

DCI Donor Services (DCIDS) is looking for a dynamic and enthusiastic team member to join us to save lives!! Our mission at DCIDS is to save lives through organ donation and we want professionals on our team that will embrace this important work!! DCI Donor Services is seeking a Quality Assurance Coordinator to join our team. The Quality Assurance Coordinator performs ocular and tissue donor record quality assurance review in compliance with DCIDS, FDA, EBAA, and AATB policies, procedures, regulations, and standards. This position facilitates requests from hospitals, medical examiners, coroner's facilities, or other external agencies to ensure complete donor records are obtained.

COMPANY OVERVIEW AND MISSIONFor over four decades, DCI Donor Services has been a leader in working to end the transplant waiting list. Our unique approach to service allows for nationwide donation, transplantation, and distribution of organs and tissues while maintaining close ties to our local communities. DCI Donor Services operates three organ procurement/tissue recovery organizations: New Mexico Donor Services, Sierra Donor Services, and Tennessee Donor Services. We also maximize the gift of life through the DCI Donor Services Tissue Bank and Tennessee Donor Services Eye Bank. Our performance is measured by the way we serve donor families and recipients. To be successful in this endeavor is our ultimate mission. By mobilizing the power of people and the potential of technology, we are honored to extend the reach of each donor's gift and share the importance of the gift of life. We are committed to diversity, equity, and inclusion. With the help of our employee-led strategy team, we will ensure that all communities feel welcome and safe with us because we are a model for fairness, belonging, and forward thinking. Key responsibilities this position will perform include: Receives, compiles, and prepares the donor record for eligibility review and signature of donor records as applicable. As needed, meets with the DCIDS Tissue Bank Medical Director(s) to review, and answer questions pertaining to the information and documentation within the donor record. Facilitates requests from hospital/medical examiner or corner's facility (or other external entities as requested) for data and medical record documentation in accordance with regulatory and accreditation entity requirements as well as internal DCIDS Policy and procedure. Receive, compile, and places appropriate

documents within the donor records, when necessary, as required by sharing of donor information. Recognizes and reports trends and opportunities for improvement related to donor records and OPO statistics to the DCIDS Quality Assurance Manager. Participates in required quality training and educational growth to ensure staff is competent, compliant, and trained in quality related tasks with all regulatory and accreditation entities and internal DCIDS standards. Responsible for supporting the use of systems within the DCIDS Quality Management System and improvement initiatives within the quality department. Maintains open verbal and written communication with DCIDS and location Quality Department teams and all other applicable DCIDS departments as it relates to job functions and tasks. If applicable, answers donor recovery screening questions as needed on an on-call basis on behalf of the DCIDS Tissue Bank. Assists in training and mentoring of new Quality Assurance Coordinators. Assist in providing initial, periodic and re-training of quality documentation for ocular and tissue donor related activities for quality and recovery staff. Acts as a role model for DCIDS and the DCIDS Quality Departments by supporting, reinforcing, and exhibiting behaviors consistent with the DCIDS core values; selfless, hardworking, passionate, and dependable. Performs other related duties as assigned. The ideal candidate will have: A High school graduate or equivalent. Associate degree in general studies or related healthcare field preferred. 2 years prior medical-related job experience. Tissue or Ocular bank experience preferred. Certified Eye Bank Technician (CEBT) or Certified Tissue Bank Specialist (CTBS) preferred. Working knowledge of computers and Microsoft Office applications. Valid Driver's license with ability to pass MVR underwriting requirements. We offer a competitive compensation package including: Up to 176 hours of PTO your first year. Up to 72 hours of Sick Time your first year. Two Medical Plans (your choice of a PPO or HDHP), Dental, and Vision Coverage. 403(b) plan with matching contribution. Company provided term life, AD&D, and long-term disability insurance. Wellness Program. Supplemental insurance benefits such as accident coverage and short-term disability. Discounts on home/auto/renter/pet insurance. Cell phone discounts through Verizon. Monthly phone stipend. **New employees must have their first dose of the COVID-19 vaccine by their potential start date or be able

to supply proof of vaccination.** You will receive a confirmation e-mail upon successful submission of your application. The next step of the selection process will be to complete a video screening. Instructions to complete the video screening will be contained in the confirmation e-mail. Please note - you must complete the video screening within 48 hours from submission of your application to be considered for the position.