POSITION TITLE: Tissue Bank Coordinator  
FLSA CATEGORY: Non-Exempt

DEPARTMENT: Tissue Recovery Services  
JOB CODE: 3

MISSION STATEMENT:
The Donor Network West’s mission is to save and improve lives through organ and tissue donation for transplantation.

We concentrate our efforts on the recovery of vital organs such as lungs, heart, liver, kidneys, heart-lung and pancreas from deceased donors and placement of these organs with the over 100,000 people who are currently waiting for a life-saving organ transplant in our country. Donor Network West also recovers corneas and a variety of tissues. Donor Network West also offers ongoing support and resources for both organ and tissue donor families.

VISION:
Our vision is to provide premier-level service to the community acting as the primary resource for organ and tissue donation in our area. We will provide excellent and compassionate support and service to the public and the health care professionals who serve them in the hope that each person who is eligible will be able to be a donor.

CORE VALUES:
We will strive to attain our vision by incorporating our core values of passion, integrity, and teamwork.

JOB SUMMARY:
The Tissue Bank Coordinator (TBC) must be dedicated to supporting the mission of the Donor Network West to provide the opportunity to improve and extend lives through organ and tissue donation for transplantation. Primary responsibility includes responding to tissue recovery cases during scheduled “on-call” periods, providing the technical support for all aspects of tissue recovery. The TBC may be required to assemble required supplies, drive DONOR NETWORK WEST vans to and from recovery sites and gather equipment for clinical recoveries. The TBC performs other clinical support related responsibilities during times when “on-call” without the possibility of pending events. This position is “on-call” and may include scheduled office hours.

This position requires a proactive team player who must uphold the core values of the organization which include passion, integrity, and teamwork.

ESSENTIAL JOB FUNCTIONS:
1. Participates in the tissue recovery schedule as set forth by Tissue Recovery management.
2. Performs surgical dissection of tissue(s) for transplant and/or research in accordance with DONOR NETWORK WEST SOP’s.
3. Act as a Materials Management Coordinator when necessary.
4. Assists Donor Information departments when needed.
5. Attends regularly and actively participates in technical recovery staff meetings, TBC meetings, workshops and other DONOR NETWORK WEST activities.
6. Act as Team Leader on donor events, provides leadership, direction and basic on-site supervision to tissue recovery teams while actively organizing the team members and team transportation.
7. Conducts all necessary communication with recovery team members, Tissue Coordination person on-call, Tissue Administrative person on-call, and hospital staff to ensure proper set-up and completion of all tissue recovery cases.

8. Performs and documents a thorough physical examination of all potential tissue donors.

9. Responsibly and accurately reviews tissue donor informed consents, medical history and behavioral risk assessment questionnaires, and relevant medical records to successfully identify information pertinent to DONOR NETWORK WEST and/or DONOR NETWORK WEST's processors donor criteria policies, including plasma dilution assessment.

10. Maintains business records, including donor charts. Insures security, confidentiality and availability of records in compliance with DONOR NETWORK WEST and outside regulatory policies and procedures.

11. Completes and submits required documentation for all clinical activity and follow-up including but not limited to the collection of accurate and pertinent donor information and completion of all appropriate donation documentation forms and corrections needed within the required timeframes.

12. Provides on-the-job training to new and existing tissue recovery staff per DONOR NETWORK WEST training plan and may function as a preceptor with newly hired recovery staff.

13. Coordinate and facilitate shipping of diagnostic samples, tissues, and medical records to appropriate laboratories or processors within the required timeframes.

14. Ensures for the recovery of all suitable tissues on each consented tissue donor.

15. Each TBC will look for and offer suggestions to help improve the Tissue Department and DONOR NETWORK WEST as a whole.

16. Projects will be completed in a timely and accurate manner and submitted by deadlines set forth by the supervisor.

17. May be required to learn, assist with, and or act independently in the role of Surgical Coordinator for the Organ Procurement Department.

18. Completes other duties as assigned by the Supervisor of Tissue Recovery.

The DONOR NETWORK WEST has the right to revise this job description at any time. The job description is not a contract for employment, and the employee or the DONOR NETWORK WEST may terminate employment at any time, for any reason.

**REPORTING TO:**
Supervisor of Tissue Services

**DIRECT REPORTS:**
N/A

**KNOWLEDGE, SKILLS AND ABILITIES:**
The Tissue Bank Coordinator must have the ability to communicate and present information effectively within a team environment. This position requires a proactive team player who must uphold the core values of the organization which include passion, integrity, and team work. This individual must possess strong interpersonal skills that would allow him/her to deal effectively in a dynamic field. This position requires strong attention to detail, written and verbal communication skills.
EDUCATION AND/OR EXPERIENCE:

Education:
Required: Associates Degree. Experience may be substituted for educational requirement.

Experience:
Preferred: Successful completion of Surgical Technologist Course

One year experience in hospital setting as a Surgical Technologist

Two years relevant experience in a Tissue/Organ procurement organization may be substituted for educational requirements.

Certification/License:
AATB certification preferred
EBAA certification preferred

Valid CA drivers license required and meet DONOR NETWORK WEST insurance prerequisites.

Other:
Working knowledge of office equipment, including but not limited to word processor or personal computer, Microsoft Office 2000 or higher, fax machine, calculator, photocopier and portable telephone/PDA. Reliable automotive transportation required.

RESPONSIBILITY FOR INTERPERSONAL AND CUSTOMER RELATIONS:

Adheres to the principles of “customer service” in all aspects of the job. Supports fellow employees and others to further the achievement of DONOR NETWORK WEST’s mission. Builds and maintains positive relations outside of DONOR NETWORK WEST. Represents DONOR NETWORK WEST effectively in client situations and to the general public.

CONTRIBUTION TOWARD WORK DIRECTION AND/OR TEAM PARTICIPATION:

Makes efficient and effective use of own time. Sets and meets realistic deadlines. Attends and participates in departmental and organizational meetings.

PARTICIPATION IN CONTINUOUS QUALITY IMPROVEMENT:

Supports the vision and mission of DONOR NETWORK WEST. Is committed to proactively focusing on and reviewing data that is collected as it relates to his/her job responsibilities.

PHYSICAL DEMANDS:

While performing some essential functions of this position, you may be required to perform some functions repeatedly; sit, stand or bend for an extended period of time; do some lifting and carrying of objects; moving, pushing, or pulling; and you may be exposed to blood or body fluids. Established procedures identify the appropriate personal protective measures that you should use when performing essential functions of your position.

See ADA Worksheet.
ENVIRONMENTAL INFLUENCES:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed by HR: ________________________________ Date: ________________

Supervisor: ________________________________ Date: ________________

Employee: ________________________________ Date: ________________

Note: Your signature serves as confirmation that you have read and understand this document. It is not a contract between DONOR NETWORK WEST and the employee. DONOR NETWORK WEST reserves the right to revise the job description.