



DIVISION SCOPE OF SERVICE

Division: CENTRAL WEST TEXAS
Classification: DONATION COORDINATOR
Applicant Name:

<p>Donation Coordinator: The Donation Coordinator must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p> <p>Definition of Care or Service: The Donation Coordinator works with the Director of Women’s Services primarily coordinating the donation of birth tissue. Scope of Service may include:</p> <ul style="list-style-type: none"> • Coordinates or assists with the donation process by: <ul style="list-style-type: none"> ○ Overseeing and/or following procedures ○ Providing directions and guidance to team members ○ Collection of birth tissues for shipment ○ Assist with Quality Control activities in field offices as needed ○ Performs other duties as assigned • Demonstrates Clinical and Service excellence behaviors to include HCA Healthcare code of conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.
<p>Setting(s):</p> <ul style="list-style-type: none"> • Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices
<p>Supervision:</p> <ul style="list-style-type: none"> • Direct Supervision by Department Director <ul style="list-style-type: none"> ○ Indirect supervision by site manager, or designee <p>Evaluator: Department Director or designee</p> <p>Tier Level: 2</p> <p>eSAF Access Required: YES</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • Associate degree or equivalent work experience is required. Degree in science related field (Biology, Chemistry, Nursing) preferred. <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A
<p>Experience:</p> <ul style="list-style-type: none"> ○ A minimum of 2-5 years related experience in organ procurement, tissue banking, blood banking, or birth tissue donation (preferred). ○ Computer skills: Proficient with Microsoft Office Suite.



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Competencies:

The Donation Coordinator will demonstrate:

- Accurate knowledge of American Association of Tissue Banks (AATB), and the Food and Drug Administration (FDA), and other State/Federal regulations
- Ability to perform the collection of birth tissue while using aseptic/sterile technique and maintaining a professional and efficient manner.
- Assist in the education and training of hospital staff as needed
- Ensure all donation documentation is completed and submitted according to facility standard operating procedures.
- Donation Coordinators shall participate in continuing education which may include training courses, technical meetings, and any other educational programs pertaining to assigned functions.
- Competent in determining donor suitability and obtaining informed consent
- Competent in performing the Donor Risk Assessment Interview
- Excellent written and verbal communication skills
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protection equipment (PPE) when required
 - Complies with Isolation precautions
 - Required immunizations per Division requirement

References:

- N/A

Document Control

- Created 8/15/2024

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____