

Perth Bone & Tissue Bank Inc. JOB DESCRIPTION

JOB TITLE:

Donor Liaison Officer

MIN. QUALIFICATIONS / SKILLS / EXPERIENCE:

Nursing or Medical background.
Clerical experience.
Computer literacy.
Management experience.

REPORTS TO:

Production Manager, Perth Bone & Tissue Bank Inc.

AUTHORITIES:

Coordination of femoral head donation program.
Facilitate and obtain patient consent for femoral head donation.
Review and acceptance of surgical (femoral head) donations.
Liaison with Nursing / Medical / Ancillary staff.

RESPONSIBILITIES:

Adherence to Therapeutic Goods Administration (TGA) Code of Good Manufacturing Practice – Human Blood and Tissues.
Adherence to and maintenance of Standard Operating Procedures (SOPs).
Maintenance and review of donor records.
Provision of in-service education.
Participation in on-call roster for after hours retrievals (optional).

DUTY STATEMENT – DONOR LIAISON OFFICER.

1. General Duties.

1.1 Surgical Donations.

Coordinate & monitor the femoral head donation program including:

Liaison with:

- Orthopaedic surgeons' rooms and hospital staff re: referral of potential donors.
- Potential donors and families re: donation process.

Identification of potential femoral head donors:

- Process appropriate referrals from referral agents.
- Conduct donor courtesy call to establish initial eligibility as per exclusion criteria.

Facilitate and obtain consent from suitable femoral head donors:

- Conduct telephone interview with donor to review consent form as per exclusion criteria.
- Obtain relevant medical history from health professionals and services.
- Advise operating theatre of consented donors.
- Visit donor in person to witness consent.

Receipt, review and acceptance of surgical (femoral head) donations.

- Process donation documentation once femoral head received.
- Complete documentation review to confirm suitability prior to providing donor with written advice of receipt of femoral head.

2. Documentation.

- Maintain complete and accurate written and database donor documentation.
- Ensure completion of donor documentation prior to review by other PBTB staff.
- Ensure data / documentation security.

3. Consumables.

- Prepare and disseminate femoral head donation information envelopes to referral agents.
- Prepare and disseminate femoral head donation retrieval kits to operating theatres.
- Maintain accurate record of distribution of femoral head information envelopes and theatre retrieval kits.

4. Quality Assurance.

- Fulfil duties as per regulatory requirements, SOPs and PBTB policies.
- Report non-conformities / incidents.
- Participate in assessment, correction and monitoring processes in co-operation with the Quality Manager.
- Participate in quality assurance programs e.g. competency testing and document review.

5. Education / Training.

- Maintain ongoing self-education by drafting and implementing a performance development plan.
- Provide in-service education to referral agents regarding identification of potential femoral head donors.
- Provide in-service education to peri-operative staff regarding femoral head donation retrieval and allograft implantation.
- Provide in-service education to multidisciplinary hospital staff (including undergraduate and post-graduate nursing students) regarding the donation process.
- Provide education to potential donors and families (where applicable) regarding femoral head donation.

6. Staff Meetings.

- Participate in staff meetings.

7. Fundraising / Promotion.

- Promotion of PBTB activities at relevant clinical and community events.
- Participate in fundraising activities as required.

PERTH BONE AND TISSUE BANK

DONOR LIAISON

KEY SELECTION CRITERIA

ESSENTIAL

1. Qualifications / Experience

- Demonstrated experience in a nursing or medical background.
- Possession of a current Western Australian driver's licence.

2. Organisational skills

Demonstrated ability to:

- Plan and prioritise tasks.
- Manage an unpredictable timeline.
- Coordinate activities in a multidisciplinary environment with limited supervision.

3. Communication and teamwork

Demonstrated ability to:

- Communicate with multidisciplinary medical personnel.
- Work within a team environment.
- Conduct interviews to obtain health information.
- Prepare and deliver in-service education presentations.
- Address privacy issues and maintain confidentiality.

4. Computer skills

Experience in database management and word processing (Microsoft Office).

DESIRABLE

1. Regulatory environment

Awareness of legislative and ethical issues related to organ and tissue donation.
Awareness of current TGA Code of Good Manufacturing Practice and relevant Therapeutic Goods Orders.

2. Qualifications

Possession of, or progress toward, a tertiary Nursing or health related qualification.