

PD-0086__ Rev 1

Tissue Recovery Specialist

DEPARTMENT: Tissue Services
STATUS: Nonexempt; Hourly
SALARY GRADE: 20 - 22
REPORTS TO: Tissue Services Manager
SUPERVISES: N/A

GENERAL JOB FUNCTION

The Tissue Recovery Specialists are responsible for actively participating in the surgical recovery of tissue and eye from deceased donors for transplantation and/or research purposes. With thorough and ongoing training, will exhibit in-depth knowledge and understanding to fulfill successful surgical recovery process in alignment with standards and processor requirements while driving opportunities to enhance the overall quality and quantity of tissues and eyes recovered. In accordance with protocols and regulatory requirements, will adhere to proper clinical room etiquette and employ universal safety precautions while maintaining respect and confidentiality for the donor throughout recovery. Aligns daily activities with the strategic and operational goals of the organization.

JOB DUTIES AND RESPONSIBILITIES

Engages in safe, timely and compassionate surgical recovery of tissue (including skin, cardiac, vascular, musculoskeletal, and ocular) from incision to reconstruction using established surgical and sterile technique protocols in an operating room or similar environment.

1. Adheres to approved prepping, draping, zone recovery and culturing protocols in accordance with the policies and procedures of LifeSource, our processing partners, the American Association of Tissue Banks (AATB), Eye Bank Association of America (EBAA) and by state, local, and federal regulations.
2. Ensures appropriate site requirements and configuration of the surgical room as described in AATB or EBAA, specifically prevention of contamination and cross contamination, to accommodate tissue recovery.
3. Follows AORM surgical room etiquette and terminology, including sterile equipment and supply set up procedures.
4. Executes thorough understanding of OSHA procedures and personal AORN protective equipment for proper scrubbing, gowning and surgical attire.
5. Exhibits an understanding of infectious diseases and implications for infection and transmittal through tissue grafts when following tissue preparation, recovery, packaging, and transport procedures in accordance with processor requirements.
6. Participates in the dual verification process procedure to positively identify the donor and review authorization/document of gift.

Assists, exhibiting a thorough understanding of requirements, with assessment, lab testing specimens, packaging and documentation coordination of a recovery.

1. Assist in assessing donor suitability to ensure safe and effective tissue for processing.
 - a. Reviews all pertinent documentation, including consent, to ensure suitability with all regulatory, and processor requirements.
 - b. Conducts thorough and complete physical exams and associated documentation.
2. Using proper aseptic technique, collects and assesses suitability of serology testing specimens.
3. Exhibits an understanding of infectious diseases and implications for infection and transmittal through tissue grafts and eye when following tissue preparation, recovery, packaging, and transport procedures in accordance with processor requirements.

Assists with tracking and maintaining the cleanliness and orderly manner of the clinical suite, including tissue supply rooms, staging area and offsite medical examiner recovery suites.

1. Receipt of goods ordered, unpacks and transfers to proper storage areas and tracks supplies into inventory.
2. Performs physical inventory count ensuring par levels of inventory are maintained including supplies and instrumentation for recovery. Engages in assisting with financial reporting as necessary.
3. 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.
4. Clean and restock equipment and supplies following organ, eye and tissue cases.
5. Assists in the sterilization of instruments, equipment and supplies. Maintaining documentation of sterilization activities as appropriate.
6. Responsible for the intake and release of deceased donors for tissue and eye recovery and training.
7. Assists in the preparation and clean-up for wet lab trainings.
8. 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.
9. Other projects or case activity needs as assigned, including assisting with organ cases, lab testing and courier needs.

Engages in general Tissue Support services providing continuity of services from the department to the organization.

1. Professionally engages with various partners ensuring successful coordination and completion of donation recovery process.
2. Demonstrates professional representation and knowledge of the recovery process during interactions with other related donation organizations, including, but not limited to: eye banks, funeral homes, medical examiners and coroners.
3. Attends and participates in scheduled meetings, ongoing and annual trainings and LifeSource team meetings to ensure compliance with policies and team member development, OSHA, FDA, AATB, EBAA regulations and all other required trainings.
4. Performs team member orientation and provides ongoing training opportunities for systems and processes including inventory system (BTM), sterilization, intake/release, how to inspect supplies, etc.
5. Participates in disaster preparedness to ensure effective and efficient continuation of operations.

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 - TRAINEE

1. Requires a High school diploma or equivalent. Advanced education in biology, chemistry or similar surgical coursework preferred.
2. Requires 1-year experience in tissue recovery, surgery or similar job function, with proven practiced knowledge of human anatomy or equivalent education & experience.
3. Requires previous proven practiced knowledge of human anatomy and aseptic/sterile technique.
4. Performing recoveries requires attention to detail, hand-eye coordination, a steady hand, effective fine motor skills, occasionally exerting necessary force and ability to manipulate tools accurately to execute trained techniques.
5. Frequently lift objects up to 50 pounds and carry short distances. Ability to push/pull up to 150 pounds with assistance. Heavier objects should be lifted and transferred using team help.
6. Stamina for the ability to stand 100% of the time during recovery.
7. Must be organized, detail oriented, and have strong collaboration and communication skills.
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. Works under the supervision of a designated trainer until deemed competent to perform job independently.
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 a minimum of seven (7) 14-hour shifts per two weeks. A minimum of four (4) 14-hour weekend shifts per month. (Friday 5:00 p.m. – Monday 7:00 a.m. end time). Follows assigned work schedule, in accordance with Tissue 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. 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.
3. Non-recovery work is expected to be completed in the Minneapolis office during defined office hours or otherwise established, case activity is priority; if not at Minneapolis office, must report on-site within 1 hour.
4. 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.
5. 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.
6. Must be able to follow and successfully complete category immunization, health screening and background check requirements.