

**Example: Job Description**  
**Vascular Access Nurse Coordinator/  
Vascular Access Case Manager**

**Job Title:** Vascular Access Coordinator  
**Department:** Nursing Service  
**Reports To:** Director of Nursing Services/ Facility Administrator/Manager of Surgical Services  
**FLSA:** Non-Exempt  
**Prepared By:**  
**Date Prepared:**  
**Approved By:**  
**Date Approved:**

- I. **Summary:** Assesses and identifies the vascular access needs of the patient with renal failure. Procures, delivers and coordinates services for the patient in the outpatient dialysis facility, outpatient clinic and hospital setting. Provides for ongoing monitoring of the patient's vascular access to assure adequate dialysis is obtained, maximum life of the access is achieved and plans for future intervention are coordinated if necessary.
- II. **Essential Duties and Responsibilities** include the following. Other duties may be assigned.
  - A. **Pre-ESRD Patients**
    1. Participates in modality and/or access education
    2. Coordinates timing of access placement based on creatinine clearance/lab review and patient need for dialysis.
    3. Participates in early planning and scheduling of vascular access with office patients
    4. Gathers and reviews medical records for surgical referral with nephrologist supervision
    5. Communicates with nephrology office staff regarding access plan
    6. Schedules appointment with surgeon for pre-access evaluation when needed
    7. Schedules vein mapping and diagnostic tests with nephrologist supervision
    8. Schedules access placement
    9. Schedules follow-up appointment with nephrologist/surgeon following access placement
    10. Reviews post-operative information with patient both pre- and post-access placement
    11. Maintains access history in database
  - B. **Chronic ESRD Patients**
    1. Reviews current access status and formulates short-term and long-term access plan
    2. Routinely evaluates access by physical exam, reviews diagnostic screening tests including:
      - a) Venography
      - b) Vein mapping
      - c) Doppler ultrasound
      - d) MRI
      - e) Arteriograms
      - f) Radiology and surgical op reports
    3. Routinely monitors dialysis treatment sheets and monthly adequacy labs that pertain to access function
    4. Collaborates with dialysis unit clinical staff in developing and recommending strategies to prevent complications and improve the function of existing access
    5. Establishes access planning as current access fails
    6. Collects and maintains vascular access history, e.g., date of placement, surgeon, nephrologist, infections, interventions, related hospitalizations
    7. Serves as educational resource for dialysis staff regarding vascular access
    8. Attends patient care conferences and dialysis rounds for physical assessment of access in the following units:

---
    9. Follows-up on referrals made to surgeons
      - a) Obtain copies of office visits and operative reports when appropriate
      - b) Communicates regularly with individual patients and support staff, including vascular access management team, nephrologist, surgeon, radiologist, hospital and dialysis facility

10. Follows-up on referrals made to interventional radiologist
  - a) Obtains copies of hospital/clinic records when appropriate
  - b) Facilitates communication among nephrologists, surgeons, radiologists, hospitals and dialysis facilities

**C. Hospital patients**

1. Follows-up with acute team regarding patients discharged with temporary access, and formulates plan for permanent access placement
2. Works with hospital discharge planners in ensuring patients maintain continuity of care after discharge, prevents gaps in care
3. Schedules follow-up appointments with nephrologist/surgeon when appropriate
4. Notifies nephrologist/dialysis facility of discharge and/or impending new patient
5. Reviews census for new ESRD patients

**D. Data collection**

1. Participates in the development of a vascular access database which includes tracking of
  - a) New starts
  - b) Actual numbers of access types placed
  - c) Access patency statistics
  - d) Individual access history to include interventions and access placement
  - e) Surgeons placing access, radiologist performing procedures

- III. **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of what is required of this position.
- IV. **Education and/or Experience:** Three to five years of clinical experience. Two years experience with the renal/dialysis population required. BSN preferred.
- V. **Language Skills:** Strong writing and communication skills required. Ability to read, analyze and interpret medical and scientific data. Ability to respond to common inquiries or complaints from physicians, staff and patients.
- VI. **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions.
- VII. **Physical Demands:** While performing the duties of this job, the employee is regularly required to sit and talk or hear and listen. The employee is frequently required to use hands to finger, handle, or feel and eyes to visually inspect patients' dialysis accesses for complications. The employee is frequently required to stand, walk and reach with hands and arms and may occasionally be required to lift patients with assistance up to 350 lbs. The employee is frequently required to talk on the phone.
- VIII. **Work Environment:** The work environment characteristics described are representative of those an employee encounters in carrying out the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.  
There may be exposure to biohazardous material.  
There may be exposure to radiation in the form of x-rays.