

M A R Q U E T T E   G E N E R A L   H E A L T H   S Y S T E M

JOB DESCRIPTION

POSITION: Donor Technician DEPARTMENT: Laboratory (7020)  
 SUPERVISED BY: Spvsr, Laboratory (Section) SUPERVISES: None  
 EFFECTIVE DATE: October, 1991 JCC: 221  
 REVIEW DATE: 12/93;12/95;1/97;4/98;4/99 REVISED DATE: 12/93; 12/95; 3/98  
2/00; 12/01; 2/04; 3/04 2/00; 12/01; 3/04  
 PREPARED BY: John Rhoades TITLE: Dir, Laboratory  
 RECOMMENDED BY: Al Hendra TITLE: Asst. Admin./Hum. Res.  
 APPROVED BY: Al Hendra TITLE: Asst. Admin./Hum. Res.

**POSITION SUMMARY:**

Recruits, screens, and draws blood donors to maintain an adequate blood supply for MGHS and contract hospitals. Assists with the donor pheresis program and prepares blood components. Performs therapeutic phlebotomies.

**POSITION ACCOUNTABILITIES/COMPETENCIES\*\*:**

Does  
Meets Not  
Meet\*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Performs procedures/protocols in Donor Services. (1,3,8)
- 5. Tele-recruits donors as needed to maintain adequate blood supplies for daily activity levels at Marquette General's hospital and its regional contract hospitals. (1,2,3,5)
- 6. Schedules donor appointments, screens donors for eligibility, registers accepted donors, and maintains donor records. (1,2,5)
- 7. Performs donor and therapeutic phlebotomy on donors or patients of all age groups and assists in the donor pheresis program. (1,2,3,8)
- 8. Screens and draws donors at blood drives located in-house and outside the hospital campus. (1,2,8)

- 9. Prepares and maintains inventory of blood components, i.e., red blood cells, platelets, and fresh frozen plasma. (1,5,8)
- 10. Maintains supply inventory in the section. (5)
- 11. Performs quality control and corrective preventative maintenance on equipment, instruments, and products. (2)
- 12. Trains/orients new employees and students and gives technical direction/information to co-workers, donors, health care professionals, and clients. (2,5)
- 13. Performs other related duties as assigned or requested.

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria.

**POSITION QUALIFICATIONS:**

**Minimum Education:**

- High school graduate

**Preferred Experience:**

- Phlebotomy experience

**Required Registration:**

- Current CPR certification

**Physical Demands:**

- Heavy physical effort

**Working Conditions:**

- Travel required
- Occasionally subjected to irregular hours
- Regularly exposed to the risk of bloodborne disease

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(1) The performance of this function is the reason that the job exists and is a critical activity.  
(2) There are limited employees among whom the performance of this function can be distributed.  
(3) This function occupies a great deal of the employee's time.  
(4) This function is highly specialized. Employees are hired for the skill/ability to perform this.  
(5) Failure to perform this function may have serious consequences.  
(8) Exposure to bloodborne pathogens that requires use of personal protective equipment.