GENERAL JOB FUNCTION

The organ Placement Coordinator (PC) manages the organ donor allocation processes and is responsible for overseeing utilization of all recovered grafts. The PC must have an advanced degree of knowledge related to donor evaluation and management, authorization, and organ allocation for transplant and research/education. The PC is the principle source of information during the allocation and procurement process; they manage direct communication between multiple teams of medical professionals, outside OPOs, the UNOS Organ Center. Failure of the PC to carry out the responsibilities of this position can result in the loss of organs available for transplant and impact the safety of potential transplant recipients.

PCs work collaboratively with a range of high level external professionals including transplant physicians, infectious disease specialists, clinical laboratory scientists, transplant nurses/PAs, and outside OPO management/administrators. For this audience the PC serves as the organ allocation expert and single point of contact for Donor Network West. An advanced understanding of national regulations and procedures surrounding organ allocation and an advanced clinical and anatomical knowledge are required to work autonomously alongside transplant surgeons and medical professionals. The PC mitigates risk to transplant recipients by serving as the primary Patient Safety Contact to UNOS and effectively identifies and communicates relevant clinical information both prior to and after organ transplant.

PCs collaborate with the Medical Director and other clinical experts to determine medical suitability. They analyze historical and clinical data to provide evidence-based guidance when evaluating potential donor candidates. The PC consults with specialists in the field of transplantation to review clinical and technical aspects of organ quality when determining organ-specific suitability.

Each organ donation represents a new set of unique circumstances that must be addressed in real-time to ensure a successful donation. This requires a high degree of organization, ingenuity, and an ability to adapt in order to rapidly problem-solve in the face of unforeseen challenges to organ utilization. The PC works autonomously and takes decisive action in urgent situations to minimize adverse events that may negatively impact the supply of organs or the safety of recipients.

JOB DUTIES AND RESPONSIBILITIES (*Denotes essential job function)

Clinical Responsibilities

1. Manages the allocation process and ensures all aspects are performed to optima levels in adherence with regulatory policies and organizational procedures
2. Analyzes clinical data and allocation trends to guide decision-making on organ suitability
3. Identifies case-specific barriers to organ utilization, develops strategy to minimize risk of organ loss and maximizes opportunities for transplantation
4. Oversees chain of custody over transported blood samples, tissue specimens, and recovered organs for transplant or research
5. Effectively communicates relevant donor information to members of the recipient medical care team to minimize organ cold ischemia time and allow for improved care of the transplant recipient
6. Participates in the preparation of deceased donor kidneys for the preservation device including cannulation, anatomical review, and fat removal
7. Manages import organ referrals for designated transplant hospitals, analyzes clinical data to accept/decline organ offers, and serves as an allocation consultant to these facilities when communicating with outside OPOs
8. Oversees all outstanding infectious disease testing, subsequent to the donation event, to ensure effective care of the transplant recipient. Works to ensure patient safety by serving as Donor Network West's point of contact for potential disease transmission reporting.
9. Participates in the development of research organ prioritization algorithms and manages the allocation and recovery of research organs and tissues

10. Participates in cross organizational activities to improve organization performance as appropriate

11. Serves as the allocation policy expert for the organ procurement process and provides guidance to all participating parties

12. Processes incoming donor referrals from the our donation service area

13. On-Call responsibilities as assigned

Non-Clinical Responsibilities

14. Identifies, tracks and analyzes adverse events and identifies process improvement opportunities with an emphasis on improved organ utilization and patient safety

15. Serves on departmental, hospital, and/or medical staff committees

16. Completes all quality assurance records required for organ and tissue donation

17. Participates with data collection, analysis and reporting as it relates to improving the allocation process and increasing organ utilization

18. Maintains current knowledge of organ procurement and allocation protocols and policy changes by attending clinical conferences and continuing medical education

19. Participates in professional organizations in the area of specialization

20. Develops and presents material regarding organ donation to physicians, nurses, hospital administrators, and other stakeholders in the donation process

21. Participates in the orientation of new PCs and new transplant center medical staff

22. Other duties as assigned

QUALIFICATIONS

Placement Coordinator I (Salary Grade 23)

Knowledge, Skills, and Abilities:

PC I will perform minimum requirements to function independently within the rotating on-call schedule. They will maintain competencies and demonstrate comprehension of learned tasks, to include the following:

1. Obtains Procurement Transplant Coordinator certification within 4 years of employment

2. Organ and tissue initial referral intake and processing

3. Negotiates donor procurement logistics to ensure organ utilization, adherence to ischemic timing restrictions, donor and recipient safety, and strategic use of organization resources.

4. Authorizes aircraft and vehicle charters, as necessary. Develops and implements contingency plans to ensure a successful organ procurement process.

5. Manages procurement staff and contractor staffing levels; activates critical staffing and plans for adequate staff coverage for case activity

6. Provides high quality customer service by serving as the allocation process expert and the single point of contact for Transplant Centers, outside OPOs and UNOS Organ Center

7. Allocation of abdominal and thoracic organ systems

8. Provides allocation and logistical support to contracted transplant centers for patients receiving organ offers from outside the DN West service area

9. Serves as a consultant to local transplant centers by providing intraoperative support with living-donor nephrectomies and hepatectomies
Position Description

Title: Placement Coordinator (I, II, III)

Department: Procurement Services
Effective Date: 1/22/2016

FLSA Category: Non-Exempt
Salary Grade: 23-25

10. Collaborates with the DN West Renal Subcommittee to facilitate allocation exception (Emergency Listing) approvals, and manual allocation
11. Organizes and effectively communicates a complete report from one shift to the next, ensuring no loss of logistical, donor or allocation information
12. Operates without management oversight in the field and is able to resolve complex allocation, procurement, and regulatory concerns independently.

Education
1. Minimum: Bachelor degree in health related field or an equivalent degree/diploma/certification in an allied health field

Experience
2. Minimum: 1 years of relevant clinical experience
3. Preferred: Experience in organ procurement, transplantation or tissue banking.

Certification/License
1. Valid California Driver’s License
2. Preferred: Certified Procurement Transplant Coordinator (CPTC)

Placement Coordinator II (Salary Grade 24)

Knowledge, Skills, and Abilities:

PC II in addition to maintaining the requirements of a PC I, are required to:
1. Obtains Procurement Transplant Coordinator certification within 4 years of employment
2. Obtains Transplant Preservationist certification within 4 years of employment
3. Demonstrate mastery of the role by precepting new team members
4. Continuously review training processes and procedures, recommend and implement modifications to training program
5. Identify opportunity for quality and performance improvement initiatives
6. Promote a culture of peer review by actively identifying opportunities (medical suitability review, education forum, department meetings) to learn from own mistakes and develop education for the team
7. Actively participate in continuing education opportunities such as research focused training workshops (abstract writing, seminars, etc), clinical didactic, Internal Research Council or committee participation
8. Provide role-specific education to medical professionals and transplant partners

Education
1. Minimum: Bachelor degree in health related field or an equivalent degree/diploma/certification in an allied health field

Experience
2. Minimum: 2 years of relevant clinical experience
3. Required: Experience in organ procurement, transplantation or tissue banking.

Certification/License
1. Valid California Driver’s License
Position Description

Title: Placement Coordinator (I, II, III)

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<td>23-25</td>
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2. Preferred: Certified Transplant Preservationist (CTP)
3. Preferred: Certified Procurement Transplant Coordinator (CPTC)

Placement Coordinator III (Salary Grade 25)

Knowledge, Skills, and Abilities:

PC III in addition to maintaining the requirements of a PC I and II, is recognized as a leadership position. As such, a PC III is required to:

1. Function as the lead investigator on disease transmission reporting and work collaboratively with regulatory agencies (CDC, State Health Department, County Health Department) and DN West Medical Director to produce a comprehensive report
2. Process, investigate, and prepare responses to regulatory agency (UNOS, AOPO, etc.) inquiries
3. Represent the organization on national industry levels (AOPO, NATCO, etc.)
4. Provide baseline interoperability between the Surgical and Placement roles
5. Participate in policy development, lead internal incident investigations, and successfully implement process improvement change to resolve systems challenges
6. Oversee constant policy alignment with national regulations and designated best practices

Education

1. Minimum: Bachelor degree in health related field or an equivalent degree/diploma/certification in an allied health field

Experience

2. Minimum: 3 years of relevant clinical and surgical experience
3. Required: Experience in organ procurement and/or transplantation.

Certification/License

1. Valid California Driver’s License
2. Required: Certified Transplant Preservationist (CTP)
3. Required: Certified Procurement Transplant Coordinator (CPTC)

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

________________________________________  __________________________
Employee Signature                          Date