addendum. Broadband training, shown in the MTP, is identified as those courses and OJT that cover a spectrum of grade levels. This training may be completed at any level within

the band, but should be completed prior to accession out of the band. Consideration should be given to any documented prior experience and training.

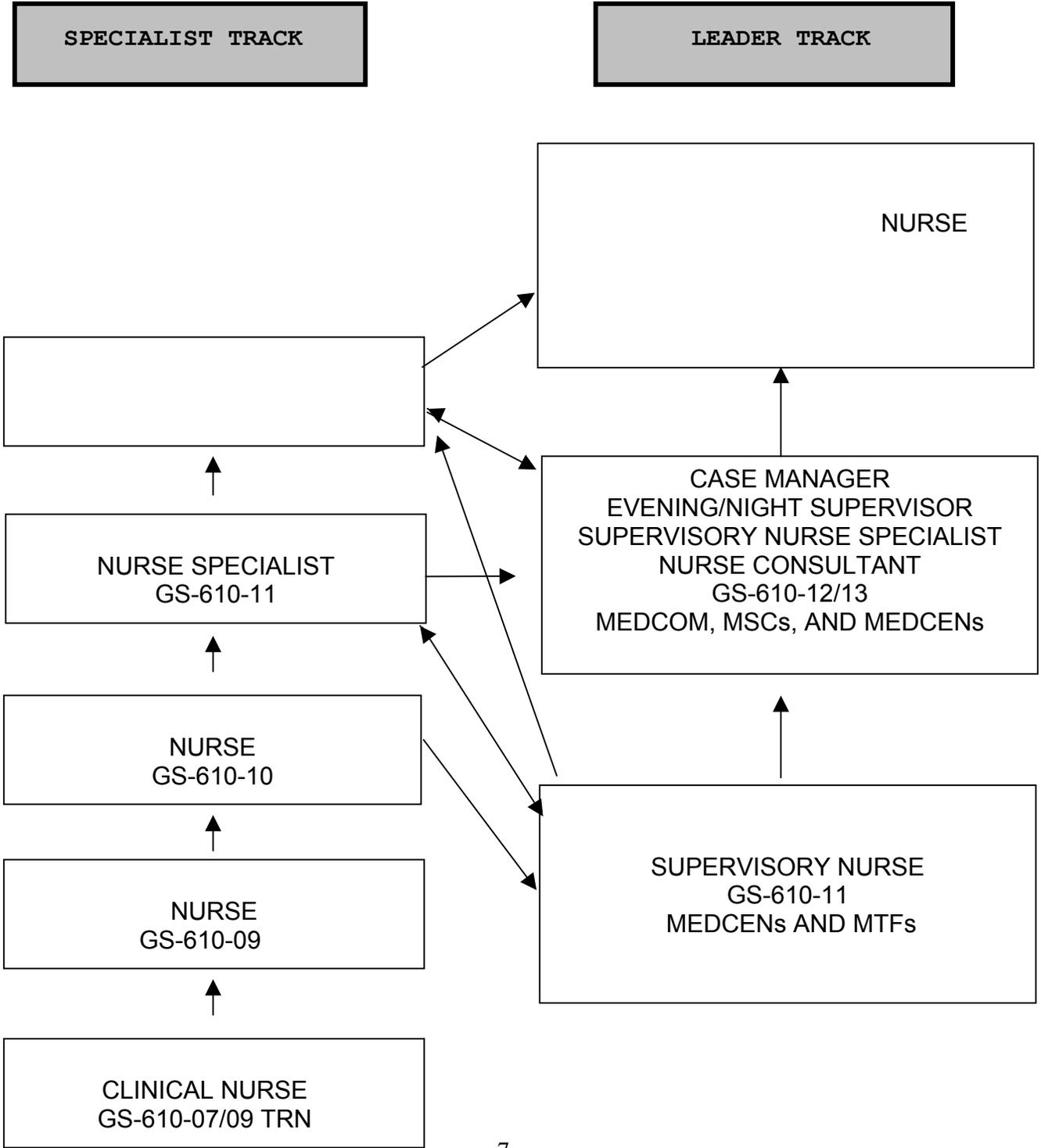
b. Self-development. In addition to the mandated training outlined in the MTP, Dialysis nurses at all levels are encouraged to undertake individual projects such as technical papers, presentations, and membership in professional organizations. Additional self-development activities are defined in the basic RN ACTEDS Plan.

c. Competitive Training. Competitive training includes Army-wide competitive programs (such as senior service colleges and the Sustaining Base Leadership and Management Program) that are centrally funded by DA. It also includes fellowship programs, developmental assignments, and training-with-industry which may be funded by the installations, Major Commands (MACOMs), or other designated agencies. Competitive training opportunities are defined in the basic RN ACTEDS Plan.

8. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY. Training and development opportunities for participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

APPENDIX A

DIALYSIS NURSE
CAREER PATH CHART



APPENDIX B

COMPETENCIES FOR DIALYSIS NURSE

1. **Nursing.** Ability to provide follow-up care by attendance at outpatient clinics, care of in-patients, attendance at patient review meetings, and telephone advice in order to obtain pertinent information in the provision of nursing care on a continuum to patients with renal insufficiency.
2. **Nursing** - Knowledge of the full range of established nursing care principles, practices, and procedures required in order to assess nursing needs and provide nursing care to patients.
3. **Nursing** - Ability to develop and revise nursing care plans based on medical plan of care and patient's needs/condition in order to identify problems and plan nursing care and interventions.
4. **Nursing** - Ability to assess patient needs (emotional, social, rehabilitative, physical, spiritual, and learning - immediate and long term) in order to determine how to meet those needs.
5. **Nursing** - Administrative knowledge and technical proficiency in use of dialysis equipment, hemodialysis, all forms of Peritoneal Dialysis (PD), continuous venous hemofiltration, and Continuous Renal Replacement Therapy (CRRT) in order to assess, initiate therapy, and participate in nursing management of patients throughout the dialysis procedure.
6. **Nursing** - Knowledge of the physiologic concepts involved with dialysis and specific of all forms of peritoneal catheter care, to include antibiotics and infection control in order to train and treat patients.
7. **Nursing** - Knowledge and skill to accomplish pre-catheter insertion preparation of patient, post-catheter insertion nursing care, and initial and long-term site care in order to maintain catheter longevity, free of infection, and other catheter related complications.
8. **Nursing.** Knowledge of and skill to conduct bag exchange procedure to include standard spike, luerlock, and Y-set in order to perform peritoneal dialysis in a safe and effective manner, implementing measures for an infection and complications free environment during peritoneal dialysis.

9. **Nursing** - Knowledge and skill to use assistance devices, transfer set change, initiation and termination of PD, evaluation of alarms and troubleshooting, and care of the patient with end stage renal disease using Continuous Ambulatory Peritoneal Dialysis (CAPD), Continuous Cycle Peritoneal Dialysis (CCPD), and Intermittent Peritoneal Dialysis (IPD) in order to monitor the appropriate method of dialysis.
10. **Nursing** - Knowledge and skill to perform exit-site swab, analyze and perform intervention for infected exit-site and evaluation of tunnel infection to obtain peritoneal dialysate sample collection in the face of peritonitis and the administration of intra-peritoneal medication in order to provide effective nursing care of the patient with peritonitis and exit site or tunnel infection.
11. **Nursing** - Knowledge of normal kidney function and alternatives to include patient physiologic derangement which occur as a result of End-Stage Renal Disease (ESRD) in order to assess, train and treat patients.
12. **Nursing** - Knowledge of peritoneal dialysis to include intermittent peritoneal dialysis, CCPD, and CAPD in order to provide personalized care.
13. **Nursing** - Knowledge and ability to prescribe, administer, and evaluate pharmacologic and therapeutic treatment regimens in order to provide appropriate and safe pharmacological and therapeutic interventions for desired outcomes in the care of patients with renal insufficiency.
14. **Nursing** - Knowledge of infection control policies and precautions in order to ensure compliance.
15. **Nursing** - Skill in specialty nursing and knowledge of life support equipment in order to perform necessary steps in case of cardiac arrest, seizures, anaphylactic reaction, etc.
16. **Training** - Ability to train patient and dialysis partner the principles of dialysis (interrelationships between dialysis, diet, medical therapy, and blood chemistries), dialysis technique, aseptic technique, and cardiopulmonary resuscitation (CPR) (to include encouraging patient and family to attend formal CPR class) in order to ensure adequate performance in the home setting.

17. **Training** - Ability to determine when training is complete for the individual patient and continually reassess patient performance in order to detect, at an early date, failure of adequate performance in the home setting.

18. **Communication** - Ability to coordinate with other health care providers (social work service, psychiatry, chaplain, community health nurse, and occupational health therapist/physical therapist) in order to meet the needs of the patient and family.

19. **Research** - Ability to solve a foreseeable problem by performing personal research and developing nursing protocols to establish guidelines.

20. **Management** - Knowledge of computer information systems and skill in interfacing with the Internet, using different software (Microsoft Word, Excel, PowerPoint, Access, etc.) in order to plan lectures, access e-mail, use automated medication dispensing stations, and order Capital Expense Equipment.

21. **Management** - Knowledge of personnel practices and procedures and of the hospital, unit, and individual medical services policies sufficient to execute responsibilities.

22. **Management** - Ability to serve as Charge Nurse in absence of Head Nurse, overseeing 4-35 personnel in order to ensure continuity of operations.

23. **Education** - Knowledge of nursing education to serve as preceptor/instructor for newly assigned nurses, nursing students from local colleges, reservists, etc., in order to provide relevant information and enhance role performance.

24. **Education** - Ability to develop lesson plans and present continuing education classes for staff members and postgraduate OR nurse students in order to contribute to the professional growth of others.

25. **Education** - Ability to maintain current knowledge regarding new technology in order to maintain competence and certification by attending continuing education programs.

APPENDIX C
MASTER TRAINING PLAN MATRIX FOR DIALYSIS NURSE

| COURSE / SEMINAR / OJT TITLE | TYPE OF TRAINING | LENGTH HOURS | ENTRY | INTERMEDIATE | | | ADVANCED | | SOURCE | COMPETENCIES (Appendix B) | COURSE NUMBER (Appendix D) |
|--|------------------|--------------|-------|--------------|-------|-------|----------|-------|---------------------------------------|---|-------------------------------|
| | | | GS-09 | GS-10 | GS-11 | GS-12 | GS-13 | GS-14 | | | |
| Continuous Renal Replacement Therapy (CRRT) (Outpatient/Inpatient) | OJT | 6 | U2 | U2 | U1 | | | | Local | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18 | 1 |
| Hemodialysis | CC/OL | 30 | U1 | U1 | U1 | U1 | | | Local | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18 | 2 |
| Peritoneal Dialysis | OJT | Varies | U1 | U1 | U1 | U1 | | | MEDCEN/ Local Civilian Hospital | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18 | 3 |
| Renal Transplant Course | OJT | Varies | U1 | U1 | U1 | U1 | | | MEDCEN/ Local Civilian Hospital | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18 | 4 |
| Pharmacotherapeutics for Advanced Practice | FC | Varies | | | U2 | U1 | | | University- Based | 13 | 5 |
| Advanced Cardiac Life Support | FC | 12 | | U1 | U1 | U1 | | | Local | 15 | 6 |
| Pediatric Advanced Life Support | FC | 16 | | | U2 | U1 | | | Local | 15 | 7 |
| Nephrology Nurse Certification | FC | Varies | U2 | U2 | U1 | U1 | U1* | U1* | Professional Organization | 25 | 8 |
| Bloodborne Pathogen Course | FC | Varies | U1 | U1 | U1 | U1 | | | OSHA | 14 | 9 |
| Charge Nurse Course | FC | 13 | | U2 | U1 | | | | Local | 21, 22 | 10 |
| Preceptor Development Course | FC | 3.5 | | U2 | U1 | | | | Local | 23 | 11 |
| Instructor Training Course (Formerly Faculty Development Course) | FC | 80 | | | U3 | U2 | U2 | U2 | AMEDDC&S | 23, 24 | 12 |
| Nursing Informatics | FC | Varies | | | U3 | U2 | U2 | U2 | University- Based | 19, 20 | 13 |
| Critical Reading of Research Publications | CC/OL | 12 | | | U3 | U1 | U1 | U1 | RMC NESDS | 19 | 14 |

LEGEND: FC = FORMAL COURSE U1 = UNIVERSAL PRIORITY I C = COMPETITIVE * = ACCORDING TO INDIVIDUAL JOB REQUIREMENT
 CC/OL = CORRESPONDENCE COURSE/ON-LINE U2 = UNIVERSAL PRIORITY II SUP = SUPERVISOR ONLY ** = RECURRING REQUIREMENT
 OJT = ON-THE-JOB TRAINING U3 = UNIVERSAL PRIORITY III DVP = DEVELOPMENT ASSIGNMENT *** = BY EXCEPTION

APPENDIX D

COURSE DESCRIPTIONS

- 1. Continuous Renal Replacement Therapy (CRRT) (Outpatient/Inpatient).** Provides a cognitive understanding of the concepts, principles, and clinical application of CRRT and a review of nursing care of the acutely ill patient. The participant will review the nursing care necessary to assure safe, effective therapy for the patient diagnosed with acute renal failure and who are at risk for renal impairment, who will benefit from early intervention for fluid and solute management. (Source: Local) (6 Hours)
- 2. Hemodialysis.** Provides a basic understanding of dialysis principles, patient care, nursing interventions and current technological advances. During this home study, the participant will review fluids, electrolytes & renal physiology; learn principles of hemodialysis and examine delivery systems. Includes medications, renal failure, complications, transplants, quality assurance, & nutrition. Course includes elderly, pediatric, diabetes, and home dialysis. (Source: Professional Organization) (30 Hours)
- 3. Peritoneal Dialysis Course.** Provides a basic understanding of peritoneal dialysis concepts and principles, patient care and nursing interventions for the peritoneal dialysis patient, and current catheters used for peritoneal dialysis access. Provides clinical experience with the peritoneal exchange or cyclor, to include troubleshooting and signs and symptoms of peritoneal complications. (Source: MEDCEN/local civilian hospital) (Length varies)
- 4. Transplantation Course.** Provides the basic concepts related to renal transplantation. The individual will have a working knowledge of the immunogenetic basis of transplantation, define transplantation rejection, list major immunosuppressive agents and their side effects, identify long-term complications of renal transplantation, and components of a discharge plan for a transplant recipient. (Source: MEDCEN/local civilian hospital) (Length varies)
- 5. Pharmacotherapeutics For Advanced Practice.** Presents an advanced course in pharmacology for advanced practitioners. (Source: University-Based) (Length varies)

6. **Advanced Cardiac Life Support (ACLS).** An intensive course covering the American Heart Association curriculum for Advanced Cardiac Life Support. (Source: Local) (12 Hours)
7. **Pediatric Advanced Life Support (PALS) Course.** An intensive course covering the American Heart Association curriculum for Advanced Cardiac Life Support for the pediatric patient. (Source: Local) (16 Hours)
8. **Nephrology Nurse Certification.** Completion of National Certification exam that documents validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for dialysis patients. (Source: Professional Organization) (Length varies)
9. **Bloodborne Pathogen Training.** Instructs the student in managing a program in accordance with Occupational Safety and Health Administration (OSHA) mandated requirements in 29 CFR 1910.1030. Course content includes identifying the scope of the act, developing exposure control plans, identifying infectious materials, methods of compliance, and hepatitis B vaccinations. (Source: OSHA) (Length varies)
10. **Charge Nurse Course.** Designed to provide the inexperienced Charge Nurse with the necessary skills so he/she can approach their role with confidence. (Source: Local) (13 Hours)
11. **Preceptor Development Course.** Prepares experienced nursing personnel to serve as preceptors. Facilitates the transition of new nursing personnel to clinical nursing. (Source: Local) (3.5 Hours)
12. **Instructor Training Course (Formerly Faculty Development Course).** Emphasis is placed on communication skills, audio-visual support, writing lesson plans, writing objectives, and writing test items. (Source: AMEDDC&S) (80 Hours)
13. **Nursing Informatics.** An overview of how computer science, information science, and nursing science are used to manage information. The focus of the course is on how nurses can use information technology with clinical practice, research, education, administration, and communication to improve the delivery of nursing care and patient health. A current health care information system is examined. Basic computer applications are explored through hands on training. (Source: University-Based) (Length varies)

14. **Critical Reading Of Research Publications (CRRP)**. This course is designed as an Independent Study for use by Clinical Interest Groups, Journal Clubs, or small groups who want to become more comfortable in reading and evaluating research. The primary characteristic of this program is that it must be carried out by at least two or more people in order to obtain continuing education credit. The course is available on-line at: <http://armynursecorps.amedd.army.mil/crrp.htm> (Source: RMC NESDS) (12 Hours)

APPENDIX E

GLOSSARY

| <u>ACRONYM</u> | <u>DEFINITION</u> |
|----------------|---|
| ACLS | Advanced Cardiac Life Support |
| ACTEDS | Army Civilian Training, Education, and Development System |
| AMEDDC&S | Army Medical Department Center & School |
| CAPD | Continuous Ambulatory Peritoneal Dialysis |
| CCPD | Continuous Cycle Peritoneal Dialysis |
| CPR | Cardiopulmonary Resuscitation |
| CRRP | Critical Reading of Research Publications |
| CRRT | Continuous Renal Replacement Therapy |
| DA | Department of the Army |
| ESRD | End Stage Renal Disease |
| FC | Functional Chief |
| FCR | Functional Chief Representative |
| IPD | Intermittent Peritoneal Dialysis |
| KSAs | Knowledge, skill, and abilities |
| MACOMs | Major Commands |
| MEDCENs | Medical Centers |
| MEDCOM | U.S. Army Medical Command |
| MSCs | Major Subordinate Commands |
| MTF | Medical Treatment Facility |
| MTP | Master Training Plan |
| NESDS | Nursing Education and Staff Development Service |
| OJT | On-the-Job Training |
| OSHA | Occupational Safety and Health Administration |
| PALS | Pediatric Advanced Life Support |
| PD | Peritoneal Dialysis |
| RMC | Regional Medical Command |
| RN | Registered Nurse |
| SMEs | Subject-Matter-Experts |