

**Potential Risk Factors:**1. Risk Exposure to Blood/Body Fluids:

While performing some essential functions of your position, you may be exposed to blood or body fluids. Established procedures identify the appropriate personal protective measures that you should use when performing essential functions of your position. The OneLegacy OSHA program will provide you with the appropriate procedures and guidelines in which you should perform the essential duties of your job. If you need additional training or resources, please see your supervisor or the Director of Human Resources/OneLegacy Safety Officer.

2. Repetitive Motion:

While performing some essential functions of your position, you may be required to perform some functions repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

3. Minimum Weight Lifting Requirement:

While performing some essential functions of your position, you may be required to do some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Establish procedures identify the precautions and/or equipment that should be used when performing this task. Minimum weight lifting requirements that you must perform are located in the ADA Worksheet section of this Job Description.

4. Prolonged Sitting, Standing, and Bending:

While performing some essential functions of your position, you may be required to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

5. Competency Evaluation:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted.

6. In-Service Training:

You may need additional training to better understand the performance requirements of your essential job functions. In-service training classes will be scheduled and your attendance at such classes is mandatory.

**Physical Environment/Working Conditions:**

*Location:* All OneLegacy offices are non-smoking facilities.

*Travel:* Travel required by personal auto or air to meeting sites and other locations.

*Work Hours:* Forty-hour workweek as determined by assigned shift. Assigned days or shift can be changed at any time.

*Working Conditions:* See ADA Worksheet

**Acknowledgement**

The employee is expected to adhere to all OneLegacy policies and to act as a role model in the adherence to OneLegacy policies.

I have read and understand this explanation and job description.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**OneLegacy**  
**JOB DESCRIPTION**  
**Non-Management Staff**

**TITLE:** Procurement Transplant Coordinator (PTC)

**REPORTS TO:** Regional Director

**DEPARTMENT:** Clinical

**LOCATION OF JOB:** Assigned Region

**FLSA STATUS:** Exempt

**EMPLOYMENT STATUS:** Full-time, with periodic on-call responsibility

**PREPARED BY:** Renee Hawthorne

**DATE PREPARED:** 04/08/02

**DATE REVISED:** 02/7/05

**Position Summary:**

The Procurement Transplant Coordinator (PTC) is responsible for all aspects of organ procurement from the initial hospital referral, through the organ recovery procedure, transportation of organs, and post-donor follow-up. The clinical element of your position is to provide medical/critical donor patient care, under the medical direction and supervision of the Medical Director of OneLegacy, with an emphasis on assessment, resuscitation, physiologic management, organ placement and organ recovery of all suitable organ donors. You will assist in modifying the treatment regimen to meet the assessed needs of the donor and the psychosocial needs of the family in accordance with established medical practices and the requirements, policies and goals of OneLegacy. The PTC is also responsible for hospital development in his/her assigned hospitals and for conducting professional, and as necessary, public education presentations on the subject of organ and tissue donation.

As a PTC, you are delegated the administrative authority, responsibility and accountability necessary for carrying out your assigned duties.

**Duties & Responsibilities:**

***Essential Job Functions:***

**Administrative Functions:**

1. Confer with the Medical Director and the attending physician regarding donor patient assigned to you.

2. Consult with the physician concerning patient's evaluation and assist the nursing services in planning and developing the nursing services to be performed for the patient.
3. Initiate requests for consultation or referral. Respond to requests from the physician, or nursing staff.
4. Examine the patient and his/her records and charts to distinguish between normal and abnormal findings in order to recognize early stages of serious medical problems.
5. Determine when to refer the patient to a physician for evaluation, supervision, or directions.
6. Direct actions of attending nurse, APTC and ORC during the donation process.
7. Perform administrative duties regarding the patient, such as completing medical forms, reports, evaluations, studies, charting, etc.
8. Implement and maintain established policies, procedures, objectives, quality assurance, safety, and environmental and infection control. Interpret these to the transplant center, physician, resident, family members, and public, as appropriate.
9. Make written and oral reports/recommendations to the attending physician, transplant physician, Medical Director, and Administrator concerning the status and care of the donor.
10. Participate in the planning and evaluation of the written policies and procedures that govern the organ donor protocol of the nursing service department.
11. Participate in facility surveys (inspections) made by authorized government agencies.
12. Assist the Quality Assessment & Assurance Department in developing and implementing appropriate plans of action to correct identified deficiencies.

**“Call” Responsibility:**

1. Shares 24-hour “on-call” responsibility on a rotating basis with other organ procurement staff.
2. Carries a beeper while “on-call,” and assures appropriate beeper function.
3. Confines travel while “on-call” to area serviced by beeper. Notifies the second call coordinator and Communication Center in the event he/she must leave service area.
4. Follows-up on unresolved cases as communicated by previous day's record.

**Organ Procurement:**

1. Responds promptly to donor referrals.
2. Obtains accurate medical information for evaluation, and evaluates potential organ and tissue donors according to UNOS/CDC guidelines.
3. Discusses organ donation options with family members of potential donors and obtains informed consent for organ donation form next-of-kin where applicable.
4. Manages donor and coordinates donor management with ICU staff.
5. Collaborates with coroners, tissue recovery agencies, medical and nursing staffs.
6. Coordinates the logistics for multiple organ procurement and placement when applicable.
7. Verifies that all medical-legal documentation necessary for organ procurement is completed according to UNOS/CDC guidelines, and provides organ distribution staff with organ/donor information.

8. Assists, when necessary, the organ procurement surgeons with organ perfusion procedures, anatomy and sterile & un-sterile packaging.
9. Provides support and grief counseling referrals to donor family.
10. Reviews all donor related charges; determines donor hospital and related reimbursements, reports the reimbursable amount to the donor hospital, physician consultants, transportation agency, laboratory, etc. Delivers audited statement to the OneLegacy accounting department.

**Organ Preservation:**

1. Performs organ perfusion and preservation procedures as detailed in the Organ Recovery Policy and Procedures Manual.
2. Distributes necessary tissue typing material in required amount and form to affiliated Histocompatibility laboratory (ies).

**Hospital Development: under overall direction of HSC:**

1. Promotes positive relationships with hospital clinical staff.
2. Conducts in-services and educational programs.
3. Participates in hospital meetings to assist with presenting information or addressing issues relating to the donation process.
4. Participates in hospital sponsored clinical rounds and/or conducts other case-finding activities.
5. Assists with reviewing specific charts for death record reviews.
6. Debriefs HSC after a case and assists with on-site follow-up as required.
7. Provides clinical consultation for meeting preparation and reports.
8. Communicates regularly and timely with HSC re: HD activities and provides feedback regarding identified hospital needs and issues.

**Public/Professional Education:**

1. Is involved in community relations and education as necessary.
2. Conducts in-services, seminars and participates in special media events at local hospitals and in the community.

**Personnel Functions:**

1. Cooperate with other personnel to achieve company objectives and maintain good employee relations, interdepartmental and public relations.
2. Meet with and solicit advice from the Medical Director, Administrator-on-Call, transplant centers, attending physicians, Director of Nursing Services, and nursing staff concerning the care of patient.
3. Maintain an effective, friendly working relationship with health professionals, physicians, consultants, and family members involved.

**Other Responsibilities:**

1. Stays professionally current.
2. Complies with UNOS standards and requirements.
3. Required attendance at staff meetings. Required attendance at training programs and/or in-services as deemed necessary by the Regional Director.
4. Supports the organization's Standards of Professional Conduct as outlined in the OneLegacy Employee Handbook, and the mission, vision and values.
5. Performs other duties as assigned.

**Secondary Job Functions:**

(Although the following job functions have been identified as "secondary," any employee capable of performing the "secondary" job functions is expected to do so.)

1. Provides initial post-donor follow-up to families, hospital staff and subsequent follow-up at donor family's request.
2. Attends hospital committee meetings and surgical grand rounds as available.
3. Delivers monthly death receipts to assigned hospitals.
4. Responds to requests for information on organ donation and transplantation.
5. Assists in the inventory of medical supplies, as assigned.
6. Makes recommendations for improvement to management.
7. Submits monthly activity report.

**Potential Risk Factors:**

1. Risk Exposure to Blood/Body Fluids:

While performing some essential functions of your position, you may be exposed to blood or body fluids. Established procedures identify the appropriate personal protective measures that you should use when performing essential functions of your position. The OneLegacy OSHA program will provide you with the appropriate procedures and guidelines in which you should perform the essential duties of your job. If you need additional training or resources, please see your supervisor or the Director of Human Resources/OneLegacy Safety Officer.

2. Repetitive Motion:

While performing some essential functions of your position, you may be required to perform some functions repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

3. Minimum Weight Lifting Requirement:

While performing some essential functions of your position, you may be required to do some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Establish procedures; identify the precautions and/or equipment that should be used when performing this task. Minimum weight lifting requirements that you must perform are located in the ADA Worksheet section of this Job Description.

4. **Prolonged Sitting, Standing, and Bending:**  
While performing some essential functions of your position, you may be required to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Establish procedures; identify the precautions and/or equipment that should be used when performing this task.
5. **Competency Evaluation:**  
Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted.
6. **In-Service Training:**  
You may need additional training to better understand the performance requirements of your essential job functions. In-service training classes will be scheduled and your attendance at such classes is mandatory.

**Skills and Abilities:**

1. Ability to assume responsibility without direct supervision, exercise initiative, judgment, and make decisions within the scope of assigned authority.
2. Ability to keep accurate records, performs statistical analyses, and interprets data.
3. Keyboarding skills for using a personal computer or word processor.
4. Interpersonal skills, including the ability to deal with all levels of management, staff, medical professionals, hospital staff, and the ability to work within the individual guidelines of OneLegacy affiliated community donor hospitals, organ transplantation centers and tissue banks.
5. Communication skills written and oral, including the ability to make public presentations.
6. Instructional skills.
7. Physical stamina, including the ability to function in this capacity for 36-hours.
8. Ability to perform patient transfers and heavy lifting greater than 50 pounds.
9. Ability to function as a team member.
10. Ability to maintain confidentiality of all information pertinent to organ donors and recipients, OneLegacy staff, and OneLegacy affiliated donor hospitals and tissue banks.
11. Must possess personal credit of at least \$200 per month to cover out-of-pocket expense.
12. Excellent night vision.

**Physical Environment/Working Conditions:**

*Location:* Assigned region. All OneLegacy offices are non-smoking facilities.

*Travel:* Occasionally required to travel by personal auto or air to meeting sites. The PTC may be required to travel both in and out of state by personal auto, rental car, or air in order to meet the duties and responsibilities of the position. The PTC is expected to drive his/her auto at least 20,000 miles per year for job related ground transportation. Company reimbursement for personal auto use while on the job is consistent with IRS guidelines.

*Work Hours:* The PTC is required to assume 24-hour "on-call" responsibility in rotation with other organ procurement staff. Call time varies by service area, fluctuations in donor activity, and staff turnover.

*Working Conditions:* See ADA Worksheet.

**Job Qualifications:**

*Education:* Registered Nursing Program, Bachelor's degree preferred. Candidates who are not licensed RN's will be considered for the position of PTC if they possess expertise and or knowledge not currently present in the organization or skills judged as necessary and beneficial to the company's stated mission. All candidates who are not licensed RN's must be approved by the CEO prior to any formal interview.

*Experience:* Critical Care Patient Management (ICU, OR, ER) experience mandatory.

*Certification/License:* BCLS certification required at the time of employment. Strongly preferred to be ACLS certified within 12-months and CPTC certified within 24-months of employment. OneLegacy requires employees to maintain a current California driver's license and current vehicle insurance based on California minimum insurance coverage standards.

*Equipment:* Working knowledge of office equipment, including word processor or personal computer, fax machine, calculator, photocopier, portable telephone, and of slide and overhead projectors and VCR. Reliable automotive transportation required.

**Acknowledgement**

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**OneLegacy**  
**JOB DESCRIPTION**  
**Non-Management Staff**

**TITLE:** Surgical Recovery Coordinator (SRC)

**REPORTS TO:** Regional Director

**DEPARTMENT:**

**LOCATION OF JOB:** Assigned Region

**FLSA STATUS:** Non-Exempt

**EMPLOYMENT STATUS:** Full-time, with on-call responsibilities

**PREPARED BY:**

**DATE PREPARED:**

**DATE REVISED:**

**Position Summary:**

The Surgical Recovery Coordinator (SRC) is responsible for all aspects of organ recovery and packaging. This position will have an overall understanding of the organ donation and transplantation process. The SRC is expected to be on-call, conduct professional OR education presentations and OR debriefing as necessary on the subject of organ donation.

**EXPECTATIONS FOR ALL EMPLOYEES:**

To support the organization's mission, vision and values by exhibiting the following behaviors: Excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, accountability and ownership.

**Duties & Responsibilities:**

*Essential Job Functions:*

**Essential Job Function**

**On-Call Expectations**

1. Serve in the "On-Call" capacity as determined by the current call schedule.
2. Carry a pager and cell phone and assure appropriate function of both.
3. Confine travel when "On-Call" to the area serviced by the pager. Notifies the Administrator on call in the event that he/she must leave the service area.
4. Respond to other service areas and assist with the procurement procedure when it has been determined that assistance is needed with approval of the Administrator on call in their assigned region.



### **Pre-Organ Procurement Expectations**

1. Arrive at the donor hospital promptly at the predetermined time.
2. Obtain report from the Procurement Transplant Coordinator (PTC) on site, which will include verifying the consent and brain death notes, ABO and serology status of the donor.
3. Notify organ placement of arrival.
4. Begin to perform administrative duties regarding the patient, such as completing medical forms, reports, evaluations, studies, charting, case notes etc.
5. Obtain extended information regarding the condition of the donor such as mechanism of death, pertinent labs, medical history, blood type, disposition of the organs to be procured, and any other related pertinent facts as time would allow.
6. Communicate with the operating room staff at the donor hospital regarding any equipment, personnel or logistics involved in the recovery.

### **Operating Room Set-Up Duties**

1. Deliver to the OR staff the Custom Pack for Organ Recovery I and II and explain the contents, or provide a comprehensive "preference card" which details the equipment needed and the sequale of the events of the organ recovery.
2. Over-see the OR set-up with attention to detail and be accessible to the OR staff to answer any questions.
3. Set up sterile saline for slush in quantities appropriate for donor needs.
4. Notify the PTC when the surgical recovery teams are present and the OR staff is ready to call for the donor.

### **Organ Preservation/Perfusion**

1. Perform organ procurement flushing and preservation procedures as detailed in the Policy and Procedure Manual.
2. Assist the surgical recovery team with organ perfusion, procedures, organ description, sterile and unsterile packaging.
3. Package and label organs according to UNOS and OneLegacy policies.
4. Place and package organs for research.
5. Provide support as needed to donor hospital Operating Room staff.
6. Prepare and distribute necessary tissue typing material in required amount and form to affiliated histocompatibility laboratory according to OneLegacy's policy and procedures.
7. Report to Organ Placement Coordinator at cross-clamp to coordinate necessary courier services.
8. Provide follow up to the coroner after completion of all coroner donor cases.
9. Ensure donor OR case notes are complete and uploaded.

### **Hospital Development**

1. Participate as a member of the donor team in assigned hospitals.
2. Maintain current peri-operative donor information including organ donation policy manual and preference cards.

**Public / Professional Education**

1. Assist other OneLegacy support services such as Community Relations, Education, and Family Services with presentations to recipient support groups and civic groups as necessary.
2. Assist with professional in-services and CME programs in collaboration with the PTC/HSC assigned to the hospital.
3. Assist with media/public relations as directed by OneLegacy management.
4. Assists with the training of PTCs for competency in OR duties and functions.
5. Sign off on the OR Competency check list for the PTC after completion of a donor case in which the PTC took an active and successful roll in performing OR duties and functions.
6. Provide feed-back to PTC to improve individual performance in the OR.

**Other**

1. Stay professionally current through attending continuing education, in-services and professional conferences, meetings and reading.
2. Remains current by maintaining valid licenses and certificates.
3. Complies with UNOS standards and requirements.
4. Required attendance at staff meetings. Required attendance at training programs and/or in-services as deemed necessary by the immediate manager, Director, or CEO.
5. Supports the organization's Standards of Professional Conduct as outlined in the OneLegacy Employee Handbook, and the mission, vision and values.
6. Performs other duties as assigned.

***Secondary Job Functions:***

(Although the following job functions have been identified as "secondary", any employee capable of performing the "secondary" job functions is expected to do so.)

1. Provide post-procurement follow-up to the hospital peri-operative staff in collaboration with the PTC/HSC assigned to the hospital.
2. Attend committee meetings and surgical Grand Rounds as available.
3. Responds to request for information on organ donation and transplantation.
4. Maintain knowledge of current method of ordering of all supplies involved in the management, perfusion, and packaging of all organs for recovery for transplantation/research. Order necessary supplies when directed by ORCII or Administrator.
5. Assist in the inventory and tracking of medical supplies as necessary.
6. Perform other duties as assigned by the Administration.

**Potential Risk Factors:**

1. **Risk Exposure to Blood/Body Fluids:**  
While performing some essential functions of your position, you may be exposed to blood or body fluids. Established procedures identify the appropriate personal protective measures that you should use when performing essential functions of your position. The OneLegacy OSHA program will provide you with the appropriate procedures and guidelines in which you should perform the essential duties of your job. If you need additional training or resources, please see your supervisor or the Director of Human Resources/OneLegacy Safety Officer.
2. **Repetitive Motion:**  
While performing some essential functions of your position, you may be required to perform some functions repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.
3. **Minimum Weight Lifting Requirement:**  
While performing some essential functions of your position, you may be required to do some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. Minimum weight lifting requirements that you must perform are located in the ADA Worksheet section of this Job Description.
4. **Prolonged Sitting, Standing, and Bending:**  
While performing some essential functions of your position, you may be required to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.
5. **Competency Evaluation:**  
Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted.
6. **In-Service Training:**  
You may need additional training to better understand the performance requirements of your essential job functions. In-service training classes will be scheduled and your attendance at such classes is mandatory.

***Skills and Abilities:***

1. Minimum of 2 years peri-operative experience working in direct patient care capacity.
2. Extensive knowledge of and trouble-shooting capabilities of standard OR equipment.
3. Working knowledge of office equipment, including personal computer, fax machine, calculator, photocopier, portable phone, slide and overhead projectors and VCR.

**Physical Environment/Working Conditions:**

**Location:** (List office location here) The office is a non-smoking facility.

**Travel:** Occasionally required to travel by personal auto or air to meeting sites and other locations.

*Work Hours:* Forty-hour workweek as determined by assigned shift. Assigned days or shift can be changed at any time. The SRT is required to assume 24 hour on-call. Call time may be extensive, varying by service area, fluctuations in donor activity and staff turnover.

*Working Conditions:* See ADA Worksheet.

**Job Qualifications:**

*Education:* High School Graduate

*Experience:* BCLS certification required at the time of employment

*Certification/License:* OneLegacy requires employees to maintain a current California driver's license and current vehicle insurance based on California minimum insurance coverage standards.

*Equipment:* Reliable automotive transportation required.

**Acknowledgement**

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**OneLegacy**  
**JOB DESCRIPTION**  
**Non-Management Staff**

**TITLE:** Surgical Recovery and Pulsatile Perfusion Technologist (SRPPT)

**REPORTS TO:** Director of Recovery and Transplant Services

**DEPARTMENT:** Clinical Services

**LOCATION OF JOB:** Assigned OneLegacy Office

**FLSA STATUS:** Non-Exempt

**EMPLOYMENT STATUS:** Full-time, with on-call responsibilities

**PREPARED BY:** Jim Trisch

**DATE PREPARED:** 6/29/07

**DATE REVISED:**

**Position Summary:**

The Surgical Recovery and Pulsatile Perfusion Technologist (SRPPT) is responsible for coordinating OR procedures associated with organ recovery, including but not limited to set-up, perfusion, packaging, and labeling. This position is also responsible for all aspects of pulsatile perfusion of the organ(s) with regards to organ perfusion set up, monitoring, packaging and labeling. The SRPPT is expected to be on-call, conduct professional operating room (OR) education presentations, OR debriefing as necessary, and pulsatile perfusion education to all the Donor Service Area ( DSA) transplant centers.

**Duties & Responsibilities:**

**On-Call Expectations**

1. Serve in the "On-Call" capacity as determined by the current call schedule.
2. Carry a pager and cell phone and assure appropriate function of both.
3. Confine travel when "On-Call" to the area serviced by the pager. Notifies the Administrator on call in the event that he/she must leave the service area.
4. Respond to other service areas and assist with the procurement procedure when it has been determined that assistance is needed with approval of the Administrator on call.

**Essential Job Functions:**

Donor Organ preservation using the pulsatile preservation machines and others as technology and training becomes available.

1. Follow all OneLegacy, UNOS, AOPO, CMS, and local hospital policies regarding the organ recovery, preservation and distribution process.
2. Collaborate with the coordinators, organ placement staff and transplant surgeons in a way that assures the best possible outcome in organs recovered for transplant.
3. Have a basic understanding of kidney anatomy, surgical dissection technique, suturing, vascular surgery, and cellular metabolism and laboratory values.
4. Develop the skills necessary to support the recovery of organs under any circumstance i.e. DCD controlled and uncontrolled, research organ recovery, crashing donor, liver/kidney/heart perfusion.
5. Be available to travel distances greater than one hundred miles and function effectively in unfamiliar hospital environments.

**Pulsatile Perfusion**

1. Follow approved guidelines in the preparation, implementation, monitoring and removal of organs from pulsatile perfusion equipment.
2. Provide accurate information to the organ distribution staff and transplant surgeons including the anatomy, perfusion characteristics and laboratory data on all pulsatile perfused organs.
3. Assure that supplies and expenditures are appropriately utilized.
4. Follow accepted guidelines regarding sterilization, sterile technique, handling of laboratory specimens and the discard of medial specimens.
5. Follow accepted guidelines regarding handling of contaminated surgical specimens, disposal of sharps and avoidance of needle sticks.
6. Assure that all legal documents remain in the donor chart at the closure of the case
7. Assure that all documents relating to the case are distributed to appropriate agencies.
8. Able to lift pulsatile preservation machines into and out of vehicles and off and on tables and dollies (50-75 pounds).

**Pre-Organ Procurement Duties**

1. Arrive at the donor hospital promptly at the predetermined time.
2. Obtain report from the Procurement Transplant Coordinator (PTC) on site, which will include verifying the consent and brain death notes, ABO and serology status of the donor.
3. Notify organ placement of arrival.
4. Communicate with the operating room staff at the donor hospital regarding any equipment, personnel or logistics involved in the recovery.
5. Obtain extended information regarding the condition of the donor such as mechanism of death, pertinent labs, medical history, blood type, disposition of the organs to be procured, and any other related pertinent facts as time would allow for communications with the surgical recovery team.
6. Make calls to place organs for research.

### **Operating Room Set-Up Duties**

1. Over-see all aspects of operating room set up with attention to detail and be accessible to the OR staff to answer any questions.
2. Communicate to the transplant teams' information regarding donor.
3. Notify the PTC when the surgical recovery teams are present and the OR staff is ready to call for the donor.

### **Organ Preservation/Perfusion**

1. Assist the surgical recovery team with organ perfusion, procedures, sterile and unsterile packaging as detailed in the policy and procedure.
2. Package and label organs according to UNOS and OneLegacy policies.
3. Place and package organs for research.
4. Provide support as needed to donor hospital Operating Room staff.
5. Prepare and distribute necessary tissue typing material in required amount and send to affiliated histocompatibility laboratory according to OneLegacy's policy and procedures.
6. Report to Organ Placement Coordinator at cross-clamp to coordinate necessary courier services.
7. Provide follow up to the coroner after completion of all coroner donor cases.
8. Ensure donor OR case notes are complete and uploaded.
9. Ensure completed anatomy is faxed to the Organ Placement Coordinator.

### **Hospital Development**

1. Participate as a member of the donor team in assigned hospitals.
2. Maintain current peri-operative donor information including organ donation policy manual and preference cards.

### **Public/Professional Education**

1. Assist other OneLegacy support services such as Community Relations, Education, Hospital and Family Services with presentations.
2. Assist with media/public relations as directed by OneLegacy management.
3. Sign off on the OR Competency check list for the PTC after completion of a donor case in which the PTC took an active and successful roll in performing OR duties and functions.

### **Secondary Job Functions:**

Although the following job functions have been identified as "secondary", any employee capable of performing the "secondary" job functions is expected to do so.

1. Provide post-procurement follow-up to the hospital peri-operative staff in collaboration with the PTC/HSC assigned to the hospital.
2. Responds to request for information on organ donation and transplantation.
3. Maintain knowledge of current method of ordering of all supplies involved in the management, perfusion, and packaging of all organs for recovery for transplantation/research.
4. Assist in the inventory and tracking of medical supplies as necessary.

5. Perform other duties as assigned by the Administration.

**Other**

1. Stay professionally current through attending continuing education, in-services and professional conferences, meetings and reading.
2. Remains current by maintaining valid licenses and certificates.
3. Complies with UNOS standards and requirements.
4. The SRPPT should become ISOP certified
5. Required attendance at staff meetings. Required attendance at training programs and/or in-services as deemed necessary by the immediate manager, Director or Chief Operating Officer.
6. Supports the organization's Standards of Professional Conduct as outlined in the OneLegacy Employee Handbook, and the mission, vision and values.
7. Performs other duties as assigned.

**Potential Risk Factors:**

1. Risk Exposure to Blood/Body Fluids:  
While performing some essential functions of your position, you may be exposed to blood or body fluids. Established procedures identify the appropriate personal protective measures that you should use when performing essential functions of your position. The OneLegacy OSHA program will provide you with the appropriate procedures and guidelines in which you should perform the essential duties of your job. If you need additional training or resources, please see your supervisor or the Director of Human Resources/OneLegacy Safety Officer.
2. Repetitive Motion:  
While performing some essential functions of your position, you may be required to perform some functions repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.
3. Minimum Weight Lifting Requirement:  
While performing some essential functions of your position, you may be required to do some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. Minimum weight lifting requirements that you must perform are located in the ADA Worksheet section of this Job Description.
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While performing some essential functions of your position, you may be required to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.
5. Competency Evaluation:  
Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted.



6. In-Service Training:

You may need additional training to better understand the performance requirements of your essential job functions. In-service training classes will be scheduled and your attendance at such classes is mandatory.

**Skills and Abilities:**

1. Minimum of 2 years peri-operative experience working in direct patient care capacity.
2. Extensive knowledge of and trouble-shooting capabilities of standard OR equipment.
3. Ability to speak clearly in order to convey information both in person and by telephone to hospital personnel, donor families, transplant professionals and staff of the OPO.
4. Working knowledge of office equipment, including personal computer, fax machine, calculator, photocopier, portable phone, slide and overhead projectors and VCR.

**Physical Environment/Working Conditions:**

*Location:* OneLegacy offices are non-smoking facilities.

*Travel:* Occasionally required to travel by personal auto or air to meeting sites and other locations.

*Work Hours:* Forty-hour workweek as determined by assigned shift. Assigned days or shift can be changed at any time. The SRT is required to assume 24 hour on-call. Call time may be extensive, varying by service area, fluctuations in donor activity and staff turnover.

*Working Conditions:* See ADA Worksheet.

**Job Qualifications:**

*Education:* High School Graduate

*Experience:* BCLS certification required at the time of employment

*Certification License:* OneLegacy requires employees to maintain a current California driver's license and current vehicle insurance based on California minimum insurance coverage standards.

*Equipment:* Reliable automotive transportation required.

**Acknowledgement**

The employee is expected to adhere to all OneLegacy policies and to act as a role model in the adherence to OneLegacy policies.

I have read and understand this explanation and job description.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**OneLegacy  
JOB DESCRIPTION  
Non-Management Staff**

**TITLE:** Organ Placement Coordinator  
**REPORTS TO:** Organ Placement Manager  
**DEPARTMENT:** Organ Placement  
**LOCATION OF JOB:** Los Angeles, CA  
**FLSA STATUS:** Non-Exempt  
**EMPLOYMENT STATUS:** Hourly/ Full-time with periodic on-call responsibility  
**PREPARED BY:** Miryam Mehra  
**DATE PREPARED:** 09/09/99  
**DATE REVISED:** 08/24/05

**Position Summary:**

Responsible for placing organs for OneLegacy and UNOS for transplantation according to UNOS allocation policies and for assisting in public and professional education presentations on organ and tissue donation.

**Duties & Responsibilities:**

***Essential Job Functions:***

**Essential Job Functions**

1. Accurately documents information regarding any Import donor referral according to OneLegacy established procedures.
2. Receives incoming calls from UNOS regarding out of town offers of organs and assess suitability for acceptance based on standard guidelines.
3. Coordinates activities for allocation and placement of K/P, kidneys, whole pancreas and small bowel for transplant, locally regionally and nationally.
4. Accesses the UNET system to obtain the donor match run list.
5. Coordinates local, regional and national placement of K/P, kidneys, whole pancreas and small bowel, between the OPO and transplant centers according to OneLegacy and UNOS policies.
6. Accurately obtains and documents donor data and communicates the information when making allocation calls to the transplant centers and/or UNOS.
7. Facilitates placement of organs for transplant and research.
8. Provide data for reports and audits.
9. Participates in continuous quality improvement activities.

10. Generates reports and records required by OneLegacy, UNOS and other professional organizations.
11. Participates in special projects.
12. Responsible for setting up and reporting results on renal biopsy.
13. Responsible for turning in activity reports on a monthly basis.
14. Maintain and enforces local payback policies.

**“Call” Responsibility**

1. Shares 24-hour “on-call” responsibility on a rotating basis with other organ procurement staff.
2. Carries a beeper and cell phone while “on-call,” and assures appropriate equipment function.
3. Confines travel while “on-call” to service area. Notifies the second call coordinator in the event they must leave service area.
4. Follows-up on unresolved cases as communicated by previous day’s record.

**Organ Procurement**

1. Coordinates importation of kidneys.
2. Assures that all medical-legal documentation necessary for organ donation is completed according to UNOS guidelines.

**Organ Placement**

1. Places organs according to procedures detailed in the Organ Recovery Policy and Procedure Manual and the UNOS Handbook.
2. Distributes necessary tissue typing material in required amount and type to affiliated histocompatibility laboratory(ies).
3. Coordinates the logistics for organ delivery wherever applicable.
4. Confirms arrival of transported organs delivered by courier.
5. Gathers culture results post recovery and reports to transplant centers.
6. Collects all demographic recipient information and forwards it to Procurement Coordinator for donor case letters.
7. Enter data in UNet feedback system post transplant, including the input of the decline/acceptance codes on all transplanted organs.
8. Completes the Cadaver Donor Registration Forms in Unet for each donor.

**Other**

1. Stays professionally current through attending continuing education, in-service, and professional meetings and conducting professional reading and obtains and maintains valid licenses and certificates.
2. Participates on committees as directed.
3. Train and In-service new employees.
4. Provide information requested by other OPO’S, coordinators, transplant centers, tissue banks, research companies and on old donor cases.
5. Attend required staff meetings, training programs and/or in-services as deemed necessary by the immediate manager, Director, or CEO.
6. Supports the organization’s Standards of Professional Conduct as outlined in the OneLegacy Employee Handbook, and the mission, vision and values.
7. Performs other duties as assigned.

**Secondary Job Functions:**

(Although the following job functions have been identified as “secondary”, any employee capable of performing the “secondary” job functions is expected to do so.)

1. Assists in public and professional education on organ and tissue donation.
2. Participates, in the OneLegacy Transplant Resource Team.

**Potential Risk Factors:**

1. Risk Exposure to Blood/Body Fluids:

While performing some essential functions of your position, you may be exposed to blood or body fluids. Established procedures identify the appropriate personal protective measures that you should use when performing essential functions of your position. The OneLegacy OSHA program will provide you with the appropriate procedures and guidelines in which you should perform the essential duties of your job. If you need additional training or resources, please see your supervisor or the Director of Human Resources/OneLegacy Safety Officer.

2. Repetitive Motion:

While performing some essential functions of your position, you may be required to perform some functions repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

3. Minimum Weight Lifting Requirement:

While performing some essential functions of your position, you may be required to do some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. Minimum weight lifting requirements that you must perform are located in the ADA Worksheet section of this Job Description.

4. Prolonged Sitting, Standing, and Bending:

While performing some essential functions of your position, you may be required to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

5. Competency Evaluation:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted.

6. In-Service Training:

You may need additional training to better understand the performance requirements of your essential job functions. In-service training classes will be scheduled and your attendance at such classes is mandatory.

**Skills and Abilities:**

1. Interpersonal skills.
2. Verbal and written communication skills.
3. Organization and prioritizing skills.
4. Initiative, judgment and problem solving skills.