
JOB DESCRIPTION

Title: Special Services Collections Specialist

Dept: Donor Care

Date: March 12, 2012

Employee: Regular Full-time

Supv: Fixed Site Manager

Exempt [] **Non-Exempt** [X]

General Statement

The Special Services Collections Specialist will perform special services and automated blood collection procedures including peripheral blood stem cell and other specialized collections. The incumbent will continually develop knowledge of the scientific principles, technical and procedural skills which relate to the field of hemapheresis. The Special Services Collections Specialist will work closely with the Special Services Coordinator and Automated Collections Coordinator in the planning, development, and implementation of processes and procedures of special services and automated collections.

Duties and Responsibilities

- Performs special services and automated blood collection procedures (i.e., stem cells, autologous, directed and therapeutic donations, red cells, platelets and plasma). Performs whole blood collections as needed.
- Performs T cell (or other requested cells) collections for cellular therapy programs (i.e., Dendreon). Performs product infusions to patients under a Doctor's order at offsite locations as scheduled.
- Performs PBSC and other specialized apheresis collections.
- Assists in coordinating NMDP collections and performs cellular automated collections.
- Pre-screens special services patients before donation or procedure for eligibility.
- Ensures all standard operating procedures are followed properly and all technical and quality control standards are met.
- Acts as liaison to cellular therapy organizations (i.e., Dendreon) to coordinate and schedule stem cell collections working most closely with special services team, the organization, doctor and patient as appropriate.
- Assists in planning, development, and implementation of automated operations, processes and procedures.

- Performs research and networking as it relates to cellular therapy programs and special services.
- Assists in related equipment validations, procedures and forms. Performs calibration, maintenance and quality control of automated instruments as needed.
- Acts as primary back-up to Automated Collections Coordinator, Special Services Coordinator and Donor Advocate, performing all key duties in their absence or as needed.
- Performs other duties as assigned.

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the incumbent in this position.”

Qualifications Required

Education/Certifications:

- RN with medical certification and current licensures
- Bachelor’s Degree preferred

Experience:

- One plus years blood collection experience with emphasis in apheresis or dialysis preferred
- Two plus years related clinical experience preferred.

Experience Includes:

- Strong competency on apheresis technologies and procedures
- Advanced technical skills
- Advanced clinical and blood collection skills
- Strong interpersonal, written and verbal communication skills
- Good Microsoft Office and PC proficiency
- Excellent customer service skills
- Strong understanding of cGMP’s and industry compliance regulations with ability to strictly adhere to operational procedures and quality control guidelines
- Strong detail orientation, problem solving, multi-tasking and time management skills

Any combination of equivalent education and work experience will be considered.

Competencies Required:

- Attention to Detail/Handling Detail
- Communication
- Passion for the Mission
- Customer Oriented
- Integrity
- Independence/Ownership
- Technical/Professional Knowledge
- Time Management
- Total Quality Management

The Physical Aspects of the Position (Check all that apply)

1. *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
2. *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces.
3. *Stooping* - Bending body downward and forward by bending spine at the waist.
4. *Kneeling* - Bending legs at knee to come to a rest on knee or knees.
5. *Crouching* - Bending the body downward and forward by bending leg and spine.
6. *Crawling* - Moving about on hands and knees or hands and feet.
7. *Reaching* - Extending hand(s) and arm(s) in any direction.
8. *Standing* - Particularly for sustained periods of time.
9. *Walking* - Moving about on foot to accomplish tasks, particularly for long distances.
10. *Pushing* - Using upper extremities to press against something with steady force order to thrust forward, downward or outward.
11. *Pulling* - Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

12. *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
13. *Manual dexterity* - Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling.
14. *Grasping* - Applying pressure to an object with the fingers or palm.
15. *Talking* - Expressing or exchanging ideas by means of the spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly.
16. *Hearing* - Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery.
17. *Repetitive motions* - Substantial movements (motions) of the wrist, hands, and/or fingers.

The Physical Requirements of the Position (Check one)

1. *Sedentary Work* - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body.
Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2. *Light Work* - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
3. *Medium Work* - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
4. *Heavy Work* - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
5. *Very Heavy Work* - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**The visual acuity requirements including color, depth perception and field of vision
(Circle one)**

1. *Machine Operations* - inspection, close assembly, clerical, administration - This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection.
2. *Mechanics* - skilled trades people - This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills.
3. *Mobile Equipment Operators* - This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment.
4. *Other* - This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

The Conditions the Worker will be Subject to in This Position (Check all that apply)

1. The worker is subject to inside environment conditions.
2. The worker is subject to outside environment conditions.
3. The worker is subject to both environmental conditions. (Activity occurs inside and outside)
4. The worker is subject to extreme heat or cold for periods of greater than one hour.
5. The worker is subject to noise which would cause them to have to shout.
6. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc.