Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Organ Recovery Coordinator</th>
<th>Division:</th>
<th>Operations</th>
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</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Director, Organ Donation Services</td>
<td>Department:</td>
<td>Organ Donation Services</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Variable and On Call</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Approved by:</td>
<td></td>
<td>Date:</td>
<td>August 13, 2010</td>
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</tbody>
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**Position Summary:** The Organ Recovery Coordinator (ORC) position involves fulfillment of both on-call responsibilities and office time related to identification, evaluation, management, and coordination of donor activity and all related documentation.

**General Responsibilities:** Job responsibilities are stated in broad terms and are not intended to be inclusive.

- Takes 24 hour call to be available for activity associated with organ donation.
- Receives and screens potential organ donor referrals.
- Provides family support to donors and potential donors.
- Obtains consent and a behavioral medical social history of potential organ donors.
- Performs physical assessments and conducts donor management.
- Accountable for accurate and timely allocation of organs.
- Assists in perfusion, preservation, packaging, and distribution of donated organs.
- Responsible for follow up activities related to the donation process.
- Establishes on-going proactive relationships with various entities related to donation, i.e., other Organ Procurement Organizations (OPO) personnel, transplant personnel, hospital personnel, physicians and surgeons, laboratory personnel to increase awareness and acceptance of organ and tissue donation and transplantation.
- Completes office responsibilities as assigned.
- Serves as clinical resource for the Hospital Development Department, which includes giving presentation to various groups.
- Maintains current knowledge of the donation and transplantation industry.
- Assists the Hospital Development Department with medical record reviews.

**Other Responsibilities:** The Organ Recovery Coordinator 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 supervisory responsibilities, but the position does provide direction to various personnel in facilitating donor activities.

**Requirements and Qualifications:**

- **Educational Requirements:**
  - RN required; ACLS preferred.
  - Bachelor’s degree or equivalent combination of education and experience is preferred.
  - ORC with two years experience may substitute academic experience requirements.
  - Coordinators must obtain their CPTC within 23 months of hire date.
• **Knowledge, Skills and Abilities:**

  ☑ At least one year of recent experience in critical care nursing.
  ☑ This individual must demonstrate operating knowledge of computers with a demonstrable, basic level skill (at a minimum) with Outlook, Word, Excel and other comparable software programs.

• **Key Requirements:**

  ☑ This position requires on call responsibilities and travel is essential to this position; consequently, the employee must be prepared to travel by automobile and aircraft within and outside the LifeCenter service area.
  ☑ 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.
  ☑ 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.
  ☑ Generally, working conditions do not require exposure to hazardous materials nor extremes in health and safety hazards. Work is normally performed in an office or hospital setting as well as other business environments.
  ☑ The employee is required to lift up to 50 pounds with or without assistance.

*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.*