Pediatric Donation Liaison

Department: Hospital Development

Job Code:

Exposure Classification: Bloodborne Pathogens, Hazardous Communication

FLSA Category: Non-Exempt

Reporting to: Regional Manager, Hospital Development

Direct Reports: None

Summary

Develops and maintains effective relationships with key hospital leadership at hospitals in Gift of Hope’s service area with a focus on pediatric units/donors; helps to develop and implement hospital programs and policies that promote organ and tissue donation; conducts on-site assessment and evaluation of potential pediatric organ donors, follows referrals as assigned

Essential Functions

The following essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

- Support Gift of Hope’s mission, vision and values; adhere to its policies and procedures in carrying out the responsibilities of this position
- Focus on rounding, referral identification and follow-up; and facilitation of brain death work-up
- Professional education opportunities include chairing ethics committee’s, formulating and maintaining pediatric donation committees, and identifying outcome rates of interventions.
- Conduct professional education and participate in donor case debriefings
- Develop and maintain effective working relationships with key professional contacts including front line staff, unit managers and physicians.
- Maintain the recognizable role within hospital as the facilitator of the pre-donor process
- Identify opportunities to broaden and strengthen support with key physicians, nursing and other ancillary staff involved in the referral and donation process
- Develop effective donation processes at each assigned hospital to increase eye, tissue and organ donation
- Works with Gift of Hope staff to increase authorization rates
- Collaborate with Gift of Hope and key hospital staff in formulation of action steps to increase donation through process improvement
- Help to facilitate follow-up with key hospital staff with progress of action steps
- Preemptively work through issues that may impact the Donation Specialist’s ability to request
Education and Training Required

The following identifies the minimum education and training required to perform the essential functions of the job.

- Bachelor’s degree or higher with 3-5 years of healthcare related experience, or
- Experience within an OPO setting demonstrating suitable characteristics essential to the work setting, or
- Any experience not outlined that administration deems suitable to complete the functions of the position

Experience and Skills Required

The following indicates the minimum skills and experience required to perform the essential functions of the job.

- Previous experience within the pediatric healthcare environment
- Ability to conduct higher level discussions with medical staff including donor management and Ethics (plus)
- Ability to lead, coach and develop relationships with external partners
- Strong attention to detail and analytical skills
- Ability to retain confidential information
- Demonstrated ability to manage projects
- Ability to implement suggestions and recommendations
- Intermediate skills in Word and Excel
- Experience with document control systems

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Ability to function in hospital and office environments
- Ability to drive personal auto to assigned hospitals and other locations to perform job functions
- Ability to make presentations to a variety of audiences
- Ability to work outside normal business hours
- Ability to respond to pages with team members 24/7, including weekends and holidays
- Ability to use personal cell phone for business purposes
- Ability to hear and speak to convey information to co-workers
Work Environment

The work environment characteristics described here are representative of those that will be encountered by an employee while performing the essential functions of the job.

- Virtual office environment
- Daily travel to hospitals within the region
- Travel to Itasca office as needed
- Carry a personal cell phone to be accessible outside regular business hours

This job description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of the job. Other functions may be assigned by the supervisor and management retains the right to add or change the duties at any time at its discretion.

Employee Printed Name: ________________________________

Employee Signature: ________________________________  Date: ______________

Your signature serves as a confirmation that you have read this document. It is not a contract between Gift of Hope and the employee.