UNIVERSITY OF SOUTHERN CALIFORNIA
Organ Donor Allocation Administrator
Job Code: 187341

OT Eligible: No
Comp Approval: 9/29/2016

JOB DESCRIPTION:
Determines suitability of potential cadaveric donors. Deals with death and grieving families in a caring and professional manner. Coordinates activities related to whole body donation with internal and external customers. Communicates directly with the healthcare personnel and next of kin to relay pertinent donor information, and arranges transportation of donors. Serves as a representative of the potential donor, donor’s family or appointed agent. Administers assigned budget. Monitors current operating procedures and ensures that department policies represent industry best practices and are in compliance with local, state and federal regulations. Recruits, screens, hires, trains and directly supervises all assigned staff. Provides education and consultation about whole body donation.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
</tbody>
</table>

Determines suitability of potential cadaveric donors utilizing information from medical records, laboratory and diagnostic tests, input from family members/ other appropriate persons.

Deals with death and grieving families in a caring and professional manner. Provides families with information surrounding donation and offers appropriate options. Conducts donation discussion with legal next of kin and documents authorization per policy. Conducts and documents appropriate medical/social history with next of kin and/or other appropriate persons to ensure timely filing of Certificates of Death.

Coordinates activities related to whole body donation with internal and external customers to ensure the timely recovery of remains, including participating agencies such as hospital, ME/coroner, transportation vendors, and funeral directors. Vets external vendors when necessary and assists in preparation of arrangements, as necessary with donor families, as well as procuring tissue for researchers and educators who rely on donors to further their research, training and development.

Communicates directly with the healthcare personnel and next of kin to relay pertinent donor information, and arranges transportation of donors. Reports and provides required documentation and follow-up information to appropriate parties.

Serves as a representative of the potential donor, donor’s family or appointed agent. Displays respect for the donor and donor family at all times and maintains donor confidentiality. Accurately completes donor records/chart corrections in a timely manner. Maintains medical information database for all donors.

Administers assigned budget. Authorizes expenditures, monitors account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepares financial reports as required. Analyzes data for trends or conclusions and presents results and recommendations to director/Chair. Directs ongoing purchasing activities.

Monitors current operating procedures and ensures that department policies represent industry best practices and are in compliance with local, state and federal regulations.
regulations. Oversees and provides confidence that all ethical and legal measures are followed in properly caring for the specimens. Identifies industrial trends and proposes or makes operational changes to maintain currency.

Recruits, screens, hires, trains and directly supervises all assigned staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required. Oversees onboarding and orientation of new employees to ensure that duties, responsibilities, work requirements and performance standards are clearly understood. Participates in a self-scheduling process that ensures the department is appropriately staffed 24/7, 365 days a year.

Provides education and consultation about whole body donation for the Keck School of Medicine, public organizations or referral centers/practices. Serves as a community consultation resource through media, telephone and internet links for information about whole body donation. Helps to maintain department website and ensures that information is timely and accurate.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on University responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the University community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  [ ] No  [ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Graduation from an accredited college of mortuary science; certification with the National Board of Funeral Service Education; a current California Funeral Service Directors license;
AND 6 years of experience handling deceased bodies with three of those years being supervisory in a mortuary or associated donor program. Fundamental knowledge of human anatomy and demonstrated knowledge of human relations and effective communication skills are also required.

Preferred Education:
   Bachelor's degree

Skills: Other:
   Analysis
   Assessment/evaluation
   Coaching
   Communication -- written and oral skills
   Conceptualization and design
   Conflict resolution
   Counseling
   Human resource process and employment knowledge
   Interviewing
   Knowledge of applicable laws/policies/principles/etc.
   Leadership
   Managerial skills
   Organization
   Planning
   Problem identification and resolution
   Research
   Staff development
   Statistical analysis
   Teaching/training

Skills: Machine/Equipment:
   Autoclave
   Calculator
   Centrifuge
   Computer network (department or school)
   Computer network (university)
   Computer peripheral equipment
   Fax
   Personal computer
   Photocopier

Supervises: Level:
   Supervises employees and/or student workers.

Supervises: Nature of Work:
   Administrative

Comments:
   Evening or weekend work may be necessary to meet the demands of the position.

SIGNATURES:
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer