



North Metropolitan Health Service
Job Description Form

HSS Registered June 2017

Donor Coordinator
Health Salaried Officers Agreement: Level G7
Position Number: 006169
 North Metropolitan Health Service / Mental Health, Public Health and Ambulatory Care
 DonateLife WA

Reporting Relationships

State Medical Director
 Position Number: 006189



Clinical Nurse Manager
 RN SRN Level 4
 Position Number: 007295



This Position



Also reporting to this supervisor:

- Donor Coordinators (004853, 006166, 006167, 006168, 006169)
- Clinical Nurse Consultants (006240)
- Donor Family Support Coordinator (006394)
- Education & Administration Coordinator (006345)



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|--------------------------------------|-----------------------|------------|-------------------------------|
| Directly reporting to this position: | | | Other positions under control |
| Title | Classification | FTE | • |

Prime Function / Key Responsibilities

Co-ordinates cadaveric organ and tissue procurement and donor family support. Provides 24 hour “on-call” service support as part of the DonateLife team; the roster and on-call arrangements are shared to provide year round coverage.

Brief Summary of Duties (in order of importance)

1. Donor Coordinator

- 1.1 Receives the initial notification of potential cadaveric organ and tissue donors in Western Australia. Receives interstate and international referrals of donor organs.
- 1.2 Participates in the 24 hour on call roster as a member of a team. Responds to paging system, receives electronic notifications 24 hours a day.
- 1.3 Respond to and coordinate referrals for PlusLife (the Bone and Tissue Bank) and Lions Eye Bank.
- 1.4 Assesses in consultation with Transplant teams and Tissue Banks, the medical suitability of potential donors, including initiation, transportation and follow-up relevant laboratory investigations.
- 1.5 Liaises with key staff from the donor hospital to determine resource availability and timing of the donor, and therefore recipient procedures.
- 1.6 Discusses organ and tissue donations with, and requests consent for donation from potential donor families and ensuring legal requirements are met with follow-up support and referral to appropriate support programmes as required.
- 1.7 Co-ordinates retrieval processes from Western Australia donors in conjunction with recipient coordinators, retrieval teams and tissue banks.
- 1.8 Undertakes the co-ordination of ground and air transport for Western Australia donor organs including the provision of ground transportation for interstate retrieval teams.
- 1.9 Assists in surgical procedures for multi-organ and tissue removal within the State Mortuary, RPH Mortuary or hospital theatres as necessary.
- 1.10 Advises and assists staff on appropriate pre and intra-operative donor management and terminal drug treatment as per TSANZ and ANZICS guidelines.
- 1.11 Assists with in-situ and ex-vivo organ perfusion for kidneys and livers as required.
- 1.12 Coordinates accurate management of records and information throughout the organ and tissue donation process; to ensure patient safety, enable research and performance monitoring of organ and tissue donation efficacy.
- 1.13 Ensures clear timely and respectful communication to optimise the systems of organ and tissue donation operating within each hospital and Western Australia.
- 1.14 Works collaborative on quality improvement projects to evaluate organ and tissue donation processes and where appropriate develop and facilitate improvement initiatives and education programmes in collaboration with DonateLife WA staff.
- 1.15 Participates in the planning, development and implementation of promotional activities and major annual events in organ and tissue donation.
- 1.16 Contributes to planning and development of the Cadaveric Donor Co-ordination Service.
- 1.17 Contributes to and participates in project work as required.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Relevant professional qualifications in a health related discipline or equivalent.
2. Demonstrated ability to work effectively within a team and where required with a minimum of direction or supervision.
3. Ability to work under pressure and within time frames.
4. Excellent interpersonal, verbal and written communication skills including negotiation skills.
5. Good working knowledge of clinical processes and the legal and ethical issues associated with end of life care and organ and tissue donation.
6. Proven ability to communicate in a sensitive, empathetic manner with families and/or caregivers in times of distress or bereavement.
7. Possession of a current 'C' or 'C-A' driver's licence.

Desirable Selection Criteria

1. Knowledge and experience of health service delivery in an ICU or related acute care setting.
2. Knowledge of relevant legislation (including the Human Tissue & Transplantation Act 1982 and Anatomy Act 1930).
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Ability to work flexible rostered hours, providing 24 hours on call as a member of a team.
- Possession of a current 'C' or 'C-A' driver's licence.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date:
Name:
Signature:
Date: