



**JOB POSTING  
LIFELINK OF PUERTO RICO  
PER DIEM  
SURGICAL COORDINATOR 1**

Responsible for activities associated with organ recovery and preservation of donated organs. Works within general guidelines and in coordination with established full-time LifeLink Transplant Coordinator Staff. Applies principles of sterile technique and surgical expertise in the recovery of organs for transplant, participates in a per-diem schedule updated every month for organ recoveries, and maintains an open line of communication with the Training Supervisor and the Director/Manager of Recovery Services.

**Principal Duties and Responsibilities:**

1. Participates in the surgical recovery of human organs for transplantation.
2. Demonstrates thorough knowledge and comprehension of aseptic techniques.
3. Demonstrates ability to circulate in an operating room setting.
4. Assists in the preparation of all sterile work areas and supplies needed for various stages of procurement.
5. Delivers supplies from coordinator to OR staff within 1 – 1.5 hours before case.
6. Meets/greets, OR staff, and reviews preference card.
7. Greets visiting transplant teams, obtaining necessary information from them.
8. Assists OR staff in room set-up and opening/flashing retractors.
9. Opens sterile perfusion and organ packing supplies on back table.
10. Assists primary LifeLink Coordinator with donor transport, as necessary.
11. Completes information on all appropriate pages of the LifeLink Deceased Donor Information Form, as directed by the primary LifeLink Coordinator.
12. Add drugs to perfusion solution under direction of primary coordinator.
13. Prepares sterile slush for topical organ cooling and organ packaging.
14. Facilitates telephone communication as directed by the primary coordinator.
15. Hangs perfusion solutions and monitor flow rate after cross clamp.
16. Prepares shipping boxes and labels for organ packing.
17. Photocopies necessary paperwork at direction of primary coordinator.
18. Assists with post-mortem care and room clean up when case is complete.
19. Returns to office to restock OR bags and call vehicle, as needed.
20. Performs any other duties as directed by primary coordinator.

**Job Specifications**

1. Operations Room Technician (ORT) or successful completion of an accredited Surgical Technology Program or its equivalent; and,
2. A minimum of two years of experience in any of these fields.
3. Current State Driver License with good driving record.
4. All appropriate inoculations and appropriate OSHA training.
5. Interpersonal skills to clearly interact with hospital staff members, coordinators, supervisors, and management.
6. Extended working hours during peak procurement periods.
7. Respond to cases calls within 15 minutes, when scheduled, required.
8. Arrival at the hospital prior to one (1) hour and thirty (30) minutes of the OR time, required.
9. Able to perform in various operating room settings.

**REPORTS TO:** Director / Manager Organ Procurement

**HOW TO APPLY:** LifeLink Web Page:

- ➦ [www.lifelinkfoundation.org](http://www.lifelinkfoundation.org)
- ➦ Click on “*Connect With Us*”
- ➦ Click on “*Careers*”
- ➦ Click on “*See Openings*” or “*Job Opportunities*”

**CLOSING DATE:** **Open position until further notification**