



Title: Surgical Coordinator		
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POSITION TITLE: Surgical Coordinator

FLSA CATEGORY: Non-Exempt

DEPARTMENT: Procurement Services

OSHA CATEGORY: I

JOB CODE: 2

MISSION STATEMENT:

The California Transplant Donor Network's mission is to save and improve lives through organ and tissue donation for transplantation.

We concentrate our efforts on the recovery of vital organs such as lungs, heart, liver, kidneys, heart-lung and pancreas from deceased donors and placement of these organs with the over 100,000 people who are currently waiting for a life-saving organ transplant in our country. The Transplant Network also recovers corneas and a variety of tissues. The Transplant Network also offers on-going support and resources for both organ and tissue donor families.

VISION:

Our vision is to provide premier-level service to the community acting as the primary resource for organ and tissue donation in our area. We will provide excellent and compassionate support and service to the public and the health care professionals who serve them in the hope that each person who is eligible will be able to be a donor.

CORE VALUES:

We will strive to attain our vision by incorporating our core values of passion, integrity, and teamwork.

JOB SUMMARY:

The Surgical Coordinator must be dedicated to supporting the mission of the California Transplant Donor Network to save and improve lives through organ and tissue donation for transplantation. The Surgical Coordinator enhances the mission of the California Transplant Donor Network by providing assistance during the organ recovery to the donor recovery team(s) and OR staff. Responsibilities include: arranging transportation for surgeons, assisting OR staff with appropriate back table set-up, perfusion of the organs, packaging of organs, transportation/delivery of organs, post-mortem donor care, reporting intraoperative findings/anatomy to Placement, and assisting with preparation/delivery of biopsy specimens. 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:

Organ Preservation, Packaging, and Distribution

1. Participates in an effective call schedule.
2. Ensures that all aspects of the recovery process are performed to optimal levels and adherence to CTDN policies/procedures.
3. Maintains a high level of professionalism at all times
4. Responsible for arranging organ and team transportation (both ground and air) in accordance with CTDN policy
5. Responsible for coordinating the procurement, preservation, packaging, and distribution of living and deceased donor organs and specimens. Monitors and conducts proper aseptic technique during the recovery process to ensure a safe recovery and handling of living and deceased donor organs.



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6. Responsible for accurate documentation of the intraoperative process with organ specific findings in accordance with CTDN policy
7. Responsible for effectively communication with operating room staff to ensure an appropriate/efficient recovery suite set-up, organ recovery process and appropriate post mortem care is completed.
8. Assists with the maintenance, stocking, and preparation of supplies necessary for organ recovery operations.
9. Completes all quality assurance records required for organ and tissue donation.

Donor Family Interactions

1. May be responsible for interacting with donor families.

Professional and Public Education

1. Assists with public speaking events when requested.

Professional/Personal Competency

1. Maintains current knowledge of organ recovery preservation and packaging standards and practices. Participates in the orientation and training of other staff members in regards to organ recovery policy and procedures.
2. Seeks guidance to improve job performance by setting annual meetings with supervisor; or more often if situation requires.
3. Each Surgical Coordinator will continue to offer suggestions to improve the Recovery Services Department and CTDN as a whole. Reasonably requested projects will be completed in a timely and accurate manner and/or by deadlines set forth by the supervisor and employee.

Continuous Quality Improvement/Staff Meetings

1. Responsible for attending Recover Services meetings, staff meetings, , , workshops, and other CTDN activities.
2. Responsible for participation in quality control of required Recovery Services documentation (intraoperative documentation, equipment monitoring, inventory, etc.).
3. May be required to perform other duties as assigned.

The CTDN has the right to revise this job description at any time. The job description is not a contract for employment, and the employee or the CTDN may terminate employment at any time, for any reason.

REPORTING TO:

Manager of Recovery Services

DIRECT REPORTS:

N/A

KNOWLEDGE, SKILLS AND ABILITIES:

N/A



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EDUCATION AND/OR EXPERIENCE:

Education:

Required: High School graduate or GED equivalent

Preferred: Bachelors degree or an equivalent degree/diploma/certification in an allied health field .

Experience:

Required: Experience in organ procurement, tissue banking, Corpsman or related field.

Certification/License:

Required: CTDN requires employees to maintain a valid California driver’s license.

Certified Transplant Preservationist (CTP), Certified Surgical Technician (CST).

Other:

Working knowledge of office equipment, including but not limited to word processor or personal computer, Microsoft Office 2000 or higher, fax machine, calculator, photocopier, and portable telephone/PDA,. Reliable automotive transportation required.

RESPONSIBILITY FOR INTERPERSONAL AND CUSTOMER RELATIONS:

Adheres to the principles of “customer service” in all aspects of the job. Supports fellow employees and others to further the achievement of CTDN’s mission. Builds and maintains positive relations outside of CTDN. Represents CTDN effectively in client situations and to the general public.

CONTRIBUTION TOWARD WORK DIRECTION AND/OR TEAM PARTICIPATION:

Makes efficient and effective use of own time. Sets and meets realistic deadlines. Attends and participates in departmental and organizational meetings.

PARTICIPATION IN CONTINUOUS QUALITY IMPROVEMENT:

Supports the vision and mission of CTDN. Is committed to proactively focusing on and reviewing data that is collected as it relates to his/her job responsibilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, stand, bend and walk. The employee may also be required to move up to 50 lbs. and/or perform repetitive duties from time to time.



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ENVIRONMENTAL INFLUENCES:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed by HR: _____ Date: _____

Supervisor: _____ Date: _____

Employee: _____ Date: _____

Note: Your signature serves as confirmation that you have read and understand this document. It is not a contract between CTDN and the employee. CTDN reserves the right to revise the job description.



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ADA WORKSHEET – Surgical Coordinator

Indicate the required demands and the equipment and/or machinery used in the performance of the job by listing the code, which corresponds to the frequency of usage. Note: Mental demands are not only learned mental skills, but also conditions that call for mental discipline.

Code	Frequency
5 =	Constantly (many times throughout each day)
4 =	Daily (daily, but only once or twice per day)
3 =	Frequently (several times per week)
2 =	Occasionally (no more than once or twice per week)
1 =	Rarely (less than once per week)

Mental Demands					
5	Reading Documents or Instructions	5	Language	3	Training
5	Detailed Work	3	Presentations	5	Multiple Concurrent Tasks
5	Problem Solving	5	Verbal Communications	5	Constant Interruptions
4	Customer Contact	5	Written Communications		Other:
5	Reasoning	5	Analytical Reasoning		Other:
3	Math	5	Changing Priorities		Other:

Physical Demands					
4	Writing	2	Standing	1	Pushing
4	Walking	3	Driving	4	Reaching
5	Speaking	2	Carrying	1	Squatting
5	Hearing	5	Sitting	1	Kneeling
5	Sight	0	Crawling	4	Twisting
1	Lifting up to 20 lbs.	1	Pulling	5	Key or Type Text
1	Climbing	3	Mobility	3	Other: Air Travel

Equipment Used to Perform Tasks					
4	Computer Terminal	3	Fax Machine	5	Other: PDA
0	Typewriter	0	Forklift		Other:
3	Computer Printer	0	Hand & Power Tools		Other:
0	10-Key	0	Camera		
3	Audio Visual Equipment				
5	Telephone				
3	Copier				



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New Employee Training Schedule

Employee Name:

Employee #:

Job Title: Surgical Coordinator

Manager:

Training Tasks:	Task ID	Type	Date Scheduled
Human Resources	NEO001	Individual	
Information Technology	NEO002	Individual	
Learning and Development	NEO003	Individual	
Finance- Expense Reports	NEO004	Individual	
Finance- Corporate Credit Cards	NEO005	Individual	
On-Line Training Courses	NEO100-NEO107	Online	
Self-Study, Read and Acknowledge - Individual Training Plan	Individual Training Plan	R/A	
Job Specific Training Tasks:			
General Orientation	NEO201-NEO208	Classroom	
Brain Death	NEO 300	Classroom	
Donation Services Orientation	NEO301-NEO305	Classroom	
Clinical Orientation I	NEO400	Classroom	
Clinical Orientation II	NEO401	Classroom	
Clinical Orientation III	NEO402	Classroom	
Milestone Tasks:			
40 Day Check-in	NEO900	Individual	
60 Day Evaluation	NEO901	Individual	
120 Day Evaluation	NEO902	Individual	
Post Orientation Training Tasks:			
Annual Policy Review		R/A	
Ad Hoc - Workshops, meetings, continuing education		TBD	Ongoing