



## JOB DESCRIPTION

Job Title: Donor Transfer Clinical Specialist                      Prepared By: Human Resources  
Reports to: Regional Director – East Bay                      Approved By: Chief Executive  
Officer  
FLSA Status: Exempt                      Date: July 2019

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Donor Network West's (DNWest) mission is to save and heal lives through organ and tissue donation. We honor and respect the donors and families we serve with compassionate care, and inspire our communities to donate life. Every employee at DNWest is responsible for fostering an organizational culture that is based on collaboration, support, and service. This includes being a proactive team player who strives for excellence by upholding DNWest's core values of Teamwork, Integrity and Passion.

### GENERAL JOB FUNCTION

The Donor Transfer Clinical Specialist is responsible for the day to day activities related to transferring of organ donors to a recovery facility, providing operating room circulator support, and oversight of the organ donor transfer program. Also includes specific focus on directing donor management and advance practice procedures to maximize the gift of organ donation. The incumbent develops and maintains expertise associated with on-site donor evaluation and recovery practices to include, but not limited to, donor maintenance, operating room practices, organ preservation, organ distribution logistics and performing activities related to the initial and surgical recovery elements of the donation process.

### QUALIFICATIONS

#### Job Duties and Responsibilities

- Works closely with Clinical Leadership and Education to provide work direction, coaching, and mentoring in clinical competencies to all clinical staff participating in organ recovery processes.
- Rotates through OR DRIFT support schedule as well as onsite mentorship days.
- Oversees all potential organ donor transfers and recoveries at the dedicated recovery site to promote optimal organ utilization.
- Oversees and provides assessment of organ donors being transferred for recovery and develops, implements, and evaluates a comprehensive plan of care to achieve a successful organ donation.
- Provides guidance to staff in clinically complex situations requiring advanced knowledge of donor management, the intraoperative setting and organ recovery.
- Oversees the organ recovery center program including external partner relationships, data reporting, and case reviews.



- Provides oversight of materials management/supply needs, ensuring optimal levels, and working with materials management to coordinate ordering of supplies.
- Provides guidance and oversight of anesthesia provider schedules to allow for non-interruption of services.
- As directed researches new techniques or procedures to be implemented into practice, with a plan for training, implementation, and integration into practice.
- Works with the Regional Director, Chief Medical Officer, and Chief Operating Officer on complex issues related to donor transfer and/or recovery, especially those with potential for significant financial, regulatory, or legal impact to the organization.
- As directed, flexes to assist with clinical staffing needs during times of low activity and is able to perform all functions of a Clinical Procurement Coordinator.
- Participates in Quality initiatives annually.
- Other duties as assigned.

#### **NON-ESSENTIAL JOB FUNCTIONS:**

(These "non-essential job functions" represent job functions which the incumbent is responsible for performing. However, if necessary, these job functions could be performed by other personnel.)

1. Represent Donor Network West with national and regional procurement and transplant organizations.
2. Independently provides clinical training and education to hospital staff as requested by Hospital Services.
3. Works with hospitals, staff, and the public to assure that appropriate patients and families are provided the opportunity of organ and tissue donation.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in healthcare field, Bachelors preferred. Relevant experience can substitute for degree.
- CPTC certification and minimum of 3 years of OPO experience in a clinical role, with a particular focus on experience in an operating room setting.
- Must obtain and maintain ACLS and PALS certification within one year of employment.
- Excellent communication skills required. Must have the ability to communicate effectively with all levels of personnel and to represent the organization publicly.
- Ability to work both independently and as part of a team required.
- Ability to cope with high levels of stress and able to handle a heavy workload.
- Must possess a valid driver's license.

#### **PHYSICAL ENVIRONMENT / WORKING CONDITIONS:**

Much of the time is in the operating room setting plus a normal office environment, travel in light and commercial aircraft, or automobile to meet all the duties and responsibilities of the position.

#### **OSHA CATEGORY DEFINITION:**

Category 1 - The incumbent in this position has potential for occupational exposure.



**EQUIPMENT USED:**

The incumbent is required to use various pieces of office equipment. Appropriate orientation to the equipment is provided

Employee  
Signature:

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Date:

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Employee Name  
(Print):

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Date:

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