

Donor Alliance, Inc.
www.donoralliance.org

Donor Alliance is a recognized leader in facilitating the donation and recovery of transplantable organs and tissues. Our primary objectives are to save and enhance the lives of others through effective family approach and recovery programs in hospitals, and to increase the awareness of the need for organ and tissue donation throughout Colorado and Wyoming. Donor Alliance is currently seeking candidates for the following position:

O.R. SPECIALIST (Surgical/O.R. Technician, Previous O.R. Experience)

The OR Specialist position involves the fulfillment of on-call responsibilities and assigned office time related to organ placement, coordination of import offers, coordination of recovery process, preservation and distribution of organs, and all related documentation.

QUALIFICATIONS:

Strong knowledge of medical terminology required. Bachelor's degree preferred. Previous exposure to the medical community required. The ability to meet the requirements of a variable and demanding call schedule required. Must be task oriented, pay close attention to detail, possess good communication skills, and maintain a professional manner of completing assigned duties. Strong verbal and written communication skills, with public speaking experience desired. Ability to interact effectively and diplomatically with interoffice personnel, donor hospitals, hospital staff, donor families, and the public. Strong interpersonal skills and ability to work both independently and as part of a team required. Valid driver's license and proof of good driving record required.

RESPONSIBILITIES INCLUDE:

- On-call shifts as assigned (minimum assignment 15 days/month; usually 24 hour shifts).
- On-call responsibilities to include but not limited to:
 - Allocation of organs for transplantation/research according to established policies and procedures.
 - Preservation, packaging, labeling, and deliver of organs, blood, and/or typing materials according to established policies and procedures.
 - Coordination of travel arrangements for local and import cases according to established policies and procedures.
 - Assembly of equipment for recovery process (local or import) and transportation of that equipment to on-site location according to established policies and procedures.
 - Maintenance and inventory of medical supply room and its contents according to established policies and procedures.
 - Coordination of receipt of recipient information from transplant centers/OPO according to established policies and procedures.
 - Maintains aseptic and sterile techniques according to established policies and procedures.
 - Coordination and documentation of statistics as assigned according to established policies and procedures.
 - Complete, accurate, and timely documentation of donor related activities in confidential donor record, forms, and case folders according to established policies and procedures.
- Variable office time (minimum 5 days per month) to complete post-case follow-up, chart documentation, projects, and assignments.
- Maintains confidentiality of donor and recipient information according to established policies and procedures.

We offer a competitive compensation and excellent benefits package.

**If you are seeking a challenging career opportunity please send your resume to: Email: resumes@donoralliance.org
EOE**