



**NEPHROLOGY PROGRAM
DEPARTMENT POLICIES AND PROCEDURES**

**Hemodialysis - Section 03 - Patient Assessment & Management - Neph 3-26
Guidelines for Accepting Patients Requiring Vascular Access Interventions
No.: 01686 (TOH Standardized Policy Number)**

ISSUED BY:

Corporate Dialysis Committee

DATE OF APPROVAL:

2018/03

APPROVED BY:

Program Clinical Director & Division Head

LAST REVIEW/REVISION DATE:

N/A

CATEGORY:

Patient Assessment and Management

IMPLEMENTATION DATE:

2018/04

POLICY STATEMENT:

- To outline the criteria required for patient transfer for non-The Ottawa Hospital (TOH) patients to TOH for Interventional Radiology dialysis access procedures.

BACKGROUND STATEMENT:

- The Nephrology Program at TOH recognizes its role as a Regional referral centre and a Center of Practice (COP) for Dialysis Access.
- In order to provide the safest care possible for patients requiring dialysis access interventions a transfer of pertinent patient information must occur between the TOH Nephrologist and the referring site Nephrologist.
- The Nephrology Program at The Ottawa Hospital must respect the Service Level Agreement between TOH Interventional Radiography Services and regional referral sites.
- The Dialysis Access Nurse/delegate is the person responsible for facilitating Interventional Radiology dialysis access procedures at TOH.

DEFINITION(S): N/A

ALERTS:

1. Procedures will be preferentially booked at the General Campus of The Ottawa Hospital.
2. If a patient initially booked for an outpatient procedure is admitted between the time of booking and the procedure itself, the procedure will only proceed if Step 2a is followed.

PROCEDURE:

Guidelines

1. Criteria for Patient Acceptability for Dialysis Access procedures

- All patients require the following for a dialysis access related procedure to be arranged:
 - A completed digital copy of the Dialysis Access Referral Form which includes:
 - An electronic medical summary including pertinent past medical and surgical history and a brief summary of the current health problems. *If there is any change in the patients' condition (i.e. admission) this must be reported to the accepting nephrologist at least 24-hour prior to the date of procedure. Please refer to Appendix 2 for details on how to send encrypted PHI via email.
 - The most recent medication list.
 - Demographic and next of kin contact information
 - The most recent laboratory investigations which MUST include a CBC, electrolytes, urea, creatinine and INR drawn 48h prior to the dialysis access procedure.
 - For existing hemodialysis patients; the most recent hemodialysis orders and Hepatitis serology drawn within the last 6 months.
 - Any isolation precautions (e. MRSA, ESBL, MDRO, CPE).
 - Any patients on anti-coagulation must have a clear plan for peri-procedure management included.
 - If applicable for patients with advanced directives, a copy of the MOH DNR Confirmation form
- The referring Nephrology program will provide the information to the Dialysis Access Nurse or delegate.

2. Specific patient-situation criteria

a. Inpatients (patients admitted to a hospital other than TOH)

- Patients **NEW** to dialysis (i.e. initiation of HD/PD) **MUST** be transferred to TOH for admission under an appropriate service and admitted at TOH. In most cases, this will be Nephrology except in certain circumstances where other specialized care is required (e.g. CCU). The On-Call Nephrologist at the General Campus must be contacted by the referring physician. Once a transfer is arranged, the booking of a dialysis access procedure will proceed.
- For **EXISTING** dialysis patients (i.e. known ESRD), the referring unit's Vascular Access Coordinator/Team Leader will contact the Dialysis Access Nurse/delegate. The TOH Dialysis Access Nurse/delegate will then review the information with the TOH Medical Director of Hemodialysis or delegate. In collaboration with the referring physician and the Dialysis Access Nurse/delegate, the TOH Medical Director of Hemodialysis/delegate will determine whether the patient will need to be transferred to TOH for admission or if the patient will undergo a same day procedure.

b. Outpatients **NEW** to dialysis (e.g. MCKC patient)

- The Dialysis Access Nurse/delegate will receive the request for a dialysis access procedure from the referring program
- Once the completed documentation is received; the Dialysis Access Nurse will enter the following information from the referral form into NephroCare and book the procedure:
 - Cut and paste medical summary and medication list into NephroCare
 - Add POA/Next of Kin/Emergency Contact to contact list
 - Document Goals of Care
- Upon confirmation of the date, location and time of the procedure, the Dialysis Access Nurse/ delegate will contact the TOH Medical Director of Hemodialysis or delegate.
- The TOH Medical Director of Hemodialysis/delegate will inform the appropriate Nephrologist/delegate on duty for the dialysis unit at the time of the procedure and provide all pertinent information.
- The hemodialysis session immediately post the dialysis access procedure must be ordered and supervised by the TOH Medical Director of Hemodialysis or the Nephrologist/delegate on duty for the dialysis unit at the time of this hemodialysis session. All orders must be entered in NephroCare prior to the planned access procedure.
 - Within 48hrs of the planned dialysis access procedure, the Dialysis Access Nurse or delegate will review NephroCare to ensure that all information and orders have been entered.

c. Outpatients that are EXISTING dialysis patients for new/exchange or tunneled catheters or fistulogram/angioplasty, and PD catheter interventions

- The Dialysis Access Nurse or delegate will receive the Request for a Dialysis Access Procedure
 - For patients requiring a fistulogram/plasty, in addition to required information outlined in Section 1, the history of vascular access flows must be provided (e.g. last 3 months of Transonic flows).
 - For PD catheter interventions include a history of recent malfunction issues.
- Once the complete documentation is received the Dialysis Access Nurse will enter the following information from the referral form into NephroCare and then book the procedure:
 - Cut and paste medical summary and medication list into NephroCare
 - Add POA/next of Kin/emergency contact to contact list
 - Document Goals of care
 - Most recent hemodialysis orders (for hemodialysis patients)
- Upon confirmation of the date, location and time of the procedure, the Dialysis Access Nurse or delegate will inform the Nephrologist/delegate on duty for the dialysis unit where the patient will be dialyzed post procedure.
- The hemodialysis session immediately post the dialysis access Interventional Radiology procedure must be co-signed and supervised by the Nephrologist/delegate on duty for the dialysis unit at the time of this hemodialysis session. All orders must be entered in NephroCare prior to the planned access procedure.
- Within 48h of the planned dialysis access procedure, the Dialysis Access Nurse or delegate will review NephroCare to ensure all information and orders have been entered.

RELATED POLICIES / LEGISLATION: N/A

REFERENCES:

1. The Ottawa Hospital, Nephrology Program, Hemodialysis Management Committee

APPENDIX 1

Referral to TOH Dialysis Access Team

Referring Physician: _____

Date: [Click here to enter a date.](#)

Patient Demographics:

Surname:	Name:
DOB:	OHIP:
Address	
TOH MRN (if available):	

Access Procedure Requested: _____

Current History/History Present Illness: _____

Past Medical History:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Current Allergies:

1.	3.
2.	4.

Current Medications:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Medications to be given during Hemodialysis:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Emergency Contact Information:

Name:	Phone Number:
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Next of Kin/POA or SDM (If different from above)

Name:	Phone Number:
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Goals of Care in case of emergency:

- CPR Yes No
- Intubation Yes No
- Intensive Care Unit Admission: Yes No

Procedure Specific information:

- Patient Anti-coagulated? Yes No **If yes, provide a copy of the management plan*
- Patient able to provide consent for procedures? Yes No
- Any Isolation Precautions? _____
- Current Dialysis Schedule _____

Hemodialysis Orders (if applicable):

1. Dry Weight: _____
2. Duration of Dialysis: _____
3. Dialysate Temperature: _____
4. Dialyzer: FX800 _____ FX1000 _____ Phylther 17SD _____
5. Dialysate Potassium: _____ mmol/L
6. Dialysate Calcium: _____ mmol/L
7. Dialysate Bicarbonate: _____ mmol/L
8. Base Sodium: _____
9. Blood Flow: _____ ml/min
10. Dialysate Flow: _____ ml/min
11. Heparin Bolus: _____ units
12. Heparin Hourly Rate: _____ units
13. Heparin Stop Time: _____ minutes
14. Sodium Citrated Locks for Tunneled Catheter:
Volume of Catheter Lumen: Arterial: _____ mls Venous: _____ mls
15. Hep B Status:
 Antigen Negative in last 2 months
 NO Antigen test, patient had recent vaccination for Hep B on _____

APPENDIX 2

Encrypting a Word document with PHI for email transfer

1. Open the document
2. Select File
3. Select Info
4. Click on Permissions
5. Select Encrypt Document
6. Come up with a Password
7. Click on OK
8. Communicate password selected in an email separate from the Word document itself.