



JOB DESCRIPTION

JOB TITLE:	Surgical Specialist – Team Leader
STATUS:	Non Exempt

General Summary:

Under the general direction of the Clinical Manager – Donor Services and Director, Clinical Services, and in accordance with protocols, policies and procedures established by the organization, AATB, FDA, UNOS, and AORN, the Surgical Specialist, Team Leader (TL), will perform a variety of duties associated with the surgical recovery of organs and tissues for transplantation and/or research purposes. The Surgical Specialist TL will adhere to OR etiquette and always employ universal precautions. This position requires participation in a rotating 24-hour call schedule.

Essential Job Functions:

1. Work in conjunction with members of the Donor Service Center (DSC) and Family Services Department to ensure all necessary information is received before pursuing recovery.
2. Enter notes into True North acknowledging notification of the consented tissue case.
3. Review Med/Soc., Consent and M.E./Funeral Home restrictions, if applicable prior to team notification.
4. Activate the Tissue Team when notified by the DSC that there is a consented donor, and the case has obtained all necessary approvals.
5. Ensure necessary recovery/reconstruction supplies and equipment are prepared and ready for use, including preparation and transport of instruments and other supplies for sterilization.
6. Perform as a representative of the organization when recoveries are off-site. These responsibilities include insuring that the tissue recovery team performs in a professional manner at all times, as well as, obtaining a recovery site, communicating with the appropriate pathology of security staff, obtaining the medical record. Strict compliance with the hospital's identification and attire is a must.
7. Identify body (toe tag, wristband and/or shroud tag) and complete necessary documentation.

8. Perform comprehensive donor physical assessment prior to tissue recovery and complete all necessary documentation.
9. Ensure blood samples are drawn and properly labeled as required for the type of recovery being performed.
10. Assign duties related to the surgical recovery to the team members, consistent with their training and ability.
11. Participate in the recovery of tissues and research organs as needed from first incision to reconstruction using established surgical and sterile technique in an operating room or similar environment. Adhere to approved prepping, draping, zone recovery and culturing protocols.
12. Provide training/assessments to staff members under the general direction of the Clinical Manager – Donor Services and Human Resources.
13. Complete all documentation for each processing partner as it relates to the procurement.
14. Package skin, nerve, cardiovascular, and musculoskeletal tissue in accordance with all policies and procedures of both the processing partners and the organization, and arrange for shipment.
15. Reconstruct the body using established surgical procedures and materials.
16. Clean the body and assist with transport of the remains to the morgue cart or gurney when applicable.
17. Clean all required rooms and instruments prior to and after tissue recoveries.
18. Order transportation for the donor from the recovery site to the Medical Examiner's office or the funeral home as directed by the DSC.
19. Notify DSC to release "hold" on the remains to the Medical Examiner's office or the funeral home upon completion of the recovery.
20. Perform on site visits to the Medical Examiner's Office in Baltimore to assess potential tissue donors while utilizing a rotating schedule.
21. Attend continuing education programs to maintain clinical expertise and certification status at the discretion of The Living Legacy Foundation.
22. Complete disposition of blood samples as appropriate, and ensure a follow-up plan, if needed.
23. Ensure appropriate disposition of soiled equipment and supplies post recovery.

24. Participate in the quality review to ensure timely release of donor records to the tissue processors.

Requirements:

1. Minimum of six months operating room or outpatient surgical center experience with duties related to surgical scrub, circulator or first assist.
2. Understanding of sterile technique.
3. Documentation of training to perform a comprehensive physical assessment by adhering to policy and procedure.
4. Ability to work in a dynamic team environment and perform in demanding and stressful situations.
5. Knowledge of computers and computer software, e.g., Microsoft Office
6. Valid Maryland driver's license, proof of insurance and be insurable under The Living Legacy's master policy.
7. Ability to effectively communicate both verbally and in writing.
8. Proven ability to work well with others; take and give direction; institute and maintain a professional working environment. Demonstrate good problem solving skills, ability to work both dependently and collaboratively.
9. Ability to work a rotating and on-call schedule with extended hours.
10. Ability to travel throughout the State of Maryland.
11. Ability to lift at least 50 pounds.
12. Knowledge and experience related to tissue recovery is preferred.

Working Conditions:

1. Reports primarily to an operating room or mortuary/pathology environment and required to stand for long periods.
2. Working in conditions inherent in a morgue or operating room environment where there will be exposure to bio-hazardous materials such as blood, other body fluids, communicable diseases and pharmacological agents with the little likelihood of harm if established health and universal precautions are taken.
3. Working with very sharp surgical instruments which may cause damage or injury if used incorrectly.

4. Requires travel to donor hospitals throughout the State of Maryland during call shift regardless of weather conditions
5. Responsive to DSC via text or phone call regarding consented tissue cases within 10 minutes of notification. Prepared to travel to work site within 90 minutes.
6. Requires lifting donor's body, boxes of supplies and other items with little likelihood of harm if proper techniques and body mechanics are followed.
7. Possible visual fatigue associated with use of a CRT screen.
8. Requires driving a vehicle under various conditions that may lead to visual and mental fatigue.
9. This position is a Level 1 – High level exposure to Blood borne Pathogens and TB. Employees are in a hospital setting and have direct contact with donors or donor organs and tissues through donor management, recovery and processing.

The above is intended to describe the general content and requirements of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Deadline for Submissions: Until Position is filled.

Contact- Nicole Diffenderfer- ndiffenderfer@thelf.org