




LIFECENTER NORTHWEST

Position Description

Job Title: Tissue Recovery Technologist I (Bellevue, WA)	Division: Operations
Reports To: Tissue Donation Program Manager	Department: Tissue Donation Services
Work Schedule: Variable and On Call (Per Diem)	FLSA Status: Non-exempt
	
Approved by:	Date: 4/24/08

Employment Statement: This position, along with each member of the LifeCenter Northwest Team, is held responsible for ensuring the vision, mission and values of the company are carried out. Outcomes are to be carried out to ensure that we save lives through donation and transplantation. Each member of the Team is to demonstrate *Service Excellence and Public Stewardship*.

Position Summary: Responsible for all aspects of procurement of musculoskeletal, cardiovascular and vascular tissue recovery.

General Responsibilities:

- Procure musculoskeletal, cardiovascular and vascular tissues from deceased donors in accordance with Good Manufacturing Practices (GMP), Standard Operating Procedures (SOP), quality control practices, clean room protocols, FDA requirements and AATB standards.
- Accurately document all procurement and processing activities and ensure accurate entry of information into database.
- Arrange transport of recovered tissue and records to tissue distribution agency.
- Organize and maintain satellite facility.
- Ensure adequate stock of all supplies.
- Arrange and track contract sterilization of instrumentation.
- Perform and document routine cleaning of laboratory and equipment.
- Work effectively with hospital OR staff to maintain good hospital relations and a cooperative work environment.
- Perform special projects consistent with the responsibilities required for position.

Other Responsibilities: The general responsibilities are not inclusive. The Tissue Technician I will follow other instructions/directions and will perform other related duties as required by the needs of the company and the Management Team.

Supervision: This position has no formal supervisory responsibilities. The position indirectly influences others.

Requirements and Qualifications:

- Educational Requirements:
 - High School diploma, GED or equivalent required.
 - Bachelors Degree in health sciences from a 4-year college or university is preferred.

▪ **Knowledge, Skills, and Abilities:**

- ☑ Previous training in tissue processing or similar clinical experience is desirable.
- ☑ Knowledge of anatomy necessary.
- ☑ Operating Room experience preferred.

▪ **Key Requirements:**

- ☑ Requires a valid driver's license and access to an insured automobile or the ability to arrive and depart from work and work related functions at expected times.
- ☑ Travel is essential to this position; consequently, the employee must be prepared to travel by automobile and airplane.
- ☑ This position requires the manual dexterity sufficient to effectively operate phones, computers, and other office equipment.
- ☑ The individual must have the ability to speak clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the phone.
- ☑ Specific vision abilities required by this position include close vision, depth perception, and the ability to adjust focus.
- ☑ Work is normally performed in an office, health care setting or similar facilities, as well as other business environments.
- ☑ The employee is required to lift 50 pounds.
- ☑ If applicable, include over time requirements, on call requirements, evenings, weekends, etc.

*Because of the nature of this position the incumbent may need to work outside of regular business hours, including evenings and weekends, sometimes without advance notice.

Company-Wide Expectations: Each employee is expected to carry out and adhere to the Company-Wide Expectations. These expectations are an addendum to each position description. All position descriptions are reviewed annually (at minimum) and as a result of changes in the needs of the company can be revised at anytime as directed and approved by the President/CEO.