



## BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	<b>Registered Nurse</b>
Department:	<b>Donor Services</b>
Reports To:	<b>Director of Collections and Recruitment</b>
FLSA:	<b>Non- Exempt</b>
Position(s) Supervised:	<b>None</b>

### POSITION SUMMARY

The Registered Nurse is responsible for supporting and monitoring standard operating and special blood banking procedures to ensure safety of blood products and alignment with organization goals and compliance with regulatory guidelines. Responsible for assisting with the donor counseling function for reactive testing markers and to serve as a resource RN for blood bank personnel, donors and the public.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides technical support to the donor services staff related to medical history questions and donor eligibility. Responsible for carrying a Blood Bank of Alaska provided cellular phone for on call responsibilities related to donor screening and medical history consultation.
2. Provides consultation with donors, physicians and hospitals. Communicates with the Medical Director regarding donor eligibility and product suitability.
3. Follows up with donors who have had a reaction to the donation process. Completes appropriate reports and insurance claims as necessary.
4. Performs donor counseling activities for donors who test reactive/positive test results following their blood donation. Includes the following actions:
  - Contact donors by telephone or in writing to notify them of reactive test results.
  - Send appropriate letter and written material based on the reactive marker.
  - Perform appropriate data entry in blood bank computer system.
  - Perform on-site counseling for donors requiring personal interviews.
  - Perform required notification to the State of Alaska and other regulatory agencies.
  - Maintains/organizes counseling and notification records and files.
  - Updates counseling information sheets and letters as necessary.
5. Works closely with medical director and laboratory services to manage donors involved in reports of transfusion transmitted disease, TRALI and bacterial detection.
6. Actively supports collection staff through education, attending staff meetings and mobile drives.
7. Assigned owner/author in Q-Pulse for applicable medical/nursing SOPs. Evaluate, develop and make revisions to assigned SOPs as needed.
8. Perform duties in compliance with all applicable regulatory and accrediting agencies. Ensure OSHA (Occupational Safety and Health Association) regulations and cGMP (current Good Manufacturing Practices) are adhered to.
9. Exhibits support of BBA values, quality objectives, and customer service standards at all times.
10. Promote positive internal and external customer relation to benefit BBA.
11. Serves as a resource RN for employee, donor, satellite center and public inquiries.
12. Responsible for employee vaccination program to include Hep B, annual influenza vaccinations.
13. Performs other duties as assigned and qualified to perform.



**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 or telephone contact. Must consistently deliver service in a timely, accurate, professional and friendly manner. Demonstrate a high level of problem-solving skills.

**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.

**SUPERVISORY KNOWLEDGE, SKILLS AND ABILITIES (if applicable)**

1. Ability to work with others to achieve departmental and organization goals and objectives.
2. Demonstrate a positive attitude toward one's work and job.
3. Ability to act honestly and with integrity, showing respect for laws, the rights of others, and Blood Bank of Alaska mission.
4. Ability to adapt to various situations, to work effectively with a variety of individuals and groups, to understand and appreciate different and opposing perspectives of an issue, and to adapt one's approach as the requirements of the organization/department change.
5. Ability to change within the organization or to change job requirements as needed.
6. Ability to motivate employees.
7. Retains subject matter expertise in field or profession.

**GENERAL KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of computers to include work processing, database, spreadsheet and applicable software programs relevant to public presentations as needed.
2. Excellent organization skills
3. Excellent communication and presentation skills.
4. Excellent interpersonal skills, including management skills.
5. Must be able to write effectively.
6. Must have the ability to assess diverse organizations/people and approach them appropriately and effectively.
7. Must be able to lift and/or move up to 25 lbs.

**EDUCATION**

Minimum Associate Degree in Nursing.

**EXPERIENCE**

Minimum five years nursing experience. Previous experience in a blood center preferred.

**CERTIFICATES, LICENSES, ETC.**

Registered Nurse (RN) currently licensed in the state of Alaska

**WORK ENVIRONMENT**

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace.



**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 Registered Nurse -Collections and agree to perform the duties as stated.**

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date