



JOB POSTING
LIFELINK OF PUERTO RICO
REFERRAL COORDINATOR
JOB CODE REFER001308

Primary responsibility is to evaluate and respond to hospital referrals for the purpose of determining a potential organ/tissue donor. Apply LifeLink's policies and procedures in performing and documenting the timeliness of referrals, response to referrals and provide direction to responding staff. In addition, ascertain information to help facilitate the determination of potential donors, BD, DCD potential, medical suitability and order of priority/NOK. Participate in call schedule rotation to ensure coverage of this position's responsibilities 24/7. Effectively communicate with Hospitals, AOC, MDOC, other management staff, FCC, TC, IHC and other development staff.

Principal Duties and Responsibilities:

1. Participate in the RC call schedule coordinating FCC/IHC/HD/TC for making an appropriate and timely onsite visit for referrals in collaboration with AOC.
2. Referral responsibilities will consist of but may not be limited to: referral evaluation; preliminary determination of suitability; verification of name, race, sex, DOB and location of next-of-kin; accessing Donor Registry; notifying the FCC and other on call team members of potential donor situations; review information on initial referral regarding donation process with hospital personnel with outline of plan; perform coding of closed referrals, donor cases, non-donor cases; perform DDR on a timely basis; participate in assigned meetings; merge of duplicate referrals.
3. Post initial referral: monitor referrals daily and more often if indicate; maintain documentation on active referrals (weblog); passing referral call to oncoming RC according to set protocols in order to assure all active referrals are up to date and followed appropriately; provide follow-up to appropriate Hospital Development Liaison, AOC/IHC/FCC or other vascular staff; follow up with Tissue Screener for referrals that are going to be immediately extubated, or with cardiac arrest and not a candidate for organ donation.
4. Receive and handle or appropriately triage miscellaneous calls from the call center (Positive cultures, ME, Family issues, etc.).
5. Assist when appropriate in the orientation of new staff at the direction of the Director of Recovery Services.
6. Meet deadlines for any assigned projects.
7. Participate actively in hospital development initiatives.
8. Apply for continuing education courses and seminars necessary to obtain appropriate CEUs to obtain/maintain certifications and licenses.
9. Participate regularly in OPO & departmental meetings.
10. Other duties as assigned by Director of Recovery Services or immediate supervisor.

Job Specifications:

Minimum of one year in a related LifeLink position and/or appropriate credentialing and experience. Bachelor's Degree in nursing (BSN – RN). Appropriate experience in a medical environment. Completion of all requirements of the probationary level position or other related experience/position. Demonstrated above average verbal communication skills and phone etiquette skills. Availability to handle rotation of 24/7 call responsibilities and a work schedule that may require response to emergency back-up call coverage. Extended working hours while on-call. Current driver license with good verifiable driving record. Understanding that confidentiality must be maintained, according to Foundation protocols. Availability for local/State auto/air travel is required. Variable/rotation on-call days/hours including nights/weekends/holidays depending on call schedule and call duration.

REPORTS TO: Director / Manager Organ Procurement

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

HOW TO APPLY: LifeLink Web Page:

EEO

www.lifelinkfoundation.org

Click on "*Connect With Us*" / Click on "*Careers*"

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