



**JOB POSTING**  
**LIFELINK OF PUERTO RICO**  
**TRANSPLANT COORDINATOR I**  
**JOB CODE [TRANS001294](#)**

Primarily, this position will direct the resources available to bring about a successful recovery of organs and tissues for transplantation once a potential donor has been identified. Placement of organs while attempting to maximize each donor; recovery and preservation of donated organs; and provision of support and follow-up for involved parties. Provide coordination of all aspects of recovery through clear and concise communication with involved/appropriate outside agencies. This position will also be available as a resource for and provide support to the Hospital Development and Public Relations programs as directed by the Executive Director. On-call rotation and local and long distance travel is also required.

**Principal Duties and Responsibilities:**

- ✦ Performs initial evaluation of all referrals to determine medical suitability, reviewing, analyzing, and interpreting medical data according to federal, state, regulating agencies and LifeLink standards.
- ✦ Responsible for the complete logistical coordination of all cases between procurement agencies and transplant centers serving as the communication link for all involved parties.
- ✦ Responsible for the ICU medical management of the donor, lymph node cut-down, organ specific evaluation for transplant, and organ placement to transplant centers.
- ✦ Applies principals of sterile technique and surgical expertise in the recovery of a variety of cadaveric tissue for transplantation.
- ✦ Circulates in surgery, package and ships the organs and tissues, and provides tissue for research when appropriate.
- ✦ Maintains ongoing communication with Administrator-on-call and/or Risk Manager-on-call as appropriate during a case and in accordance with LifeLink policies and procedures.
- ✦ Provides information as needed to donor families, data center, recipient centers, UNOS and donor hospitals regarding donor follow-up information.
- ✦ Documents all case paperwork and dictation in a timely manner, meeting deadlines in accordance with LifeLink policies and procedures.
- ✦ Assists with quality assurance procedures.
- ✦ Participates in the hospital development efforts.
- ✦ Initiates and maintains documentation of the entire organ/tissue donation process.
- ✦ Maintains surgical supplies, instruments, and equipment ensuring an ongoing appropriate supply.
- ✦ Provides on-going support and response to donor families as appropriate.
- ✦ Practices utmost confidentiality in all circumstances and in all aspects of this position.

**Job Specifications:**

Registered Nurse (RN) with a bachelor's degree in Science of Nursing (BSN). ICU and OR experience with substantial medical and surgical skills and aptitude and/or prior operating room experience with ability to interpret medical data and perform appropriate surgical procedures in the process of organ/tissue recovery. Fully bilingual including reading, writing, speaking both English and Spanish. Manual dexterity and visual acuity for the operation of sensitive medical equipment, and to apply established physical criteria in the evaluation of tissue for transplantation. Advanced technical, organizational, communication, interpersonal and problem-solving skills. Ability to meet the demands of long hours with little sleep, participation in call schedule rotation (on-call rotation responsibilities with 24-hour cell phone accessibility), local and long distance travel while maintaining professional standards (Daily air/ground travel within service area as required – Puerto Rico and US Virgin Islands). Ability to incorporate public speaking as requested. Ability to work independently within prescribed guidelines for both recovery and hospital development aspects of this position. Ability to exercise good judgment in seeking appropriate guidance as required. Knowledge of universal cautions due to frequent exposures to human blood and tissue. Vehicle in good conditions, proven good driving record and current driver's license.

**REPORTS TO:**

Manager / Director  
Recovery Services

**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**

**EEO**