



CASCADE REGIONAL
BLOOD SERVICES

JOB DESCRIPTION

Posting Date:	
Closing Date:	

POSITION DESCRIPTION:

Position Title: Donor Specialist III **Department:** Donor Collections

Classification: Full Time Part Time **Salary:** _____

REPORTING RELATIONSHIPS:

Position Reports To: Director of Donor Collections, Assistant Director of Donor Collections, and Collections Department Supervisor

Supervises: None

POSITION PURPOSE:

The Donor Specialist III will perform all aspects of blood collection, at all collection sites. The RN's will direct Donor Specialists I, II, and phlebotomists. The RN's will perform Apheresis procedures for collection of blood components.

ESSENTIAL FUNCTIONS & BASIC DUTIES:

1. Daily Responsibilities:
 - a. Interviews donors with knowledge of written medical guidelines and uses good professional judgment in acceptance or deferral of donors.
 - b. Performs donor health histories efficiently to maintain consistent donor flow.
 - c. Observes donor for signs of anxiety, illness, fatigue and uses interviewing skills to elicit honest and complete answers from donors.
 - d. Counsels donors privately when abnormal findings are discovered during history interview.
 - e. Responds to donor's questions to their satisfaction about health without giving medical advice or unduly increasing their anxiety.
 - f. Performs review of all donor records for accuracy.
 - g. Is able to perform venipuncture successfully and recognize signs of difficult draws, hematomas or injuries, and is able to make necessary adjustments.
 - h. Is able to provide safety and good customer service to multiple donors throughout the donation process.
 - i. Is able to recognize and prevent or manage donor reactions.
 - j. Instructs all donors on post donation care.
 - k. Can perform all duties to prepare samples or units of blood for processing.
 - l. Ability to perform clerical functions relevant to duties.

- m. Maintains records in accordance with established procedures.
 - n. Assists in training and orientation of staff.
 - o. Performs other duties as assigned.
 - p. Duties as assigned related to the donation process including, but not limited to:
 - 1) Donor recruitment and retention
 - 2) Maintenance of work area, equipment and supplies
 - 3) Quality Control issues
 - 4) Supportive documentation
 - p. Maintains confidentiality.
 - q. Maintains CRBS image by wearing appropriate attire and having good grooming standards.
 - r. Actively participates in establishing and maintaining at all times, a positive professional attitude towards donors, the public, volunteers and fellow employees.
2. Supervisory Responsibilities:
- a. Supervises all blood collection activities.
 - b. Delegates tasks appropriately.
 - c. Makes proper arrangements for meals and breaks.
 - d. Using available resources, makes appropriate decisions regarding questionable health histories not requiring Medical Director's attention.
 - e. Performs supervisory review of records.
 - f. Sets a good example and is a good role model.
 - g. Knowledgeable regarding AABB & FDA regulations.
 - h. Monitors staff performance for competency on a daily basis. Initiates retraining as necessary.
3. Apheresis Procedures:
- a. After proper training will perform allogeneic, autologous and therapeutic procedures and be on call for hospital procedures.

QUALIFICATIONS:

Education/Certification: • Registered Nurse with WA state license.

Experience Required: • Current CPR certificate (to be obtained during training period).
• Prefer knowledge of blood services.

Skills/Abilities: • Is capable of lifting 50 pounds with or without accommodation.

Required: • Valid WA state driver's license with a good driving record.