Policy · DIA-POL-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 26.11

At a glance

- Staffing levels, roles and competence requirements are written for dialysis.
- Each member of staff is competent for their role before working unsupervised, and the training is recorded (WRK-REG-001).
- No shift runs with a nurse who has not been trained on the machines.
- Competence is reviewed each year.
- Stop and get help straight away if: a shift is run by one nurse who has not been trained on the machines.

1. Purpose

To make sure dialysis staffing and competence are defined, and no one works unsupervised before they are competent (26.11).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

A dialysis unit needs enough trained staff, and each person needs the right skills for their role. Defining staffing and competence keeps the unit safe on every shift.

5. Responsibilities

Role	Responsibility	Competence
Dialysis unit lead	Sets staffing and competence requirements	Clinician or manager

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Define.

- Write the staffing levels, roles and competence requirements.

Key point: Defined.

Step 2. Confirm competence.

- Confirm each member is competent before unsupervised work, and record it.

Key point: Confirmed.

Step 3. Review.

- Review competence each year.

Key point: Reviewed.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Shifts staffed to the defined levels with competent staff	100%	Monthly	Dialysis unit lead	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
WRK-REG-001	Training matrix register (existing, reused)	Register

17. Evidence

Reference	Note
E-009	
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Credentialing, Competence and the Training Matrix** (T-14)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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