



**JOB POSTING  
LIFELINK OF PUERTO RICO  
SURGICAL COORDINATOR 1**

In accordance with established LifeLink Foundation, OPO, and Tissue Bank as well as any applicable State, Federal and other regulating agency laws, regulations and requirements, the primary responsibility of this position is to assist the Vascular Transplant Coordinator with assigned clinical and non-clinical organ/tissue recovery procedures. This on-call position participates in a call rotation schedule and is available as a resource for Hospital Development and Public Education programs as directed by the Director of Recovery Services and the Executive Director.

**Principal Duties and Responsibilities:**

Clinical Duties and Responsibilities (For a detailed list of duties, please refer to the Internet job advertisement)

- ✚ Assist Primary Vascular Coordinator
  - Pre-operative
  - Intra-operative
    - Circulating Duties
    - Scrubbing Duties
  - Post-Op Duties:

Non-clinical Duties:

- ✚ Uphold and reflect LifeLink's Mission Statement, policies and protocols and serve as a role model for the same.
- ✚ Participate in basic professional education in-services.
- ✚ Participate in public education programs.
- ✚ Attend staff and other meetings as required.
- ✚ Perform other duties as appropriate at the direction of the Administrator-on-call / Director and Executive Director.

**Job Specifications:**

Operations Room Technician (ORT) or successful completion of an accredited Surgical Technology Program or its equivalent. A minimum of two years of experience in any of these fields. Advanced technical, organizational, communication, interpersonal, and problem-solving skills. Current valid State Driver License with good driving record. Respond to cases when scheduled. Response to calls within 15 minutes is required. Arrival at the hospital prior to 1 (one) hour and 30 (thirty) minutes of the OR time is required. Work requires extended hours during peak procurement periods. Traveling during all hours may be expected. Able to perform in various operating room settings. High stress level due to emotional and physical nature of position. Long periods of standing. Some lifting. Participation in 7/24 on-call schedule rotation; extended working hours while on-call.

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

**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*" or "*Job Opportunities*"

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