



## **JOB DESCRIPTION**

Job Title:	Clinical Procurement Coordinator II	Prepared By:	Human Resources
Reports to:	Director, Donation Services	Approved By:	VP of HR
FLSA Status:	Non-Exempt	Date:	May 2018

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Donor Network West's 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 DNW 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 the Donor Network West's core values of Teamwork, Integrity and Passion.

### **GENERAL JOB FUNCTION**

The Clinical Procurement Coordinator II is responsible for response to donor referrals, donor evaluation, and donor management, coordination of organ recovery, organ preservation, and organ distribution. Additionally, the Clinical Procurement Coordinator supports donor families, provides family care and may provide families with the option of organ and/or tissue donation. All of these job functions collaborate with other departments at Donor Network West, and within the community of hospitals and coroner/medical examiner offices.

### **JOB DUTIES AND RESPONSIBILITIES**

#### Clinical Activities

- Responds and provides onsite consultation to hospitals that refer potential organ and tissue donors.
- Conducts a thorough chart review and determines medical suitability in conjunction with other clinical personnel.
- Documents information in current Donor Network West electronic records.
- Assess hemodynamic stability and develops strategies in conjunction with Donor Network clinical staff to maintain organ function.
- Collaborates with Physician and hospital staff to develop plan for referral management from initial referral through declaration of death/DCD evaluation.
- Obtains, labels, and packages blood for tissue typing and infectious disease testing.
- Performs donor physical assessment.



- Provides donor/referral information for Donor Network staff to follow up on cases.
- Assists other Donor Network Staff in starting up donor cases, and/or expedited donor case work-up.

#### Organ and Tissue Allocation

- In a team effort with Donor Network West staff, assists with the coordination of organ placement according to established organizational organ allocation policies and UNOS policy.
- Understands and accurately maintains donor information and charting.
- Communicates with both Donor Network West tissue department staff and other tissue teams during referral and donor process.

#### Donor Family Interactions

- Provides emotional support and expertise in donation process for donor families and utilizes Donor Network West staff or hospital resources, as needed.
- Is able to communicate any family needs or after-care to staff as necessary.

#### Administrative Responsibilities

- Maintains complete and accurate timecard and expense records.
- Maintains donor supplies and equipment necessary to complete job functions.
- Maintains records and completion of transportation documentation, chart corrections, and activity log in timely manner.

#### Personal and Professional Competency

- Seeks guidance and assistance from team members and management staff to improve job function.
- Meets with clinical manager every 6-8 weeks to discuss performance, identify opportunities and set goals.
- Maintains accurate, timely completion of training requirements as assigned.
- Complete yearly core competencies as assigned by management.
- Attends department/team meetings, trainings and All-Staff events as established by management.
- Travel to all areas of Donor Network West service area is required.
- Maintains critical care knowledge and critical thinking skills to effectively and independently manage donors, using approved donor protocols and develops action plan to share with clinical team.
- Able to have donation discussion and provide all components required for authorization and complete all required documentation.



- Reviews organ donor cases with APC in real-time to assess DMG metrics, clinical management strategies, and allocation needs.
- Coordinates organ recovery with OR staff and Donor Network West recovery services.
- Maintains proficiency in organ packaging as required by UNOS standards.
- Completes Peer Chart Reviews as assigned by clinical team designee.
- Initiates communication and collaboration with appropriate support resources throughout the donation process.
- Communicates with the coroner/medical examiner and collaborates with plan for release for donation, and plan for remains post recovery.
- Performs all other duties as required.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The qualifications listed are representative of the knowledge, skill, and/or ability required. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Compassionate, conscientious, and ethical.
- Possess strong interpersonal skills which will allow her/him to deal effectively with individuals or group of individuals, particularly medical professionals and donor families.
- Strong written and verbal communication skills; and an ability to work productively both independently, and as a team participant with accountability to all other team members for meeting agreed upon objectives.
- Maintain strong organizational skills that will allow him/her to assess changing environments establish appropriate priorities, handle highly stressful situations in a calm, mature manner, using sufficient judgment and discretion at all times.
- Ability to provide accurate assessments of job performance and recommend changes in policies, procedures, strategies and action plans.
- Qualified to perform donor evaluations and donor management without supervision.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree required, in Registered Nursing or biologic sciences or an equivalent degree / diploma / certificate in an allied health field or OPO experience.
- Has two years' experience in critical care setting or a minimum of one year experience as Clinical Procurement Coordinator or other OPO clinical role.
- Must have ability to travel within the Donor Network West service area by car. Must maintain a valid driver's license and current vehicle insurance based on applicable state minimum insurance coverage standards.



**PHYSICAL DEMAND OF WORK**

On file in Human Resources.

**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: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_