



# Board of Nursing

Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

TO: Applicants for Approval of a Dialysis Technician Training Program

FROM: CDT Training Program Division, Maryland Board of Nursing

RE: Instructions for Completing the Dialysis Technician Training Program Application

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Thank you for your interest in establishing, renewing, or reinstating a dialysis technician training program in the state of Maryland. A program wishing to establish or renew a dialysis technician training program must submit to the Board the completed application and accompanying documentation **at least 90 days** in advance of the proposed start date of the program or before the date of expiration of approval.

## Initial Approval Process

- Following receipt of a complete application and accompanying documentation, the Board's professional staff may conduct a survey visit and submit a survey visit report to the Board.
- The training program must demonstrate that it meets all the requirements under state and federal law, and provide any additional information requested by the Board during the Board's review of the application.
- After an application and accompanying documentation are reviewed, the Board will either approve a training program that meets the requirements under state and federal law or deny approval of a training program that does not meet all the requirements under state and federal law.

## Renewal of Approval Process

- Following receipt of a complete application and accompanying documentation, the Board's professional staff may conduct an announced or unannounced on-site survey visit and submit a survey visit report to the Board.
- A training program will be renewed for another two-year term if the training program meets the requirements under state and federal law.
- The Board will initiate withdrawal proceedings in accordance with COMAR 10.39.06.09I, if the training program fails to meet the requirements under state and federal law.

## Reinstatement of Approval Process

- A dialysis technician training program whose approval was withdrawn may apply for reinstatement of approval by submitting a reinstatement application demonstrating that the program meets all of the requirements under state and federal law.
- The approval process will be similar to the approval process for an initial program.

While the Maryland Board of Nursing accepts paper applications, it is recommended that training programs submit their applications electronically to the DT Training Program Division mailbox at:

[mbon.cdttrainingprogram@maryland.gov](mailto:mbon.cdttrainingprogram@maryland.gov).

4140 Patterson Avenue - Baltimore, Maryland 21215-2254

Toll Free: 1 (888) 202 – 9861 • Phone: (410) 585 – 1900 • TTY/TDD: 1 (800) 735 – 2258

[www.health.maryland.gov/mbon](http://www.health.maryland.gov/mbon)

**Interpreter Services are available upon request.**

**APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS**  
**(Please organize documents as listed below)**

- Cover letter
- Completed application
- CV/Resume(s) of all faculty
  - Experience that meets regulatory requirements must be clearly listed
- Copy of faculty Maryland license(s) or multistate license(s)
- If applicable, copies of faculty certificates of completion of an adult education course approved by the Board or evidence of completion of at least 6 credit hours of an adult education program at a college or university
- If the training program utilizes a certified dialysis technician in aspects of clinical training, provide the following:
  - Copy of Maryland Certified Dialysis Technician certificate
  - Proof of current national certification
  - CV/resume demonstrating at least two years of experience in hemodialysis services
- Faculty job description and policy statement regarding job responsibilities
- Description of the layout of the educational facility
- List of educational facilities
- List of training equipment
- List of instructional learning resources and materials with publication dates
- List of clinical facilities
- If applicable, written agreements with clinical facilities
- Copy of statement of approval for clinical sites
- Course schedule noting number of hours in classroom, laboratory, and clinical
- Course syllabus including curriculum, program objectives or outcomes, unit objectives, and performance indicators
- Student evaluation criteria
- Final written examination
- Program evaluation plan

**Dialysis Technician Training Program**  
**Application for Approval**  
*COMAR 10.39.06.09; 42 C.F.R. § 494.140*

PROGRAM INFORMATION			
Type of Request: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement			Date Filed:
Program Code:			
Name of Program:			
Street Address:	City:	State:	Zip:
Website:			
Name of Program Administrator or Coordinator:			
Email:	Telephone:	Fax:	

<b>FACULTY – COMAR 10.39.06.09D</b>
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1. Is the training program administered by a registered nurse who holds an active, unencumbered license to practice as a registered nurse in Maryland or multistate licensure privilege to practice registered nursing?
2. Is the training program administered by a registered nurse who has a minimum of 2 years of experience practicing as a registered nurse, of which at least 1 year was in the care of renal patients?
3. Is the training program administered by a registered nurse who has education or experience in adult education in the form of:
  - a. Experience as a staff development instructor for a minimum of one year?
  - b. Completion of at least 6 credit hours of an adult education program at a college or university?
  - c. Completion of an adult education course approved by the Board?
4. Will the training program utilize other licensed practitioners to assist in conducting classroom and clinical portions of the program?
5. Will the training program utilize a certified dialysis technician to assist in aspects of supervised clinical training in a clinical facility under the direct supervision of a registered nurse?
6. Does the certified dialysis technician who will assist in aspects of the training program possess the following:
  - a. A Maryland Certified Dialysis Technician certificate?
  - b. A current national certification?
  - c. At least two years of experience in hemodialysis services?

7. Complete the Faculty Roster Table and attach copies of the following documents:
  - a. Resume(s) that specifically identify regulatory experience requirements
  - b. Maryland registered nurse license(s) or multistate license(s)
  - c. If applicable, copies of faculty certificates of completion of an adult education course approved by the Board or evidence of completion of at least 6 hours of an adult education program at a college or university
  - d. Job description of the course instructor and policy statement regarding job responsibilities
  - e. Attach an addendum if your training program has more than four faculty members

Name	License #/Expiration Date	Role of Faculty
		<input type="checkbox"/> Program Administrator or Coordinator <input type="checkbox"/> Class Instructor <input type="checkbox"/> Clinical Instructor
		<input type="checkbox"/> Program Administrator or Coordinator <input type="checkbox"/> Class Instructor <input type="checkbox"/> Clinical Instructor
		<input type="checkbox"/> Program Coordinator <input type="checkbox"/> Class Instructor <input type="checkbox"/> Clinical Instructor
		<input type="checkbox"/> Program Coordinator <input type="checkbox"/> Class Instructor <input type="checkbox"/> Clinical Instructor

#### FACILITIES AND RESOURCES – COMAR 10.39.06.09E

##### Educational Facilities

Approved training programs must supply students and instructors with an environment that is suitable for the learning process. Training programs must provide adequate supplies and materials for didactic instruction and practical training in the laboratory.

1. Are the classroom and laboratory facilities approved by the Board?
  - a. Attach document describing the layout of the educational facility & training equipment.
2. List the name(s) and location(s) of the classroom and laboratory facility(ies) in the table below. Attach an addendum if there are more than four educational facilities.

Name of Classroom or Laboratory Facility	Location of Classroom or Laboratory Facility

## Instructional Learning Resources and Materials

All instructional learning resources and materials must be accessible and relevant to the role of a dialysis technician and be written at a level appropriate for a dialysis technician. In addition, all instructional learning resources and materials must have a publication date not older than 5 years from the current year.

List instructional learning resources and materials in the table below. Attach an addendum if additional space is needed.

Textbooks			
Title	Author	Publisher	Publication Date

Resources/Computer Programs			
Title	Resource Description	Producer/Company/Series	Publication Date

## Clinical Facilities

1. Does the clinical facility have a sufficient number and variety of patients to provide training experiences for all students to achieve the stated course objectives?
2. Does the clinical facility have a sufficient number of RNs and other nursing personnel to ensure safe and continuous care of patients?
3. Does the clinical facility conform with accepted standards of nursing care and practice?
4. Provide the ratio of course instructor to students in the clinical area.
5. Does the training program have a written agreement with the clinical facility?  
*Note: A written agreement is not required for facility-based training programs. Facility-based training programs do not have to respond to Questions 6-10.*
6. Does the written agreement include a provision for adequate notice of termination?
7. Does the written agreement specify the responsibility of the training program to the clinical facility and the responsibility of the clinical facility to the training program?
8. Does the written agreement specify the functions and responsibilities of the parties involved?

9. Was the written agreement developed jointly with the clinical facility and the training program?
10. Will the written agreement be reviewed periodically by the clinical facility and the training program?
11. List the clinical facilities with whom the training program have written agreements in the table below. Attach copies of the written agreements and statement of approval (e.g., copy of OHCQ license) as well as an addendum if there are more than seven clinical facilities.

Name of Clinical Facility	Adress of Clinical Facility	Date of Agreement	Expiration Date

**CURRICULUM – COMAR 10.39.06.09F; 42 C.F.R. § 494.140e(3)**

A dialysis technician training program shall provide a minimum of 220 hours of instruction, of which a minimum of 80 hours shall be devoted to didactic instruction and classroom laboratory training and 140 hours shall be devoted to supervised clinical training in a clinical facility. The training program must provide at least 16 hours of didactic and classroom laboratory training before a trainee's direct assignment to patient care. This instruction must include the following topics:

- The role of the dialysis technician
- Infection control
- Safety and environment
- Data collection
- Treatments
- Laboratory procedures

1. Provide the number of hours of instruction in the table below.

Number of Hours of Didactic Instruction	Number of Hours of Classroom Laboratory Training	Number of Hours of Supervised Clinical Training	Total Hours

**Didactic Instruction**

1. Did the training program review relevant laws and rules regarding the practice of a dialysis technician and appropriate program policies when drafting the contents of the didactic instructions?
2. Does the training program provide at least 16 hours of didactic and classroom laboratory training in the subject areas identified above before a trainee's direct assignment to patient care?
3. List the page numbers of your curriculum where the following didactic instruction can be found:

<b>42 C.F.R. § 494.140e(3)</b>	
<b>Topic</b>	<b>Page Number</b>
Principles of dialysis	
Care of patients with kidney failure, including interpersonal skills	
Dialysis procedures and documentation, including initiation, proper cannulation techniques, monitoring, and termination of dialysis	
Possible complications of dialysis	
Water treatment and dialysate preparation	
Infection control	
Safety	
Dialyzer reprocessing, if applicable	
<b>COMAR 10.39.06.09F(3)(c)-(z)</b>	
Data collection	
Environment	
Renal anatomy and physiology	
Infection control and universal precautions	
Basic chemistry of body fluids and electrolytes	
Manifestations of renal failure	
Blood work and laboratory values related to dialysis	
Principles of dialysis	
Pharmacology of the drugs commonly used during dialysis	
Medication administration techniques specific to the drugs used in dialysis, including Lidocaine, Heparin, and Normal Saline	
Management of the complications of dialysis and renal failure	
The role of the dialysis technician in a dialysis setting including, but not limited to, legal and ethical considerations and concepts of delegation	
Water treatment relevant to dialysis	
Principles of patient education related to renal failure	
Principles of and requirements for documentation	
Communication and teamwork skills, including: <ul style="list-style-type: none"> <li>• Observing, recording, and reporting</li> <li>• Interpersonal skills; and</li> <li>• Listening</li> </ul>	
Operation of dialysis delivery systems that includes the machines, dialysate, and dialyzer	
Principles of safe effective dialysis care	
Principles related to the nutritional considerations for patients receiving dialysis	
Psychosocial aspects of renal disease	
Principles of dialyzer reprocessing	
Principles for initiating, monitoring, and discontinuing dialysis	
Principles related to the adequacy of dialysis	
Establishing and maintaining professional boundaries with a patient	

### Clinical Instruction

1. Does the clinical instruction provide students with the opportunity to practice the cognitive, psychomotor, and affective skills required for the safe performance of dialysis care by the dialysis technician?
2. Does the clinical instruction meet the learning needs of each student?
4. Does the clinical instruction meet the established program objectives or outcomes?
5. Is the clinical instruction provided concurrently with the related classroom theory instruction?
6. Did the training program identify the unit objectives and performance indicators for each of the areas identified in *COMAR 10.39.06.09 F(3)* in its training criteria?
7. Is a student's demonstration of knowledge and skills while performing tasks on a patient under the direct supervision of an RN?

**Note: Attach copy of course schedule and course syllabus, including program objectives or outcomes and unit objectives and performance indicators.**

<b>EVALUATION – COMAR 10.39.06.09G</b>
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1. Does the training program have an objective final written examination that measures achievement of the performance indicators?

**Note: Attach copy of final written examination, student evaluation criteria, and program's evaluation plan. In order to complete a program, students must complete the required minimum of curriculum hours, achieve a passing score of at least 75% on the written final examination, and demonstrate competence in meeting the objectives and performance indicators during didactic, laboratory, and clinical instruction.**

### SIGNATURE

I hereby certify that the information provided on and attached to this form is true and correct to the best of my knowledge.

Program Administrator/Coordinator (Print Name):	
Signature:	Date: