

Home Dialysis Staff Guide

REV.2024.01

Client Services

800.800.5655

www.aclab.com

435 Oakmead Parkway

Sunnyvale, CA 94085

For the Home Dialysis Care Provider

To assist you in accommodating the needs of home dialysis patients, this download includes recommended clinic laboratory and patient procedures including details on Supplies, Centrifuges, Patient Draws, and Instructions on Editing Printed Collection Dates in LabCheck to help ensure the quality of your patients' laboratory specimens and accuracy of test results.

A Home Dialysis Patient Training Guide is available for download that includes instructions for Specimen Labeling, Collection and Handling; Packing and Shipping; Centrifuge Technique; and Post Testing.

LABORATORY PROCEDURES FOR THE CLINIC

The following describes supplies, your role and patient procedures.

Supplies

Using LabCheck, you will need to order the necessary supplies for the collection, handling and shipping of specimens for your home dialysis patients. This includes the required tubes, needles, water testing supplies, packing and shipping supplies, etc. On their monthly visit to your clinic, you will provide your patients with supplies for the following month's draw, including:

- Tubes for the appropriate test ordered
- Specimen barcode labels
- Specimen Biohazard Transport bags with absorbent sheet
- Lab Draw Day at Home Checklist
- If applicable, packing supplies including: small boxes that include ice packs, Styrofoam, foam layers and cardboard sleeves, FedEx shipping labels and FedEx Clinical Pak

Centrifuges

Ascend Clinical supplies a centrifuge for use by the home dialysis patient through the clinic. It is the clinic's responsibility to issue it to the patient and manage its inspection. Follow your clinic's equipment maintenance protocol. Schedule the patient to bring their centrifuge for routine RPM testing to the clinic prior to centrifuge inspection expiration. Contact Client Services to order a home patient centrifuge as well as a tachometer for centrifuge RPM testing.

- In the event of a centrifuge malfunction, the clinic decontaminates the patient's returned centrifuge, completes the Certificate of Decontamination form available for download in our online reference manual and contacts Client Services to obtain a call tag for the return of the centrifuge and to order a replacement.
- Instruct patients on proper cleaning procedures in the event of blood splatter. Refer to centrifuge instruction manual.
- Patients will return centrifuge to home program upon discontinuation of home services. The clinic decontaminates the returned centrifuge, performs equipment inspection and RPM testing. The centrifuge will be stored until future distribution to another home patient.

Patient Draws

Patients may draw any day during the month as instructed by the clinic. Clinics will print specimen barcode labels for a scheduled collection date. We recommend draws Monday through Wednesday to avoid unforeseen courier delays.

Ascend processes specimens received as long as the specimen barcode label matches the submitted order.

For patients who return specimens to clinic: The clinic must verify printed collection date on the specimen barcode label and update LabCheck with the actual collection date if different prior to shipping.

For patients who ship from home: Patients must handwrite the actual collection date on the specimen barcode label if different and inform the clinic immediately. The clinic will update LabCheck with the actual collection date prior to the specimen being received at the lab. Ascend cannot process specimens if the actual collection date does not match the submitted order. Instructions for editing the actual collection date in LabCheck are included with this material.

Patient Environmental Draws

Environmental testing for a home hemodialysis patient generally includes Water Analysis-EPA testing on Drinking/Source Water (TAP), Water Analysis-AAMI testing on Dialysis/Product Water (PAK), and Colony Count and LAL testing on Dialysate (SAK). TAP, PAK and SAK sources are entered in LabCheck for each home hemodialysis patient.

NxStage System One: Ascend does not accept the NxStage One Dialysate Kit bag for Colony Count and LAL testing. Continue to follow your facility's collection protocol but use the Blood Transfer Device as the adapter between the unused Dialysate Outlet and the Tall Yellow top tube as seen in image below.



LABORATORY PROCEDURES FOR THE PATIENT

Designed to assist you in the training of your patients, and for your patients to take home, we've developed a Home Dialysis Patient Training Guide. This information should be included in your patient's binder only if appropriate and at your discretion, based on the individual needs of the patient. This guide contains detailed information regarding:

- Specimen Supplies
- Proper Labeling
- Specimen Collection and Handling
- Post Dialysis Sampling
- Centrifuge Technique
- Cleaning and Disinfecting Centrifuges
- Environmental Sample Collection and Handling
- Specimen Packaging
- Lab Draw Day at Home Checklist
- Lab Draw Day at Home Summary
- Home Patient Reference Poster
- Sponge Test Tube Holder

Lab Draw Day at Home Checklist summarizes all the required tasks when performing a lab draw at home. This checklist is available for download from our online reference manual.

Lab Draw Day at Home Summary captures all required treatment information. It's been formatted to be easily captured via cell phone pic and texted to the home nurse.

Home Patient Reference Poster is available for download from our online reference manual and summarizes best practice in specimen labeling, collection, handling and packaging.

The Sponge Test Tube Holder helps patients hold tubes during collection. They are for home use only and are also orderable through LabCheck.

Ascend University Home Patient Courses


Designed to assist you in the training of your patients, we've developed the following Home Patient courses:

- Home Patient – Specimen Labeling
- Home Patient – Specimen Collection & Handling
- Home Patient – Centrifuging Specimens
- Home Patient – Specimen Packaging & Shipping

Register your patients and provide them their username and password to access self-paced tutorials that review best practices when performing their lab collections. Certificates of Completion are available at the end of each course. The Ascend University website is non-HIPAA compliant. Do not use PHI during registration process.

Reschedule Tests & Print Labels

Rescheduling allows you to print labels for another scheduled treatment day within the test order frequency. For example, the patient didn't show as scheduled and labs are to be drawn the next scheduled treatment, therefore labels need to be reprinted with the updated collection date.

1. From **Patients** menu, select **Hemo Labels** or **PD Labels**
2. Click Collection Date field to edit, otherwise it defaults to current date.
3. Select one or more patients or Click **Select All**
4. Click **Find Labels For Selected Patients**
5. To reschedule all submitted tests, click Reschedule All to the right of the patient name.
6. To reschedule an individual test, click  to the left of the patient and click Reschedule box to the right of the test name.
7. Click **Print/Save**
8. Screen will refresh. Status will change to Rescheduled or Various. The test has now been made available for the next scheduled treatment day.
9. Labels can now be printed. Follow instructions noted in PRINT BAR CODE LABELS FOR A COLLECTION DATE.

NOTE: Remember to add patient to the schedule for draws occurring on a nonscheduled treatment day.

For more information, please contact Client Services at 800.800.5655, Option 1.



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