JOB DESCRIPTION

Date Created/Revised: 10/31/2016

Job Title: Organ Referral Coordinator I

Department: Clinical Services

Reports to: Referral Services Manager

Salary Grade: 25

FLSA Category: Non-Exempt

Employment Type: Full-Time

Work Location: San Ramon

OSHA Category: 1

Work Schedule: Seven 12-hour shifts per pay period, with additional conference calls and meetings. Assigned shifts can be changed at any time.

Is driving an essential requirement of this job? Yes

NOTE: If yes, employees assigned to driving duties must meet the following criteria: 1. Possess a current, valid driver's license for the state in which the employee performs driving duties. 2. Have a driving record free of major infractions such as: DUI/DWI, reckless driving, etc. 3. Possess/maintain a clean driving record (3 points or less) and remain insurable under our company's liability insurance policy.

Travel Requirement: 50% +

Position Summary: The Organ Referral Coordinator is responsible for response to donor referrals, donor evaluation, referral management, and collaborates with hospital staff and MDs in referral management. Coordination of organ recovery, organ preservation, and organ distribution may also be included. Additionally, the Organ Referral Coordinator supports donor families, provides family care and may provide families with the option of organ and/or tissue donation. These entire job functions collaborate with other staff in varies departments at Donor Network West, and within the community of hospitals and coroner/medical examiner offices.

Essential Job Functions:

- Conducts chart reviews and determines medical suitability in conjunction with other clinical personnel. Understands and accurately maintains donor information and charting.
- Assess hemodynamic stability and develops strategies in conjunction with DNW 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.
- Performs donor physical assessments. Obtains, labels, and packages blood for tissue typing and infectious disease testing. Informs hospital staff on progression of referral process.
• Provides emotional support and expertise in donation process for donor families and utilizes DNW staff or hospital resources, as needed.
• Performs administrative functions in a timely manner.
• Other duties as assigned.

**Physical Demand of Work (Full & Unrestricted):**
HEAVY - Exerting 51 to 100 pounds of force occasionally, or 26 to 50 pounds of force frequently, or 11 to 20 pounds of force constantly to move objects.

**Repetition of Physical Demand of Work:**
OCCASSIONAL - Activity or condition exists up to 1/3 of the time equivalent to 2.5 hours of an 8 hour work day or up to 20 minutes each hour. 1-100 repetitions per day equivalent to 1-12 repetitions per hour.

**Skills (Required):**
• Experience working in medical/critical care field.
• Medical terminology
• Excellent communication skills.

**Skills (Preferred):**
• Critical care RN, LVN, Paramedic, RRT or OPO experience.

**Education:**
Allied or health science degree or equivalent experience

**Professional Licenses/Certification:**
Preferred: RN, LVN, Paramedic, or RRT

**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