



EDUCATIONAL RESOURCES

PREPARING NEW ORGANIZATIONS- START-UP OF A RENAL DIALYSIS FACILITY

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DIALYSIS FACILITY STARTUP

- **Step I: Staff Requirements for Medicare Certification:**

1. Nephrologist to assume the role of Medical Director
2. Nurse Manager with a minimum of 12 months clinical nursing experience and six months providing nursing care to patients on maintenance dialysis
3. Home training nurse must be a RN and have at least 12 months experience in providing nursing care and an additional 3 months of experience in the specific modality for which the nurse will provide training
4. Registered dietitian with a minimum of 1-year professional work experience in clinical nutrition
5. Social worker – holds a master’s degree with a specialization in clinical practice and has served at least 2 years as a social worker, 1 year of which was in a dialysis unit or transplantation program
6. Certified Hemodialysis Technician if starting an incenter hemodialysis unit

GETTING STARTED

- **Step II: Market Analysis**
- Patient referral base:
 - Are there competitive dialysis units in the target market?
 - Who would be the primary referral source for dialysis patients?
 - What is the projected number of patients at the end of year 1
- Identification of physical space available to support number of hemodialysis stations- approximately 400 to 425 square feet per hemodialysis station:
 - Have you identified the number of dialysis stations needed?

BUSINESS DEVELOPMENT

- **Step III: Proforma Data Needed**

- A. Projected number of patients

- At initiation
- End of year 1, year 2, year 3, year 4 and year 5

- B. Dialysis Facility

- Square footage needed
- Cost of leasehold improvements
- Lease rate

- C. Equipment

- Dialysis
- Water treatment system
- Clinical Information system
- Ancillary equipment
- Office furniture

BUSINESS DEVELOPMENT

- **Step III: Proforma Data Needed**

- D. Staffing

- Hourly wage for:
 - RN
 - Dietitian
 - MSW
 - Hemodialysis technician
 - Cost of Benefits

- A. Payer Mix

- Medicare
- Medicaid
- Commercial/PPO
- Charity/No pay

DIALYSIS START UP PHASE

- **Step IV: Start Up Phase**
- Dialysis Facility Design: Preliminary review of the dialysis facility architectural plans to include comments/recommendations on:
 - Maximizing staff efficiencies and patient flow
 - Compliance with federal regulations
 - Secure work areas
 - Patient safety
 - Infection control
 - Water treatment and concentrate mixing systems
 - Equipment maintenance
 - Storage
- Present findings and recommendations to the project review team
 - Discuss pre-opening requirements for water testing and staff preparedness
 - Review a copy of the CMS Life Safety 2000 Survey Tool
 - Final review of design plans

DIALYSIS START UP PHASE

- Establish a facility checklist to track milestones and timelines of the startup process to include:
 - Define staff requirements, provide sample job descriptions, assist in staff selection
 - Use Patient Staff Schedule Template to calculate required number of staff FTEs by class type for years one through five based on patient projections
 - Dialysis/water treatment equipment selection and negotiation
 - Prepare and submit equipment comparison spreadsheet
 - Participate in equipment selection process
 - Clinical software selection and negotiation
 - Prepare and submit software comparison spreadsheet
 - Participate in software selection process

DIALYSIS START UP PHASE

- The following administrative, clinical, and technical manuals are required for Medicare certification which include:
 - Nursing Policy and Procedure
 - Patient Care Manual
 - Infection Prevention
 - Governing Body
 - Job Descriptions
 - Technical Manual
 - Hazardous Communication Manual
 - Staff Education
 - Quality Assurance and Performance Improvement Program
 - Emergency Preparedness Policies and Procedures
 - Master Forms Manual

DIALYSIS START UP PHASE

- The following agreements must be executed before opening the facility:
 - Dietary if contracted
 - Social Services if contracted
 - Waste Disposal
 - Housekeeping
 - Medical Director
 - Laboratory services
 - Hospital Back-up
 - Hemodialysis unit backup if a home only program

DIALYSIS START UP PHASE

- Four weeks prior to target opening file: CMS 855a and CMS 3427 ESRD Program Application
- Within two weeks of opening conduct Mock ESRD survey and an 8-hour dialysis workshop and initiate skills competency verification checklist on dialysis staff
- Six to eight weeks after dialyzing first patient, audit staff performance to include:
 - Review patient comprehensive assessment and plan of care documentation
 - Audit patient treatment records
 - Audit technical logs
 - Audit QAPI minutes
 - Observe infection prevention practice
 - Review findings with staff and management



EDUCATIONAL RESOURCES



RENAL DIALYSIS

QUESTIONS?

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