



**JOB POSTING**  
**LIFELINK OF PUERTO RICO**  
**PER DIEM**  
**SURGICAL COORDINATOR - TISSUE**

Responsible for activities associated with tissue recovery. Works with general guidelines, and in coordination with LifeLink staff and Logistics Support Personnel. Applies principles of sterile technique and surgical expertise in the recovery of a variety of cadaveric tissues for transplant. Participates in a rotating per-diem schedule for bone and tissue recoveries and maintains an open line of communication with the Tissue Primary Coordinator and Director of Recovery Services.

**Principal Duties and Responsibilities:**

1. Participates in the surgical recovery of human tissue for transplantation.
2. Demonstrates thorough knowledge and comprehension of aseptic technique.
3. Demonstrates ability to circulate in an operating room setting.
4. Inspect and monitor equipment, supplies, and instrumentation being used for procurement.
5. Observes environmental conditions and takes corrective measures as necessary. Reports deficiencies to supervisor.
6. Assist in the preparation of all sterile work areas and supplies needed for various stages of procurement.
7. Consults with supervisors as it relates to accepted performances of various responsibilities.
8. Adheres to established protocols set forth in the LifeLink Foundation Tissue Bank Standards and Procedures Manual.
9. Perform any other duties deemed necessary by the tissue manager or primary coordinator.

**Job Specifications:**

1. Availability to:
  - ✦ Provide contracted services Mondays to Fridays (Weekdays), preferably within 6am to 7pm – required.
  - ✦ Work for extended hours in the performance of tissue recovery activities.
  - ✦ Travel to different hospitals around PR and USVI
  - ✦ Work in various operating room settings and medical examiners facilities.
  - ✦ Work under hazardous conditions, wearing all required personnel protective equipment at all times while performing tissue recovery activities.
2. Surgical Technician or Operating Room Technician Certification and a minimum of two years of experience in any one of these fields; or,
3. A minimum of one year of experience in sterile tissue recovery.
4. Current State Driver License with good driving record.
5. Job performance and responsibilities require.
  - ✦ Ability to stand for ninety percent of the work time;
  - ✦ Interpersonal skills to interact with fellow staff members, hospital staff, coordinators, supervisors and management;
  - ✦ Visual acuity and moral dexterity necessary to prepare tissue for clinical use and procure tissue in an aseptic manner;
  - ✦ Respond to calls within 15 minutes;
  - ✦ Arrive at the office or location instructed within one hour of their being activated or within the timeframe established according to logistics;
  - ✦ Appropriate attire to work in a hospital setting.

**REPORTS TO:** Director Tissue Recovery Services

**HOW TO APPLY:** LifeLink Web Page:  
[www.lifefoundation.org](http://www.lifefoundation.org)  
Click on “**Connect with us**”  
Click on “**Careers**”  
Click on “**See Openings**”

**CLOSING DATE:** **Open position until further notification**