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| POSITION DESCRIPTION | |  |
| Organ Transport Specialist | | |
| Salary Range: \$45k-\$55k / year | FLSA Status: Non-Exempt | Last Revised: 07/2023 |

Benefits:

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|------------------------------|---|
| -Paid Time Off | -Vision & Dental Insurance |
| -Profit Sharing | -Short & Long Term Disability Insurance |
| -Health Insurance | -\$100,000 Life Insurance |
| -Employee Assistance Program | |

Reports to: Chief of Operations

Shift: 72 hours on-call / 72 hours off

SUMMARY:

The Organ Transport Specialist (OTS) is responsible for providing logistical support to Organ Procurement Organizations (OPO) to facilitate the safe and efficient recovery of donated organs. Operational functions include:

- Transport of surgical staff to and from outlying hospitals for organ recovery.
- Transport of surgical staff to and from the Donor Alliance Recovery Center.
- Transport of Donor Alliance personnel to and from outlying hospitals.
- Assist the ambulance division with the transport of brain-dead organ donors to the Recovery Center.
- Transport of organs, tissues, blood, and/or pathology samples to various locations.

KEY PERFORMANCE INDICATORS:

Be Safe:

The OTS has a duty to assure his/her personal safety and the safety of their co-workers, passengers, and the public. The OTS shall utilize safety equipment that is provided for them, including seatbelts and body substance isolation products. The OTS shall also operate company vehicles with due regard for the safety of those onboard the vehicle and the public.

Respond to service requests in a timely fashion:

The OTS shall assure that they maintain the ability to respond to a request for service within 15 minutes of receiving the request.

Assure that equipment is constantly in a state of readiness:


The OTS shall assure that his/her assigned vehicle and the equipment within it are in a state of readiness. This includes assuring that all vehicle operating systems are working properly.

Documentation:

The OTS shall complete and submit required documentation such as Trip Reports, Occurrence Reports, Daily Vehicle Checks, and Vehicle Problem Reports in a timely fashion. The OTS shall assure that the information in such documentation is accurate and complete.

Act Professionally:

The OTS has a duty to always act professionally, both on and off duty. Often, the public will judge all first responders by the actions of one individual; therefore, it is the duty of all team members of iCare Ambulance LLC to represent our profession and our company in a positive manner.

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KEY BEHAVIORAL INDICATORS:

In addition to the Key Performance Indicators, members of our team must act in a way that promotes a symbiotic work environment. Members must observe these Behavioral Indicators to remain on our team. All members of our team will adhere to our Core Values:

Integrity: We will be true to our ethical and moral convictions, even when no one is watching.

Compassion: We will care for our patients, partners, and each other with kindness and empathy.

Accountability: We will accept responsibility for our actions and disclose the results in a transparent manner.

Respect: We will acknowledge the innate value of all beings and things and treat them with due regard.

Excellence: We will continually work to improve our culture and performance.

EQUIPMENT:

An employee in this position must be able to effectively operate an emergency response sport utility vehicle (SUV), ambulance, communication equipment (smart phone, tablet, two-way radio), and general clerical equipment.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum qualifications for this position are:

- Must be at least 18 years of age
- Current Driver’s License (Must obtain Colorado Driver’s License within 90 days)
- At least two years of driving experience
- **MUST RESIDE WITHIN 45 MINUTE RESPONSE TIME TO DONOR ALLIANCE RECOVERY CENTER.**

Post appointment education:


- AHA BLS for Healthcare Provider certification
- CEVO/EVOC or equivalent
- Winter Driving/Skid Car certification

Language Skills:

Ability to speak, read, and write fluent English and communicate effectively. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to complete patient care reports.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to assess situations, exercise sound judgment, and take appropriate action, remaining cognizant of the company’s confidentiality requirement.

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Physical Demands:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical effort involves – for indefinite periods of time – mobility within an office and field environment; subject to infectious diseases, chemical, dust/mites, fume, odor, explosive, electrical and mechanical hazards; exposure to extreme cold, heat, temperature swings, and constant noise; twisting body; stooping; standing; squatting; sorting; sitting; seeing; pushing; pulling; lifting; dragging, and carrying a minimum of 25 pounds; climbing; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by two-way radio; fine finger manipulation for writing and typing on a personal computer; operation of an emergency vehicle through city traffic.

WORKING CONDITIONS:

The OTS operates in a variety of settings including, but not limited to, office building, hospitals, outdoors, and near fixed wing and rotor wing aircraft.

CONTINUING EDUCATION:

All members of the organization must continually strive to improve themselves personally and professionally. In addition to the required continuing education for certification, members are required to attend periodic company trainings. Additional training opportunities are offered, but not mandatory.

ORIENTATION:

New team members participate in our Field Training Program which occurs during the first three weeks of employment. During the Field Training Program, new members are responsible for completing a task book that contains functional tasks that must be mastered. New members complete this task book under the instruction and mentorship of a Field Training Officer. By the end of the Field Training Program, the new member must demonstrate competence in all tasks within the book. Members who are not able to show proficiency in the tasks are given an additional three days to show mastery; failure to do so may result in dismissal.

PROBATION:

The OTS will be placed on probation for the first 90 days of employment. During this period, the OTS must complete the following:

- Have no disciplinary action.
- Complete the Field Training Task Book.
- Pass end of probation test.

Upon successful completion of the probationary period, the employee will be granted status as an employee in good standing.

ICARE AMBULANCE LLC IS AN EQUAL OPPORTUNITY EMPLOYER

Employee Signature

Date