



TITLE: : Tissue Recovery Technician – Per-Diem	RELEASE DATE: 01/31/2010
PROCEDURE LEVEL: 1 2 3	EFFECTIVE DATE: 01/31/2010
DOCUMENT NUMBER: JD238	REVISION: 0

CTDN POSITION DESCRIPTION

TITLE: Tissue Recovery Technician – Per-Diem
DEPARTMENT: Tissue Recovery Services
STATUS: Non-Exempt
SALARY GRADE: Grade 3
REPORTS TO: Manager of Tissue Recovery Services

GENERAL JOB FUNCTION

The Tissue Recovery Technician (TRT) must be dedicated to supporting the mission of the California Transplant Donor Network to provide the opportunity to improve and extend lives through organ and tissue donation for transplantation. Responsibility includes responding in a timely manner to tissue recovery cases during scheduled “on-call” periods. The TRT may be required to assemble required supplies, drive CTDN vans to and from recovery sites and gather equipment for clinical recoveries. This position is an “on-call” position. This position requires a proactive team player who must uphold the core values of the organization which include integrity, respect, honor of diversity, personal accountability, creative initiative, team work and excellence.

JOB RESPONSIBILITIES

- A. Participates in the tissue recovery schedule as set forth by Tissue Recovery management.
- B. Performs surgical dissection of tissue(s) for transplant and/or research in accordance with CTDN SOP’s.
- C. Screens potential donors from coroner offices (if applicable) in a timely manner and report all potential donors to Donor Consent Group.
- D. Attends regularly scheduled technical meetings.
- E. Responsibly and accurately reviews tissue donor informed consents to ensure proper identification of the donor and of tissue(s) authorized to recover
- F. Insures security, confidentiality and availability of records in compliance with CTDN and outside regulatory policies and procedures.
- G. Provides on- the- job training to new and existing tissue recovery staff per CTDN training plan.
- H. Assist in coordinating and facilitating timely shipping of diagnostic samples, tissues, and medical records to appropriate laboratories or processors.
- I. Completes other duties as assigned by the Manager, Tissue Recovery Services



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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.

Job Qualifications:

Education: Required: Associates Degree. Experience may be substituted for educational requirement.

Preferred: Successful completion of Surgical Technologist Course

Experience: Required: One year experience in hospital setting as a Surgical Technologist
Two years relevant experience in a Tissue/Organ procurement organization may be substituted for educational requirements.

Certification/License:

- AATB certification preferred
- EBAA certification preferred

Equipment: 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.

Other: Valid CA drivers license required



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Physical Environment/Working Conditions:

Location: Assigned office. All CTDN offices are non-smoking facilities.

Travel: The Tissue Recovery Technician may be required to travel throughout the Central and Northern California region by auto or air in order to meet the duties and responsibilities of the position. Personal vehicle may be used for some of the travel required. Company reimbursement for personal auto use while on the job is consistent with IRS guidelines.

Work Hours: Number of actual hours worked varies by amount of call shifts covered, service area, fluctuations in donor activity, and staff turnover.

Working Conditions: While performing some essential functions of this position, you may be required to perform some functions repeatedly; sit, stand or bend for an extended period of time; do some lifting and carrying objects such as equipment used to maintain recovered organs; moving, pushing, or pulling; and 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.
See ADA Worksheet.

OSHA CATEGORY I Employees who are regularly/occasionally exposed to bloodborne pathogens or have a potential for this exposure and are also at risk for TB exposure through patient contact while performing their assigned job duties. Bloodborne pathogen protection and TB screening are required.

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 CTDN has the right to revise this job description at any time.

Employee: _____
(Signature)

Date: _____



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ADA WORKSHEET – Tissue Recovery Technician

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.

<u>Code</u>	<u>Frequency</u>
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	2	Presentations	5	Multiple Concurrent Tasks
5	Problem Solving	5	Verbal Communications	5	Constant Interruptions
5	Customer Contact	5	Written Communications		Other:
5	Reasoning	5	Analytical Reasoning		Other:
3	Math	5	Changing Priorities		Other:
Physical Demands					
5	Writing	1	Standing	1	Pushing
5	Walking	5	Driving	3	Reaching
5	Speaking	1	Carrying	3	Squatting
5	Hearing	5	Sitting	3	Kneeling
5	Sight	0	Crawling	1	Twisting
1	Lifting up to 50 lbs.	0	Pulling	0	Key or Type Text
4	Climbing	3	Mobility		Other:
Equipment Used to Perform Tasks					
0	Computer Terminal	5	Fax Machine	0	Cash Register
0	Typewriter	0	Forklift	0	Transcriber
5	Computer Printer	0	Hand & Power Tools	5	Other: Desk top and Or lap top
4	10-Key	0	Camera		Other:
1	Audio Visual Equipment	0	Microfiche Reader		Other:
5	Telephone	0	MICR Micro encoder		
5	Copier	0	Microfilmer		