

POSITION INFORMATION		
Position Title: Associate Medical Staff		Position Location: Collection Centers
Business/Functional Unit: Plasma Operations	FLSA Status: Non-Exempt	Date: February 2018
GENERAL SUMMARY		
State the general nature and most important job aspects		
Responsible for the evaluation of donor suitability for automated pheresis procedures. Administration and supervision of approved immunizations other than red blood cell immunizations. Provides limited emergency medical care to donors and staff, including the administration of medication or treatments in accordance with licensure or certification.		
REPORTING RELATIONSHIP		
List positions that report into this position and to whom this position reports		
Reports To:	Center Management and for medical related questions to Center Medical Director	
Direct Reports:	This position does not have any direct reports	
RESPONSIBILITIES		
List current duties and responsibilities		
1	Promotes positive customer relations with all donors.	
2	Conducts confidential and effective interviews with donors to obtain necessary information regarding suitability to donate plasma.	
3	In conjunction with the Center Medical Director and/or Center Physician responds to medically related questions from staff including donor suitability and provides information to staff on medically related issues.	
4	Performs medical history reviews and health assessments on donors. Assesses results of donor screening and laboratory tests to determine initial and continuing donor suitability.	
5	Notifies and counsels donors regarding reactive test results. Refers donors to community facilities for follow-up and counseling.	
6	Explains informed consent to applicant donors. This includes explanation of procedures, hazards and potential adverse events; explanation of immunization schedules, dose and antibody response; providing clear opportunity for donor to refuse participation; obtaining signature and date certifying informed consent.	
7	Handles medical emergencies at the Center by providing routine care as outlined in Standard Operating Procedures (SOPs); elevates situations to Center Physician or local medical service providers as required. Periodically checks emergency kits to assure supplies are present and in-date.	
8	Reviews test results and determines continued donor suitability. Follows SOPs regarding acceptable ranges of four-month required test (PE/STS) reports. Maintains knowledge of and apply all rules regarding four-month approvals and grace periods.	
9	Assess signs and symptoms a donor may exhibit that may result in the inability to continue donating.	
10	Manages employee hepatitis B and influenza immunization program, including administration of immunizations.	
11	Understands the policies and procedures associated with hyper immune programs at the center where applicable, and oversees donor immunization programs. Reviews antibody titer results as required. Maintains awareness of appropriate immunization schedule for each antigen.	

12	Ensures the accurate recording of donor data in the electronic donor information management system as outlined in the SOPs.
13	Maintains clean efficient work environment, and ensures sufficient operating supplies and forms are available as needed. Follows all Health Safety & Environmental (HSE) and Occupational Safety and Health Administration (OSHA) policies and procedures. Promotes safety in all actions. May conduct routine audits of these internal procedures and documentation.
14	Maintains confidentiality of all personnel, donor and center information.
15	May be cross-trained in other areas to meet the needs of the business.
16	Bilingual skills may be required, at the discretion of the organization, to meet the needs of the business.
17	Perform other job-related duties as assigned.

JOB SPECIFICATIONS	
Provide minimum hiring requirements, specialized knowledge, and other considerations required	
Education	<ul style="list-style-type: none"> Active state licensure from a paramedic, nursing, physician assistant, chiropractic, naturopathic training program or medical school required OR Completion of a foreign allopathic or osteopathic medical school and only if also currently licensed as a physician or certified as an EMT in the state
Experience	<ul style="list-style-type: none"> Minimum of one (1) year experience in a health care environment or one year of clinical experience from a vocational or nursing institution Experience in a plasma or whole blood collection center or other regulated environment preferred Ability to make and analyze a physical assessment of heart, lung sounds, signs of drug use, etc. Ability to instruct donors, staff and community regarding the benefit of plasma donation programs
Additional Comments	<ul style="list-style-type: none"> N/A
Working Conditions (physical & mental requirements)	<ul style="list-style-type: none"> Ability to make decisions, which have moderate impact on immediate work unit Ability to understand, remember and apply oral and/or written instructions Must be able to see and speak with customers and observe equipment operation Occasionally perform tasks while standing and walking up to 100% of time Examine and assess the skin and other abnormalities through sight, touch and smell Reach, bend, kneel and have high level of manual dexterity Occasionally be required to lift and carry up to 25 pounds Fast paced environment with frequent interruptions Frequently exposed to hazardous chemicals, extreme temperatures and to blood borne pathogens Required to wear Personal Protective Equipment while performing specific tasks or in certain areas Required to work overtime and extended hours to support center operational needs <p><i>Note: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.</i></p>

NAMES, SIGNATURES and DATES
Disclaimer: The above statements describe the general nature and level of work and are not an exhaustive list of all required responsibilities, duties, and skills.

Position Holder: Print Name: _____ Signature: _____	Date: _____
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