

BLOOD CENTERS OF THE PACIFIC JOB ANNOUNCEMENT

POSITION TITLE: HEAD NURSE – Fixed Site
Donor Collections, San Francisco, CA

GENERAL FUNCTION:

In accordance with Federal, State, AABB, cGMPs, SOPPs, established policies, procedures and regulations, performs all aspects of supervision for site collection operations. Duties include but is not limited to, staff supervision, employee counseling and evaluation, discipline, hiring and termination. Is responsible for coordinating site activities, interacting with various departments at Irwin Center and supervising work in progress. Performs medical histories, determines donor eligibility, performs venipunctures, reviews history forms and deals with any adverse reactions/situations as they might arise. Performs other duties as assigned.

REPORTS TO: Manager, fixed site

SPECIFICS: One regular status position; 30+/wk.; variable hours/days; rotating weekends

MINIMUM QUALIFICATIONS:

EDUCATION: Sufficient to meet requirements for RN licensing

EXPERIENCE: One year (full time equivalent) experience in blood collections in a Blood Center; or two (2) years experience in a health care field requiring similar skills and responsibilities

OTHER: Valid current California RN license; valid Current California driver's license; current CPR certification; previous supervisory experience desirable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities may include any or all of the following: Assures quality customer service to all customers. Assist donors having a reaction, that might require assistance from the floor to a chair or bed. Must deal face to face with donors to determine eligibility also must deal with other departments like transportation to ensure units are transported back to IC in a timely manner. Responsible for facilitating inspections of site by regulatory agencies. Must be able to trouble shoot any problems that arise involving the site. Must be able to assist in difficult venipunctures and is responsible for performing venipunctures on donors who have had problems in the past and request the head nurse. Is responsible for the maintenance and review of all records for the site. Must administer the error management program and follow up and correct any errors. Is responsible for the harmonious running of the site and the staff's well-being. Is responsible for ensuring that all customers are treated courteously.

APPLICABLE SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to read and follow procedures and policies. Well developed organizational skills. Ability to direct staff activities and communicate clearly with staff and all customers. Must have ability to sit for periods of time to conduct medical histories. Stand, bend and stoop to perform tasks related to venipuncture and drawing of a unit of blood.

HOW TO APPLY:

Submit a current resume to Human Resources.

SELECTION PROCESS:

Resumes received will be evaluated competitively and only those with the best qualifications will be contacted and scheduled for an interview.

EOE/AA