



Title: <b>Logistics Coordinator</b>		
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**POSITION TITLE:** Logistics Coordinator

**FLSA CATEGORY:** Non-Exempt

**DEPARTMENT:** Procurement Services

**OSHA CATEGORY:** II

**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 Logistics 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 Logistics Coordinator is responsible for logistical support related to recovery supplies, as well as staff, recovery team, organ and tissue transportation. 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:**

Logistical Support (Continual)

1. Coordinates the transportation of staff, teams, organs and tissues to and from donor recoveries.
2. Assist with case preparation for donor recoveries.
3. Coordinates the importing of extra-renal organs from recoveries outside of CTDN's DSA.
4. Maintains logistical oversight of donor organs and tissues recovered for transplant or research that are awaiting final disposition.
5. Ensure all forms and call schedules needed for donor recoveries are current and available and/or posted..
6. Reconciles invoices submitted to CTDN for transportation related events.
7. Assists Logistics Supervisor with establishing and maintaining transportation vendor accounts.
8. Assists with quality assurance efforts regarding logistics.
9. Participates in an effective call schedule.



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#### Laboratory Related Activities

1. Assists with inventory for donor recovery supplies,
2. Assists with organizing and stocking supplies received
3. Monitor the expiration date of donor recovery supplies.
4. Assist in performing monthly inventory counts.
5. Review Recovery Services Worksheets to field and direct concerns to the appropriate parties
6. Monitor the functionality of all surgical equipment and facilitate repair/cleaning as required.
7. Daily monitoring of the Recovery Services refrigerator and freezer to ensure specifications are met.
8. Work with Logistics Supervisor to ensure compliance with AOPO accreditation.
9. Maintain regulatory compliance in matters surrounding transportation, lab safety, handling of biohazard materials, etc.

#### Transportation of Recovery Teams and Staff

1. Driving of staff, recovery teams, organs and tissues to and from donor recovery hospitals, transplant centers and destination airports.
2. Concurrent documentation of driving activity on standard forms (pickup/drop-off times of team, destination, team/staff names, etc.).
3. Maintain database for recovery related ground transportation invoices. Oversees the general vehicle maintenance including the completion of the vehicle maintenance checklist, cleaning (inside and outside) of vehicles and ensuring vehicles have been fully refueled following use.

#### Team Involvement

1. Participates in regularly scheduled departmental team meetings.
2. Attends organizational staff meetings as scheduled.

#### Profession and Personal Competency

1. The Logistics Coordinator will keep self informed and educated with respect to the donor recovery process. Travel to other organ procurement organizations and/ or conferences may be required as well.

#### Other Responsibilities

1. 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:**

Recovery Services Logistics Supervisor

#### **DIRECT REPORTS:**

N/A



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**KNOWLEDGE, SKILLS AND ABILITIES:**

N/A

**EDUCATION AND/OR EXPERIENCE:**

Education:

Preferred: Bachelor's Degree.

Required: High School graduate or GED equivalent.

Experience:

Preferred: Pervious experience in logistics, inventory control, purchasing..

Certification/License:

CTDN requires the incumbent to maintain a valid California driver's license and current vehicle insurance based on California minimum insurance coverage standards.

Other:

Proficient use of office equipment, including but not limited to personal computer, fax machine, calculator, photocopier, scanner, telephone, and slide and overhead projectors and VCR.

This individual must possess intermediate to advanced computer skills in Word, Excel, Power Point, Outlook and electronic mail functions; Reliable automobile 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 – Logistics 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	2	Presentations	5	Multiple Concurrent Tasks
5	Problem Solving	5	Verbal Communications	3	Constant Interruptions
5	Customer Contact	5	Written Communications		Other:
5	Reasoning	5	Analytical Reasoning		Other:
4	Math	5	Changing Priorities		Other:

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

Equipment Used to Perform Tasks					
5	Computer Terminal	5	Fax Machine		Other:
1	Typewriter	0	Forklift		Other:
4	Computer Printer	4	Hand & Power Tools		Other:
0	10-Key	2	Camera		
1	Audio Visual Equipment				
5	Telephone				
4	Copier				

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### New Employee Training Schedule

**Employee Name:**

**Employee #:**

**Job Title:** Logistics 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	
On-Line Training Courses	NEO100-NEO107	Online	
Self-Study, Read and Acknowledge - Individual Training Plan	Individual Training Plan	R/A	
<b>Job Specific Training Tasks:</b>			
Skills Assessment Checklist	NEO200	Individual	
General Orientation	NEO201-NEO208	Classroom	
Donation Services Orientation	NEO301-NEO305	Classroom	
<b>Milestone Tasks:</b>			
40 Day Check-in	NEO900	Individual	
60 Day Evaluation	NEO901	Individual	
120 Day Evaluation	NEO902	Individual	
<b>Post Orientation Training Tasks:</b>			
Annual Skills Assessment		Individual	
Annual Policy Review		R/A	
<b>Ad Hoc - Workshops, meetings, continuing education</b>		TBD	Ongoing