

PD-0000

Rev 4

**Surgical Recovery Coordinator**

**DEPARTMENT:** Organ Procurement  
**STATUS:** Non-exempt; Hourly  
**EXPOSURE RISK:** Category I  
**SALARY GRADE:** 21  
**REPORTS TO:** Manager of Organ Recovery and Preservation Services  
**SUPERVISES:** N/A

**GENERAL JOB FUNCTION**

The Surgical Recovery Coordinator (SRC) collaborates with external and internal partners and customers during organ and tissue recovery for local, import and living donor opportunities and facilitates the coordination of recovery events by providing organ preservation, packaging and delivery services. Provides prompt, professional and effective service to partners and customers to meet requirements and enhance relationships. Works closely with transplant centers and heart valve processors to ensure that customer and regulatory requirements are met. Participates in an on-call and office blended schedule. Aligns daily activities with the strategic and operational goals of the organization.

**JOB DUTIES AND RESPONSIBILITIES**

**Independently facilitates and coordinates all aspects of the surgical recovery, preservation, packaging and transportation for organ and tissue donation cases.**

1. Assembles, packages and transports preservation supplies and equipment for transportation to donation site.
2. Collaborates with donor hospital partners to ensure effective operating room setup, instrumentation and backtables are optimal to facilitate the organ donation process.
3. Utilizing sterile technique, scrubs in to assemble sterile supplies and packaging materials on backtables.
4. Engages in critical thinking while collaborating with transplant surgeons to optimize recovery.
5. Real time independent evaluation of unique circumstances, determining an appropriate course of action using established resources and guidance from others.
6. Facilitates preservation and packaging of organs and tissues for transplantation or research in accordance with transplant center requirements. Focuses on maintaining viability by following Organ Procurement Transplant Network (OPTN) standards and LifeSource procedures.
7. Execute and monitor mechanical preservation of kidney's by positioning cannula and placement of kidney on pulsatile perfusion device using sterile technique to optimize organ acceptance.
8. Completes post-case activities including organ delivery and terminal cleaning, documentation, and restocking.
9. Ensures donor referral/case record completion within established timelines and quality review as needed.

**Assists with tracking and maintaining the cleanliness and orderly manner of the clinical area, including surgical preservation supply rooms, kidney pump room and all equipment.**

1. Unpack, transfer to proper storage area, organize and stock supplies that have been released following appropriate rotation model.
2. Collaborates on quality assurance checks and inventory rotation so that expired materials are not stocked for use and are disposed of according to the guidelines set for compliance with FDA, AOPO, EBAA and AATB.
3. Retrieval of equipment, including kidney pumps and coolers, from transplant centers, ensuring appropriate equipment at all LifeSource facilities.
4. Restock supply areas, including clinical areas and kidney pump room, following all organ, eye and tissue cases.
5. Engages in clerical administrative work as needed, creating labels, updating policies and procedures, filing, writing/editing/proofing, presentation preparation, spreadsheet development, assisting with creating and updating training documents and presentations.
6. Other projects, courier needs, or case activity as assigned, including providing support for organ, eye or tissue cases.

**Ensures effective, respectful and strong communication and collaboration with hospital staff, physicians, related donation agencies, and other LS team members to fulfill donation and transplantation.**

1. Works in strong collaboration with hospital staff, physicians (such as intensivist or transplant surgeon/physician) and LS clinical team members to meet donor management goals.
2. Ensures strong collaboration with the organ, tissue, and partner relations teams to ensure the maximization of organ and tissue donation opportunities.
3. Ensures respect for hospital equipment, policies and procedures.
4. Performs as a preservation expert resource for donation education needs.

**In collaboration with management, engages as a surgical recovery and donation preservation subject matter expert across the organization.**

1. Champions organizational efforts to sustain organ donor growth.
2. Consistently ensures real time communication and customer service with primary customers and partners.
3. Participates in Donor Family events to support the continuum of care.
4. Participates in performance improvement activities to streamline efficiency, stewardship and effectiveness of preservation and transportation.
5. Fulfill duties outside of referral/case activities including availability and attendance at in-office activities, managing schedule appropriately.
6. Participates in case debriefs, assigned work groups/special projects, team member meetings, and other activities as directed by Manager.

**STANDARD RESPONSIBILITIES**

1. Perform work while demonstrating a commitment to excellence and performance improvement.
2. Update clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
3. Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
4. Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
5. Routinely share feedback, solutions and ideas to leadership, including identification of training needs.
6. Exhibit outstanding clinical, customer service and collaboration skills as required by position.
7. Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
8. Demonstrate LifeSource Values in work behaviors and actions.
9. Actively participate on assigned committees, work groups and project teams.
10. Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
11. Perform other duties as required and assigned by leader.

**QUALIFICATIONS**

1. Requires advanced education with a surgical focus and a minimum of two years experience in an operating room environment or a combination of equivalent education and 2 years of experience.
2. Requires successful completion of Certified Transplant Preservationist certification within 2 years of hire.
3. Prefer designation as a Certified Surgical Technologist, Certified Surgical Assistant, Surgical Technologist or equivalent.
4. Requires previous proven practiced knowledge of human anatomy and aseptic/sterile technique.
5. Frequently lift objects up to 100 pounds and transfer short distances. Ability to push/pull up to 150 pounds with assistance. Heavier objects should be lifted and transferred using team help.

6. Excellent critical thinking and analytical skills to confidently execute reasonable and sound decision making.
7. Strong communication and interpersonal skills including effective written correspondence, active listening and professional customer service response at all levels.
8. Proven self-directed, motivated contributor with a strong initiative and ability to function autonomously, establish priorities and work effectively within a team environment.
9. Excellent organizational, critical thinking, collaboration and analytical skills are fundamental.
10. Working knowledge of Microsoft Office applications.
11. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with HIPAA.
12. Proven skilled and competent in using technology-based devices and mobile tools such as personal computers and related software, electronic medical record systems, mobile phones, and mobile printing devices.

**WORKING CONDITIONS**

1. Requires regular on-call availability of thirteen (13) 24-hour shifts per four (4) week block, including working weekends and holidays. Requires 2 weekends, per 4-week block, this includes Friday, Sat, Sun or Saturday, Sun, Mon. Additionally, four (4) office days per 4-week block. Follows assigned work schedule, in accordance with Surgical Recovery Team Departmental Guidelines and Expectations, which may vary based on the needs of the organization and may require additional time commitment outside of scheduled shifts for meetings or trainings.
2. Must report on-site within 1 hour of notification.
3. Overtime may be appropriate to meet organizational needs. May require extended periods of work time including travel.
4. Environmental influences may include unpleasant odors, slippery surfaces, work in operating rooms/morgues at hospitals/funeral homes/medical examiners offices, temperature variations, exposure to human tissue and associated hazards and biohazards.
5. Non-recovery work is expected to be completed in the office during defined office hours or otherwise established, case activity is priority.
6. Able to travel within the LifeSource service area (MN, ND, SD and a portion of WI) by ground or air, via small charter aircraft, safely during various weather conditions. In addition, must have required credentials to be able to travel by ground or air throughout the United States and Canada commercially.
7. Affected team member in Category I are regularly exposed to bloodborne pathogens and have a potential for this exposure or handle materials that could spread infection (one or more potential opportunities per month). Additionally, they have regular interaction with staff in patient or donor areas in a hospital or clinic setting while performing their assigned job duties.
8. Must be able to follow and successfully complete category immunization, health screening and background check requirements.