

DEPARTMENT: Organ Procurement
STATUS: Exempt; Salaried
EXPOSURE RISK: Category I
SALARY GRADE: 100
REPORTS TO: Manager of Organ Recovery and Preservation Services
SUPERVISES: N/A

GENERAL JOB FUNCTION

The Surgical Recovery Specialist is responsible to collaborate with external and internal partners in the surgical dissection, removal, and preparation of abdominal organs and tissue recovered from deceased donors for transplantation and research. In collaboration with the Surgical Recovery team, manages the operative environment to ensure collaboration between transplant teams, the donor hospital and LifeSource. Provide prompt, professional, and effective service to partners and customers to meet requirements and enhance relationships. Work closely with transplant centers and heart valve processors to ensure that regulatory requirements are met. Participate in performance improvement activities to maximize organs and tissues recovered for transplantation and research including engaging in continuing education and development of efficiencies, stewardship and effectiveness of recovery and preservation processes. Align daily activities with the strategic and operational goals of the organization.

JOB DUTIES AND RESPONSIBILITIES

Assist surgeons in the recovery of organs for transplantation by engaging in effective communication and collaboration in an operative environment.

1. Ensure organ recovery procedures, both Donation after Brain Death (DBD) donors and Donation after Circulatory Death (DCD) donors, meet national standards for organ recovery and transplantation.
2. In collaboration with the Surgical Recovery team, manage the operative environment, working in strong collaboration with surgeons, hospital staff, physicians, and related donation agencies, to meet donor management goals.
3. As an active role within the operating room, participate in directing the flow of activity including donor hospital staff, and others, who participate in the recovery process.
4. Execute preoperative safety measures, in accordance with standard safety and regulatory surgical processes and procedures.
 - a. Ensure positioning of donor and exposure for the recovery procedure including proper rotation and positioning of extremities, prevention of patient sliding on bed, and proper handling and placement of lines.
 - b. Prepare for recovery as appropriate to expose, prep and drape to create the sterile field and ensure effective aseptic technique
 - c. Evaluate and incorporate products to ensure effective barriers are established and maintained that prevent contamination during the entire procedure.
5. Initiate appropriate actions or instrumentation in collaboration with the surgeon and surgical technologist.
6. Responsible for inspecting the abdominal cavity for abnormalities that necessitate pathological evaluation.
7. Execute surgical recovery techniques including clamping, cauterizing, suturing, inserting, manipulating, retracting, cutting, and ligating tissue as necessary in partnership with surgeon, according to safety and regulatory requirements.

- a. As necessary assist with hemostasis, including but not limited to the utilization of ties, vessel loops, clip applicators, digital pressure, appropriate manipulation of sutures in partnership with surgeon, according to safety and regulatory requirements
- b. Assist surgeon in proper placement of insitu cannula for administration of preservation solution.
- c. May assist or execute recovery of abdominal organs, as appropriate.
- d. Assist surgeon in benching organs on the back table and executing sterile packaging per safety and regulatory procedures.
- e. Once kidneys split and anatomy complete, prepare cuff for cannulation in preparation of mechanical preservation, as needed.
- f. May perform organ biopsies and assist in the interpretation of organ biopsies to determine suitability with donor hospital pathology when requested.
- g. As appropriate, provide an accurate and verifiable description of organ anatomy with the LifeSource staff to include assessment of quality, anatomical abnormalities, surgical damage for the awareness and ultimate acceptance of the recipient transplant programs.
8. Independently recover tissue and research organs in donor hospitals throughout the service area engaging in effective communication and collaboration in an operative environment.
 - a. Identify anatomy, dissect, and recover heart for valves and organs/tissues for research per researcher or tissue processor protocols and specifications.
9. Finalize the recovery procedure, according to surgeon preference and donor care and management expectations.
 - a. Execute appropriate suturing techniques with closure of body planes to ensure support for tissue recovery and donor aftercare funeral home needs.
 - b. Assist with post-recovery care of the donor and communication with appropriate agencies regarding any unusual findings identified during the recovery.
 - c. Assist in verification of organ packaging and labeling in accordance with transplant center requirements. Focuses on maintaining viability by following Organ Procurement Transplant Network (OPTN) standards and LifeSource procedures.
10. Execute mechanical preservation of kidneys by positioning cannula and placement of kidney on pulsatile perfusion device using sterile technique to optimize organ acceptance.
11. Collaborate within the organization and with external resources to develop and promote practices that increase the number of organs recovered for transplantation.
12. Engage in supporting a professional operating room environment, driving collaborative discussion and resolution to achieve donation outcomes.

Engage as a surgical recovery subject matter expert providing leadership and guidance to the Organ Procurement team to achieve improved outcomes and maximizes organs for transplantation and research.

1. In collaboration with the Medical Director, review surgical injuries, as appropriate.
2. Develop and maintain effective working relationships with key transplant center customers.
3. Assure practices, policies, and procedures are compliant with all regulatory, accrediting, and governing policies and standards.
4. Participate in the research committee, driving processes and maximizing donation opportunities
5. Provide ongoing training regarding surgical technique, anatomy, dissection of research organs.
6. As appropriate, attend Clinical Advisory Board meetings and organ specific committee meetings.
7. Engage in activities, meetings, and initiatives with professional associations such as United Network of Organ Sharing (UNOS)/ Organ Procurement Transplant Network (OPTN), Association of Organ Procurement Organizations (AOPO), obtaining required continuing medical education/units per regulatory agency.
8. Provide training and mentorship of surgical fellows to programs with active transplant fellowships.

9. Participate in performance improvement activities to streamline efficiency, stewardship and effectiveness of preservation and transportation.
10. Fulfill duties outside of case activities including availability and attendance at in-office activities, managing schedule appropriately.
11. Participate in case debriefs, assigned work groups/special projects, team member meetings, and other activities as directed.
12. Maintain knowledge of surgical techniques, positioning, supplies and preservation through continuing education.

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 combination of education and experience equivalent to 7 years operating room surgical skills or preservation responsibilities.
2. Requires applied knowledge of aseptic technique, instrumentation, surgical assist techniques and awareness of recovery procedures.
3. Requires successful completion of Certified Transplant Preservationist certification within two (2) years of entry in the position. Once certified, you must obtain the required continuing education or recertification credits/process.
4. Requires a minimum of three years of proven leadership, mentoring and coaching experience.
5. Excellent critical thinking and analytical skills to confidently execute reasonable and sound decision making.
6. Ability to communicate effectively and interact positively, evaluating questions, concerns, and complaints objectively.
7. Demonstrated interpersonal savvy capabilities, building, maintaining, motivating, influencing, and achieving cooperation with both internal and external relationships across all levels of an organization.
8. Detail oriented and highly organized with a desire to improve processes, take initiative and solve problems and meet deadlines.
9. Strong communication and interpersonal skills including effective written correspondence, active listening, and professional customer service response at all levels.
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.

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 fifteen (15) 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. May include additional office days for trainings, meetings, or other work as appropriate. Follows assigned work schedule, in accordance with Team Guidelines and Expectations, which may vary based on the needs of the organization.
2. Must report on-site within 1 hour of notification.
3. May require additional time commitment outside of scheduled shifts for meetings or trainings.
4. 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.
5. 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.
6. Extensive travel within Minnesota, North Dakota, and South Dakota to donor hospitals both by vehicle and 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 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 complete category immunization, health screening and background check requirements.

Team Member Statement of Acknowledgement and Understanding

Acknowledgement of this job description is performed electronically via Q-Pulse—the LifeSource document control system. A team member’s electronic signature will represent the following statement of understanding:

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. Additionally, I understand the general description of the expectations related to work hours and absences, attached herein, are subject to change based on department and organizational requirements. I understand that LifeSource has the right to revise this job description at any time.

The following is a general description of the expectations related to work hours and absences. This is subject to change based on department and organizational requirements.

POSITION EXPECTATIONS

Job Title: Surgical Recovery Specialist

Reports To: Manager of Organ Recovery and Preservation Services

Exemption Status: Exempt; Salaried

WORK

Work Day: N/A

Hours: 0800-0800

Lunch/Breaks: Self-directed

Overtime: N/A

On-Call: Team members are on 24-hour call, office day is 8 hours. The 24-hour call includes weekends, evenings, holidays. Team members are required to work 15 call shifts and attend scheduled meetings and trainings during a 4-week block. Required to work 2 weekends, per 4-week block, this may include Friday, Sat, Sun or Sat, Sun, Monday.

Flexible Hours: No

Flexible Location: No

Weekends: Yes

Travel: Extensive travel within Minnesota, North Dakota, and South Dakota to donor hospitals both by vehicle and 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.

Mandatory Meetings: Departmental & All Team & committees as assigned (based on activity availability)

Shift Relief: Is provided within the 24-hour call period dependent on location of case and the availability of team members in relation to the activity level. Reasonable rotation is provided between team members with consideration to stewardship and logistics.

ABSENCE

Planned Absence (*Vacation, Holiday, Leave of Absence, etc.*)

Short-term: Vacation requests are submitted to Leader via established process. There are opportunities for regular pre-planning submission process as well as those that come up as needed. Pre-planned will be given precedent. Must be accurately documented via Timekeeping system.

Long-term: Covered with current team members

Unplanned Absence (*Injury, Illness, Leave of Absence, etc.*)

Short-term: The leader first looks to other team members to cover the absence. Other options may include hospital surgeon or traveler.

Long-term: Temporary hospital surgeon or traveler.

COMMENTS