

DIVISION SCOPE OF SERVICE

Division: MIDAMERICA
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 perinatal 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 perinatal 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 in conjunction with supervising physician</p> <p>Tier Level: 2</p> <p>eSAF Access Required: NO</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> High School Diploma/GED or higher <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"> Six months experience as a Donation Coordinator <ul style="list-style-type: none"> If six months of experience is not provided then a reassessment of competencies is required within 90 days of hire, this will be provided on Skills Checklist.
<p>Competencies: The Donation Coordinator will demonstrate:</p> <ul style="list-style-type: none"> Accurate knowledge of Donor Coordinating protocols and procedures as well as knowledge of American Association of Tissue Banks (AATB), and the Food and Drug Administration (FDA)



DIVISION SCOPE OF SERVICE

- Ability to perform the collection of perinatal tissue while using aseptic/sterile technique and maintaining a professional and efficient manner.
- Assist 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 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:

Document Control

- Created 8/16/2020

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: _____