Classification Specification for Classified Service

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**Title:** Blood Collection Driver Tech

**Pay Scale Group:**

**Essential Function**
Under general supervision from a designated administrator, operate CDL required vehicles, process blood donors, and support all activities of the Hoxworth Blood Center Neighborhood Donor Centers and Mobile Operations.

**Characteristic Duties**
- Communicate directly with donors and blood drive coordinators, following customer service guidelines.
- Comply with standard operating policies and procedures, FDA regulations, AABB Standards, and other regulatory agencies.
- Register, interview and screen prospective donors.
- Process blood donors; perform venipuncture, sample collection, therapeutic phlebotomies, autologous blood donations, automated collections, etc.
- Monitor and assess blood collection process; assist with immediate and/or emergency care in case of a donor adverse reaction.
- Process collections (i.e., verifying collections, packing units for transport, transporting collected units to the blood center).
- Assist and perform quality control functions, maintain and calibrate equipment.
- Responsible for set-up and dismantling of blood collections equipment and materials at all operations.
- Assist with clean-up of Mobile Operations and Neighborhood Donor Centers. Clean and maintain equipment. (e.g. Donor beds, working tables, blood tubing sealers, work stations, etc.).
- Maintain inventory on Mobile Units, replacing all permanent and disposable operational supplies to ensure a timely and uninterrupted operation.
- Responsible for inspecting, cleaning, servicing, and maintaining vehicle(s), and preparing related vehicle reports as required.
- Operate up to a 40 feet Medical Mobile Vehicle (requires a Class B CDL) to and from the collection site, or operate a car, van or truck to transport all necessary equipment for collection and Mobile Unit staff to and from the site.
- Perform other duties as assigned.
Unusual Working Conditions

- Exposure to biohazardous products, chemicals and body fluids. May be exposed to unpleasant odors and adverse weather. May have to ambulate donor in cases of adverse reaction.

- May work an alternative schedule to include four (4) ten (10) hour work days within the standard university work week, i.e., Sunday through Saturday; four (4) nine (9) hour work days and one (1) four (4) hour work day within the standard university work week, i.e., Sunday through Saturday; or any other alternative schedule approved by and required by the organizational unit. May work evenings, weekends, holidays, and on-call.

Minimum Qualifications

- Graduation from an accredited program: Medical Assistant (MA), LPN, Emergency Medical Technical (EMT in Ohio, Kentucky, Indiana or national registry card), military equivalent, or Donor Phlebotomy Technician (DPT) certification with and two (2) years of phlebotomy experience. Ability to lift up to 100 pounds and be able to demonstrate a full range of motion for bending, stooping and lifting. Incumbent must have an acceptable driving record and six months experience in the operation of large vehicles. Must possess and maintain a valid commercial driver’s license (Class B CDL) and an active medical card. In lieu of a medical card, incumbent will be required to possess a federal waiver from the US Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA).

Career Path

Last updated: April 2016