



Vacancy Announcement

DATE: January 27, 2010
TO: All Qualified Internal Applicants
FROM: Human Resources
RE: Supervisory Review
CLOSING DATE: Open Until Filled

This is an internal recruitment for a Supervisory Review employee. This position will serve in an as needed capacity while maintaining current job responsibilities within BBA.

MINIMUM QUALIFICATIONS: High School Diploma. Two years blood banking experience strongly preferred; will consider individuals on a case by case basis. Demonstrated experience in computer systems in a highly regulated environment required.

MINIMUM REQUIREMENTS: Performs supervisory review of Donor History Forms utilizing the Blood Bank Computer System (BBCS). Reviews Donor History Forms (DHF) for completeness. Appropriately documents any information that may be missing on the DHF on the supervisory review discrepancy reports. Initiates Post Donation Information Reports as necessary. Notifies consignees of blood products as necessary in accordance with FDA regulations. Follows up with donors regarding clarification of medical history. Works closely with Blood Bank of Alaska nurses to determine deferral/acceptance of donors. Performs vCJD deferral daily. Ensures that all deferral, TU, and attribute information listed on the DHF is appropriately entered in BBCS. Contacts CDC regarding travel risk areas when necessary. Updates the CDC manual based on new information obtained from the CDC. Performs review and resolves day-end reports for the Collections department. Reviews Daily Over-ride Report as needed. Performs lot-release for Collection Operations. Considers all blood donor and personnel information confidential.

ALL QUALIFIED PERSONS ARE ENCOURAGED TO SUBMIT A LETTER OF INTEREST AND UPDATED RESUME TO THE BLOOD BANK OF ALASKA,

**HUMAN RESOURCES OFFICE, 4000 Laurel Street, Anchorage, AK 99508.
PHONE 222-5600, FAX 222-5683.**

Blood Bank of Alaska is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Blood Bank of Alaska depends solely on your qualifications.