



BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Component Laboratory / Central Receiving Technician
Department:	Technical Services
Reports To	Components Laboratory Manager
Pay Level:	Hourly
FLSA:	Non-Exempt
Date Updated:	October 2012
Position(s) Supervised:	None

POSITION SUMMARY

Prepare blood components from whole blood, process components from apheresis collections, label blood products, and perform product modifications to blood products. Receive units from fixed satellite, branch, and mobile locations and process them into BBCS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receive batches from locations in the BBA system; post phlebotomy results for units drawn in the BBA system.
2. Upload registration from all mobile drives; manually enter donor registration when necessary; transfer units from satellite locations to main center via computer.
3. Help prioritize component preparation; process technically unusable units.
4. Prepare blood components from whole blood and process components from Apheresis collections; prepare blood components following standard operating procedures.
5. Prepare special blood components; low volume autologous products, component product modification (leukocyte reduction, cryoprecipitate production, volume reduction, etc.).
6. Pre-box and make plasma shipment for recovered plasma; make additional 'product' shipments for further manufacture as contracts are obtained by BBA; rotate plasma out of in-process freezer; place into walk-in freezer sorted by date and product.
7. Maintain work areas, supplies, and equipment in proper condition; maintain quality control of procedures and equipment.
8. Be proficient with BBA's building security system; alarm procedures for refrigerators and freezers and be able to take appropriate action/response to an alarm event.
9. Review reports and records.
10. Other duties as assigned.
11. This position has the potential to be cross-trained in the following areas:
 - Hospital Services.

CUSTOMER INTERACTION/PROBLEM SOLVING

Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer's needs a high priority in face-to-face, e-mail or telephone contact. Must consistently deliver service in a timely, accurate, professional, and friendly manner. Demonstrate a high level of problem-solving skills and attention to detail.

QUALIFICATION REQUIREMENTS

To perform this job successfully, each essential duty (as listed above) must be performed satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



GENERAL KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to follow written procedure; witting must be legible and recording of product information must be exact.
2. Ability to enter significant amounts of data in timely manner.
3. Strong interpersonal, communication, organizational and computer skills; ability to prioritize workflow to optimize products manufactured.
4. Must be able to maintain a calm demeanor when stressed; make responsible decisions and obtain assistance if needed.
5. Must have strong customer service; ability to foster a working environment conducive to excellent customer service.
6. Must be able to maintain donor confidentiality.
7. Maintain a high degree of tact and discretion in all contact with donors and customers; present a professional appearance and attitude; work harmoniously with others.
8. Meet physical demands necessary for effective job performance; must be able to lift heavy boxes (up to 60 lbs.)
9. Knowledge of general safety and quality assurance procedures; use universal precautions when in contact with potentially infectious materials such as blood specimens or blood products.
10. Ability to problem solve and to make quality decision; recognize problems, identify root causes and find solutions.
11. Utilize computer software (including BBCS) and hardware as required; take great care when working with technical equipment.
12. Must be able to stand or sit for long periods of time while performing duties; be able to perform repetitive motions and recording.

EDUCATION

H.S. Diploma required.

EXPERIENCE

Previous laboratory experience and/or college courses in medical related areas preferred.

WORKING CONDITIONS

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Blood-borne Pathogens Standards in the workplace. BBA provides vaccination for Hepatitis B if desired and provides for personal protective equipment as needed for the position (such as lab coats and gloves).

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.

My signature below indicates that I have read and understood the position description for Central Receiving / Component Technician and I agree to perform the duties as stated.

Employee Print Name



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Employee Signature Date Supervisor Signature Date