

PD-0102 Rev 2

Ocular Recovery Specialist

DEPARTMENT: Tissue
STATUS: Non-Exempt; Hourly
EXPOSURE RISK: Category I
SALARY GRADE: 20
REPORTS TO: Tissue Services Manager
SUPERVISES: N/A

GENERAL JOB FUNCTION

The Ocular Recovery Specialists are responsible for actively participating in the independent surgical recovery of corneas from deceased donors for transplantation and/or research purposes. With thorough and ongoing training, will exhibit in-depth knowledge and understanding to independently execute recovery in alignment with standards and processor requirements while driving opportunities to enhance the overall quality. 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

Independently fulfills safe, timely and compassionate surgical recovery of cornea 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 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 recovery room or area as described in AATB or EBAA, specifically prevention of contamination and cross contamination, to accommodate tissue recovery.
3. Follows AORN surgical room etiquette and terminology, including sterile equipment and supply set up procedures.
4. Executes thorough understanding of OSHA procedures and personal protective equipment for proper scrubbing, gowning and surgical attire.
5. Exhibits an understanding of infectious diseases and implications for infection and transmittal through corneal 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.

Ensures accuracy and attention to detail in independently fulfilling all administrative aspects of recovery ensuring execution of regulatory and processor requirements.

1. Ensures thorough physical assessment of the donor in accordance with established processor requirements.
2. Using proper aseptic technique, collects and assesses suitability of serology testing specimens, ensuring ability to fulfill all required lab testing.
3. Ensures accuracy of required paperwork and documentation per established procedures, processor and regulatory requirements associated with the recovery.
4. Responsible for final shipment of cornea, to include but not limited to, packaging, labeling and courier pick up arrangements.
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.

Engages in other duties, as a member of the Tissue Services Team, to ensure consistent execution of expectations and services from the department to meet organizational objectives.

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.

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 a High school diploma and 1 year of experience in tissue recovery, surgery, or similar job function, with proven practiced knowledge of human anatomy or equivalent education & experience.
2. Advanced education in biology, chemistry or similar surgical coursework preferred.
3. Proven knowledge and understanding of sterile/aseptic 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 critical thinking and communication skills.
8. Proven self-directed, motivated contributor with a strong initiative and ability to function autonomously, establish priorities and problem-solve efficiently.
9. Works under the supervision of a designated trainer until deemed competent to perform job independently.
10. 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.

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11. Strong working knowledge of Microsoft Office applications.
12. Proven skilled and competent in using technology-based tools such as personal computers and related software, mobile devices and electronic medical record systems as appropriate for position.

WORKING CONDITIONS

1. Requires regular on-call availability of a minimum of six (6) 12-hour shifts (5:00 a.m. – 5:00 p.m.) per month, with a primary focus on designated weeks. Shifts include days, nights, weekends, and holidays. Requires 50%-night shift availability. Follows assigned work schedule, in accordance with Tissue Team Departmental Guidelines and Expectations, which may vary based on the needs of the organization and will require time commitment outside of scheduled shifts for onboarding, meetings or trainings.
2. Team members must arrive onsite, medical examiners, hospital, or other recovery site, within two (2) hours of notification.
3. 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.
4. 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.
5. Must maintain a valid driver license and have reliable personal automobile to be used with company reimbursement using IRS guidelines. Able to travel within the service area (MN, ND, SD) by ground or air.
6. Must be able to follow and successfully complete category immunization, health screening and background check requirements.