




LIFECENTER NORTHWEST

Position Description

Job Title:	Organ Recovery Coordinator	Division:	Operations
Reports To:	Director, Clinical Services	Department:	Clinical Services
Work Schedule:	Variable and On Call	FLSA Status:	Exempt
			
Approved by:		Date:	8/21/07

Employment Statement: This position, along with each member of the LifeCenter Northwest Team, is held responsible for ensuring the vision, mission and values of the company are carried out. Outcomes are to be carried out to ensure that we save lives through donation and transplantation. Each member of the Team is to demonstrate *Service Excellence and Public Stewardship*.

Position Summary: The Organ Recovery Coordinator (ORC) is accountable for the functional application of all clinically related activities for donation. This position is also responsible for developing and maintaining effective relationships and communications that promote donation activities.

General Responsibilities:

- Take 24 hour call to be available for any clinical activity associated with donation.
- Receives and screens potential organ donor referrals.
- Obtains consent and a behavioral medical social history of potential organ donors.
- Performs physical assessment and supervises donor management.
- Accountable for accurate and timely allocation of organs.
- Assists in perfusion, preservation, packaging, and distribution of donated organs.
- Responsible for follow up activities related to donation process
- Establishes on-going proactive relationships with various entities related to donation, i.e. other OPO personnel, transplant personnel, hospital personnel, physicians and surgeons, laboratory personnel to increase awareness and acceptance of organ and tissue donation and transplantation.
- Completes office responsibilities when assigned
- Serves as clinical resource for hospital services, which includes giving presentation to various groups
- Personally maintains current knowledge of the donation and transplantation industry, including future trends.
- Montana Organ Recovery Coordinators will also perform the duties of Organ Donation Specialists under the direction of the Hospital Services Manager

Other Responsibilities: The general responsibilities are not inclusive. The Organ Recovery Coordinator, Alaska will follow other instructions/directions and will perform other related duties as required by the needs of the company and the Management Team.

Supervision: This position has no supervisory responsibilities, but the position does provide direction to various personnel in facilitating donor activities.

Requirements and Qualifications:

- Educational Requirements:
 - ☑ The minimum requirements are one year Critical Care Experience as an RN
 - ☑ BLS required; ACLS preferred.
 - ☑ Bachelor's degree or equivalent combination of education and experience is preferred.
 - ☑ ORC with two years experience may substitute academic experience requirements
 - ☑ Coordinators must obtain their CPTC within 23 months of hire date.

- Knowledge, Skills and Abilities:
 - ☑ Requires a proactive Team Player who must uphold the core values of the organization; these include integrity, respect, honor of diversity, personal accountability, creative initiative, teamwork and excellence.
 - ☑ Must be compassionate, conscientious, and ethical and possess effective interpersonal skills that allow him/her to be effective in a dynamic field.
 - ☑ Must actively foster an organizational culture based on collaboration, support and constructive communication.
 - ☑ Must be able to analyze and assess situations, create solutions to problems and motivate others to continually improve the processes necessary to meet organizational deliverables.

- Key Requirements:
 - ☑ Travel is essential to the position; consequently, the employee must be prepared to travel by automobile and airplane.
 - ☑ Generally, working conditions do not require exposure to hazardous materials nor extremes in health and safety hazards. Work is normally performed in a office or hospital setting as well as other business environments.
 - ☑ The employee is required to lift 45 pounds.
 - ☑ Requires a valid driver's license and access to an insured automobile or the ability to arrive and depart from work and work related functions at expected times.

*Because of the nature of this position the incumbent may need to work outside of regular business hours, including evenings and weekends, sometimes without advance notice.

Company-Wide Expectations: Each employee is expected to carry out and adhere to the Company-Wide Expectations. These expectations are an addendum to each position description. All position descriptions are reviewed annually (at minimum) and as a result of changes in the needs of the company can be revised at anytime as directed and approved by the President/CEO.

