

**BLOOD CENTERS OF THE PACIFIC
JOB ANNOUNCEMENT**

POSITION: Donor Collections Representative -RN
Donor Collections, San Francisco

GENERAL FUNCTION:

Under direction and in accordance with Federal, State, AABB and BCP regulations, medical standards, policies, procedures, cGMPs and SOPPs, conducts and reviews donor histories, performs venipuncture preparatory procedures, performs routine and apheresis venipuncture procedures, accepts and defers donors, treats reactions and performs other tasks as assigned.

REPORTS TO: Collections Manager

SPECIFICS: One regular status positions; 30+ hours/wk.; variable hours and days including weekend hours

MINIMUM QUALIFICATIONS:

Education: Sufficient to meet requirements of necessary State licensing

NOTE: Valid current California RN license and California Driver's License and acceptable DMV record. CPR certification.

ESSENTIAL DUTIES:

Essential duties may include the following; other duties may be assigned. Assures quality customer service to all customers; Reads and follows all procedural and regulatory requirements; completes donor screening including all procedures relevant to biographic, demographic and medical history information; records method of crediting donations; reviews completed donation record; communicates with, informs, directs and respond to donors and employees regarding any aspect of the donation process; accepts and defers donors a authorized and according to procedure; educates and informs donors of donation process and other aspects of BCP practice; performs venipuncture preparatory procedures including: hemoglobin, hematocrit, pulse and blood pressure readings, and sterile arm preparation; performs venipunctures; treats reactions; performs apheresis procedures as assigned; assists in the donor canteen area; maintains cleanliness of the donor collection area; maintains adequate supply level; drives and transports personnel, blood, material and equipment. Assists with set-up and break down of mobile units including transporting and setting up equipment and supplies.

APPLICABLE SKILLS, KNOWLEDGE AND ABILITIES:

Well developed public and employee relations skills. Knowledge of medical procedures and conditions. Ability to understand, follow and successfully perform all assigned duties including whole blood collection, apheresis and transfusion therapy procedures. Ability to drive, lift and carry and work harmoniously and effectively with the public and co-workers.

HOW TO APPLY:

Submit a current resume to Human Resources.

SELECTION PROCESS:

Resumes received will be evaluated competitively and only those applicants with the best qualifications in terms of job match will be contacted and scheduled for an interview.

EOE/AA