Procedure · DIA-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 26.3

At a glance

- Prepare each concentrate and mix each batch of dialysis fluid to the written procedure.
- Identify each batch with its date, its preparer and its concentration (DIA-FRM-002).
- Check the concentration before the batch is used.
- Do not mix a batch from memory.
- Stop and get help straight away if: a batch of fluid is mixed from memory, with the wrong concentration.

1. Purpose

To make sure every batch of dialysis fluid is prepared to the written procedure and traced (26.3).

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

Dialysis fluid made with the wrong concentration or in the wrong order can cause a serious event in the patient. Following a written procedure for every batch prevents the error.

5. Responsibilities

Role	Responsibility	Competence
Dialysis nurse preparing fluid	Prepares and records each batch	Clinician

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. Follow the procedure.

- Prepare and mix the batch exactly to the written procedure.

Key point: Prepared.

Step 2. Check and label.

- Check the concentration and label the batch with its identity.

Key point: Labelled.

Step 3. Record.

- Record the batch on DIA-FRM-002.

Key point: Recorded.

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
Batches prepared to the procedure and recorded	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
DIA-FRM-002	Batch preparation record	Record

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

- **Dialysis & Renal Replacement Therapy** (AMB-12)

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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