

UW HEALTH JOB DESCRIPTION

Advance Practice Donation Specialist

Job Code: 850016	FLSA Status: Exempt	Mgt. Approval: J. Anderson	Date: September 2020
Department: Organ Procurement Organization		HR Approval: J. Theisen	Date: September 2020

JOB SUMMARY

Under the direction of the UW Health Organ and Tissue Donation (UW OTD) Manager of Surgical Recovery Services, the Advanced Practice Donation Specialist (APDS) would provide surgical and clinical expertise for the UWOTD by optimizing donor medical management, and to maximize the number and quality of organs recovered for transplantation.

The APDS must have an advanced degree of knowledge, skill and expertise in the Surgical management of critically ill patients with a wide range of injuries as well as chronic and acute medical conditions, and have the ability to assist the organ recovery surgeon in the removal of deceased donor organs for transplantation and research. The impact of this position upon the UW OTD and transplant programs is primarily seen in the number and quality of organs available for transplantation. Failure of the APDS to carry out the responsibilities of this position can result in the loss of organs and therefore, a decrease in the number of organs available for transplant, which could result in the loss of life for those patients who are waiting for a life-saving transplant.

A high degree of organizational and problem-solving skill is necessary in this position. Each organ donation can present a new set of unusual circumstances that must be dealt with in real-time to ensure a successful organ donation. This position requires the ability to handle multiple events that occur simultaneously, while planning for unforeseen medical/surgical and logistical problems. Innovative problem solving often needs to be accomplished in a rapid and decisive fashion to lessen the potential for major occurrences, which could impact negatively upon the supply of organs for transplantation and relationships with hospitals in our donation service area.

Internal and external customer relationships comprise a substantial percentage of this position. The APDS will work collaboratively with a range of professionals including, but not limited to UWOTD professionals, hospital administrators, managers, physicians, advance practice providers, nurses and others involved in the donation process to enhance skills in critical thinking, donor assessment and medical management, leadership and clinical decision making in the field of organ donation. The APDS will also collaborate with other organizations such as tissue banks, eye banks, transplant centers, coroners/medical examiners, funeral homes, other OPO's, as well as other organizations necessary in the donation process in relation to the surgical recovery of organs for transplantation.

MAJOR RESPONSIBILITIES

Clinical and Non-Clinical Activities

- To be a resource for Surgical Recovery Coordinators (SRC) during surgically complex organ donor cases
- Assist with the implementation of evidence-based clinical and surgical practices that are known to improve processes and are based on measurable results.
- Demonstrate advanced decision-making abilities during complex clinical and surgical situations.
- Operate effectively within a multidisciplinary team, i.e., UWOTD, hospital staff and other important stakeholders in the donation process.
- In collaboration with the UWOTD medical director and leadership, provide guidance and clinical judgement with respect to donor suitability
- In collaboration with UWOTD medical director and leadership, improve the UWOTD's observed to expected organs transplanted per donor (OTPD) metric.
- Track surgical errors and report the finding to the Surgical Recovery Manager and the Medical Director(s)
- Surgical assisting the organ recovery physician with the removal of organs for transplant, research, etc according to UW OTD and UW Transplant established protocols and procedures Provides guidance and serves as a resource to the OPC and SRC team
- Participates in cross organizational activities to advance the UWOTD organizational priorities.
- Discuss the organ donation process with the donor family in a sensitive and compassionate manner. Provides onsite support to the donor family and donor hospital staff
- Build productive working relationships, as well as establish and maintain professional relationships throughout the UWOTD donation service area (DSA) to advance the mission of the organization.
- Participates in the training of UW OTD clinical and surgical recovery staff, fellow, resident and other health care professionals through hands on training, lectures or in-services

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- Prepares deceased organs (kidneys and livers) for the preservation machine, i.e. cannulation of vessels, removing fat and biopsy organs per protocol
- Assists with packaging of organs for transplant and research according to UW OTD and UNOS standards
- Assist the surgical recovery services manager with maintaining UNOS, AOPO, FDA, CMS and HRSA compliant
- Assists with the development of surgical recovery procedures and protocols related to organ donor management and surgical recovery
- Serves on departmental, hospital and medical staff committees
- Attends conferences such as UW Transplant Morbidity and Mortality (M&M) conference
- Assists with policy and procedure development as well as protocol development that are based on industry standards and best practices.
- Meet with hospital administrators and medical personnel within our service area to educate and address concerns regarding organ donation and the organ donation process.
- Prepare and present educational presentations regarding organ donation to physicians, nurses, administrators, pastoral care, social workers as well as other stakeholders in the donation process

Professional Development/Effectiveness

- Identifies professional strengths and areas for growth and demonstrates professional development through formal and informational learning experiences.
- Maintains current knowledge of organ donor management, procedures, procurement and preservation of solid organs by attending clinical conferences and maintaining continuing medical education.
- Participates in professional organizations in the area of specialization and interests.
- Assists with in-services/training sessions in medical management of critically ill patients Sits on OTD and other committees as required
- Participates in quality improvement and quality assurance projects to ensure patient safety

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	If Nurse Practitioner: Master's or Doctorate's degree from Nursing Program If Physician Assistant: Master's degree from PA Program
	Preferred	Critical care experience and Surgical experience
Work Experience	Minimum	Three (3) years of considerable clinical and/or surgical experience
	Preferred	Experience in organ procurement and/or transplantation highly desirable Critical care experience
Licenses & Certifications	Minimum	NCCPA certified or must obtain NCCPA certification within one year of hire Licensed in the State of Wisconsin as a Physician Assistant or Licensed in the State of Wisconsin as an Advanced Practice Nurse NP certified or must obtain NP certification within one year of hire Must have a valid State of Wisconsin Driver's License
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Effective communication and customer service skills required. • Strong organizational and prioritization skills. • Ability to work collaboratively with people from various backgrounds. • Strong surgical assistance ability. • Attention to detail; timely and accurate documentation • Proficient with computer programs such as Word, Excel, Outlook, Power Point and Access • Effective verbal, written and presentation skills • Ability to make good judgment and have the ability to act decisively at the right time • Effective interpersonal skills • Demonstrates strong leadership skills

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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.