



JOB DESCRIPTION

Job Title:	Recovery Coordinator	Prepared By:	Human Resources
Reports to:	Supervisor, Recovery Services	Approved By:	VP of HR
FLSA Status:	Non-Exempt	Date:	May 2018

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 Recovery Coordinator oversees all organ donor perfusion and preservation processes and is responsible for the intraoperative leadership of a team of medical professionals while managing the recovery process of all solid organs. To this audience they are the operative expert for the organ and tissue recovery process. The Recovery Coordinator also responds to tissue recovery cases, providing technical support for all aspects of tissue recovery.

JOB DUTIES AND RESPONSIBILITIES

- Responsible for logistical management of surgical teams and organs, administration of proper equipment and OR set-up, communicating and documenting inter-operative findings appropriately.
- Participates in cross organizational activities and committees. Maintains current industry knowledge of organ and tissue procurement and preservation technology and protocols by attending clinical conferences and continuing medical education.
- Operates without management oversight in the field and is able to resolve complex surgical, procurement, and regulatory concerns independently.
- Identifies opportunity for quality and performance improvement initiatives
- Drives DNW vehicles to and from recovery sites and gather equipment for clinical recovery



Organ & Tissue Recovery for Transplant and Research

- Ensures all aspects of the recovery process are performed to optimal levels in adherence with regulatory policies and organizational procedures
- Surgically assists the organ recovery physician or designee with the removal of organs for transplant, according to established protocols and procedures
- Performs recovery of tissue(s) for transplant and/or research in accordance with DNW SOPs. Uses this skill set to facilitate current research projects and continuing education.
- Completes all organ procurement or tissue recovery cases started; works past scheduled shift times without relief when required.
- Attains and maintains competency in the recovery of tissues from transplant, including musculoskeletal, skin, cornea, cardiovascular, and other specialized tissues, through onsite competency assessments and/or competency testing as well as additional trainings provided.

Tissue Recovery Team Lead

- Communicates with and provides excellent customer service to other DNW staff, hospital staff, coroner/ME and funeral home personnel to ensure proper coordination and completion of clinical events, and suggests profile updates as appropriate
- Reviews donor authorization, medical and social history questionnaire, relevant medical records, plasma dilution and any information obtained during the screening process, and facilitates the recovery of all suitable tissues on each authorized tissue donor
- Recognizes and addresses discrepancies and information relevant to Donor Network West processor criteria within all available records
- Performs and documents recovery site assessment and donor physical assessment, verifies and documents all critical supplies used during clinical events, accurately completes and submits required documentation for all clinical activity, and completes documentation corrections in the requested time frame
- Ensures verification of the packaging and labeling while coordinating the shipping of ocular/blood specimens/tissue to be sent for the coroner/ME, testing agency or processor.
- Participates in the orientation of new Recovery Coordinators and new transplant center recovery medical staff. Demonstrates mastery of the role by precepting new team members.

Organ Perfusion

- Oversees the administration of medications required for organ procurement and preservation.



- Provides perfusion and intraoperative support to transplant centers departing the DNW service area for organ procurement
- Serves as a consultant to local transplant centers by providing intraoperative support with living-donor kidney nephrectomies
- Negotiates donor specific logistics to ensure adherence to ischemic timing restrictions, transport arrangements for medical equipment/devices required, and surgeon availability.
- Authorizes aircraft and vehicle charters, as necessary. Develops and implements contingency plans to ensure a successful organ or tissue procurement process intraoperatively.
- Perfusion of abdominal and thoracic organ systems
- Manages the intraoperative organ procurement process – leads a team of surgeons, nurses and medical staff to ensure complete adherence with regulatory policies and protocols to ensure transplant recipient safety. Provides guidance as needed.

Scrub Tech

- Functions as a surgical first assistant to transplant surgery personnel on organ donor recoveries
- Functions as a surgical scrub for DRIFT organ cases
- Provides baseline interoperability between the Recovery and Operations roles
- Collaborates on process improvement change to resolve systems challenges
- Performs training and retraining of staff as needed in collaboration with the Education Department and Recovery management.

Kidney Pumping

- Prepares deceased kidneys for the preservation device including cannulation, anatomical review, fat removal, and recovery of tissue for biopsy.
- Displays and maintains expertise in all aspects of kidney pumping including cannulation, pump set-up, monitoring, and documentation requirements.
- Provides baseline interoperability between the Recovery and Operations roles
- Manages the maintenance, stocking, and preparation of supplies for organ recovery process. Assists in inventory and supply preparation for tissue recovery.
- Performs other duties as assigned.

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.

- Possesses strong decision-making capabilities and excellent communication skills with an ability to effectively engage with internal and external donation partners.
- Demonstrate leadership and management skills, strong interpersonal skills, and a demonstrated team commitment.
- Highly organized, demonstrated ingenuity, and ability to adapt and problem solve when faced with unforeseen surgical and logistical challenges. Able to provide innovative solutions rapidly and decisively.
- Excellent communications skills required. This includes both written and spoken communications with team members, donation partners, peers, and senior management.

EDUCATION AND EXPERIENCE

- Bachelor degree in health related field or an equivalent degree/diploma/certification in an allied health field and 1 year of relevant clinical and/or surgical experience.
- Valid California Driver's license.
- Experience in organ procurement and/or transplantation or tissue banking is preferred.
- Certified Transplant Preservationist (CTP), Certified Procurement Transplant Coordinator (CPTC), Certified Tissue Bank Specialist (CTBS) and/or Certified Surgical Technician (ST) preferred.

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: