Job Title: Tissue Bank Coordinator (TBC) Trainee
Department: Tissue Recovery Services
Reports to: Supervisor, Tissue Recovery Services
Salary Grade: 22
FLSA Category: Non-Exempt - Employees average a 40 hour work week and receive overtime pay according to State and Federal requirements. May occasionally work overtime, after-hours and weekends, when required.
Employment Type: Full-Time
Work Location: San Ramon - 12667 Alcosta Blvd., Suite 500, San Ramon, CA 94583
OSHA Category: 1
Work Schedule: 7 12-hour shifts. Every other weekend. 7 days on. 7 days off.
Additional Work Schedule Information: Variable 12 hour shift start times dependent on department needs.
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: 20%
Position 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: • Trains to surgical dissection of tissue(s) for transplant and/or research in
accordance with Donor Network West SOPs
• Maintains and monitors individual training documentation
• Assists Materials Management, Operations Center and Donor Information departments, as needed
• Regularly attends and actively participates in technical recovery staff meetings, TBC meetings, workshops and other Donor Network West activities
• Completes timecards in a timely manner
Completes other duties as assigned by Tissue Services management

Career Ladder

TBC I
• Performs TBC Trainee job duties and responsibilities
• Performs surgical dissection of tissue(s) for transplant and/or research in accordance with Donor Network West SOPs
• Maintains competency in the recovery of cornea, skin, and musculoskeletal through onsite competency assessments and/or competency testing
• 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
• Completes and reviews all necessary training documentation with the individual who was trained
• Participates in special projects and presentations for Tissue Services, as assigned by management
Engages in process improvement initiatives to assist the Tissue Department and Donor Network West as a whole

TLO
• Performs TBC Trainee job duties and responsibilities
• Maintains competency in the recovery of cornea and the role of Team Lead through onsite competency assessments and competency testing
Communicates with and provides excellent customer service to Tissue Services staff, hospital staff, coroner/ME and funeral home personnel to ensure proper coordination and completion of clinical events, and suggests profile updates as appropriate
• Provides guidance to a trainee while actively facilitating the recovery process
• Reviews donor authorization, medical and social history questionnaire, relevant medical records, plasmadilution 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 within the required timeframes
• Maintains determined case time frames and ETA’s, notifying appropriate staff members and/or recovery facilities with any changes
Ability to analyze case dynamics and timeframes and make decisions that facilitate the timely and successful completion of a donor event

**TBC II**
• Performs TBC I and TLO job duties and responsibilities
• Provides leadership, direction and basic oversight of tissue recovery events
• Maintains competency in the recovery of musculoskeletal and skin recoveries through onsite competency assessments and/or competency testing

**TBC III**
• Performs TBC II job duties and responsibilities
• Maintains competency in cardiovascular recovery through onsite competency assessments and/or competency testing

**Field Trainer**
• Performs TBC III job duties and responsibilities
• Trains staff in field on tissue recovery
• Perform evaluation and assessment for proficiencies
• Performs the retraining of Tissue Recovery staff
• Performs competency review of Tissue Recovery staff
• Provides Tissue Recovery staff with processor feedback reports
• Ensures Tissue Recovery staff meet training goals and objectives
• Develops and administers training curricula, participates in orientation and monthly Tissue Recovery meetings
• Revises policies as needed
• Maintains training documentation

**Tissue Recovery Logistics Coordinator**
• Performs TBC II or TDC III job duties and responsibilities
• Coordinate recovery location and/or transportation of donors for recovery
• Accept tissue for recovery on behalf of select partners
• Activate/Assign Tissue Recovery staff for cases and other activities
• Ensures logistics activity board is kept up to date
• Maintains a high sense of urgency to ensure optimal timeframes for transplant
• Coordinates with TDC Shift Lead to maximize resources and reduce inefficiencies
• Completes a huddle with tissue recovery team
• Activates staff with training goals in mind

**TBC Surgical Specialist**
• Performs TBC III job duties and responsibilities
• Annual presentation to surgical technologist schools within DSA to educate about organ and tissue donation process, and to recruit
• Acts as a surgical scrub for DRIFT cases for the Clinical Services Department
• Trains other TBCs to DRIFT case procedures
• Recovers corneas and heart for valve on shared cases

TBC IV
• Performs TBC III job duties and responsibilities
• Maximizes efficiencies during time periods in which there are no active cases
• Organizes and participates in Tissue Recovery monthly staff meetings
• Facilitates timely completion of error correction requests among TBC team
• Reviews case documentation and provides feedback to Tissue Recovery staff
• Occurrence investigation

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: FREQUENT - Activity or condition exists more than 1/3 and up to 2/3 of the time equivalent to more than 2.5 hours up to 5.25 hours of an 8 hour work day or more than 20 minutes and up to 40 minutes each hour.

Skills (Required): Ten (10) bullet points max.
Skills (Preferred): Five (5) bullet points max.

Education: • Required Education (one of the following):
  1. Successful completion of a Surgical Technologist Course.
  2. Associates degree, Bachelor’s degree, or certificate in an allied health field.
• Individuals in the process of completing a bachelor’s degree from an accredited four-year college or university may be considered.
• Work experience may be substituted for the educational requirements.

Professional Licenses/Certification: Please see above.

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