



**JOB POSTING**  
**LIFELINK OF PUERTO RICO**  
**PER DIEM RUNNER (NON-CLINICAL)**

In accordance with established LifeLink Foundation standards, policies, procedures, and protocols, provide general support, as needed, directly to the clinical staff of LifeLink of Puerto Rico.

**Principal Duties and Responsibilities:**

1. Follow direction of Primary Transplant Coordinator on case.
2. Transport blood samples to requested locations (i.e. hospital laboratory) with follow up on results.
3. Fax clinical documentation to UNet, Transplant Centers and/or to the Administrator-on-call, as requested.
4. Assist in transferring donor to required locations throughout hospital.
5. Provide support in the OR by operating ASEM fax machine and faxing paperwork; delivering biopsy samples to pathology with follow up on results; preparing slush and solutions as directed and supervised by Primary Transplant Coordinator and Surgical Coordinator.
6. Assist with communication to Administrator-on-call during OR time.
7. Transplant organs to courier (in hospital).

**Job Specifications:**

1. Demonstrated physical ability to lift, carry and/or move equipment of varying weight from 1 to 30 pounds for 10% of the work time and to stand for 90% of the work time.
2. Demonstrated interpersonal skills and professional attitude necessary to interact and communicate effectively with other members of the clinical team and with hospital and other external agency personnel.
3. Professional appearance and demeanor.
4. Exercise discretion dealing with all information in a confidential and sensitive manner.
5. Reliable vehicle, proven good driving record and current "operator" driver's license.
6. Ability to travel to all hospitals on Puerto Rico and US Virgin Islands (USVI).
7. Flexible working hours.
8. Extended working hours may be necessary.

**REPORTS TO:** Director / Manager Organ Procurement

**HOW TO APPLY:** LifeLink Web Page:

- ✚ [www.lifelinkfoundation.org](http://www.lifelinkfoundation.org)
- ✚ Click on "*Connect With Us*"
- ✚ Click on "*Careers*"
- ✚ Click on "*See Openings*" or "*Job Opportunities*"

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

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