Classification Specification for Classified Service

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Title: Mobile Operation Specialist

Pay Scale Group:

**Essential Function**
Under general supervision from a designated administrator, operate equipment trucks, screen prospective blood donors and, 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 Equipment Truck (non-CDL requirement) 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. May travel overnight.

**Minimum Qualifications**

- Graduation from an accredited program: Medical Assistant (MA), LPN, Emergency Medical Technician (EMT in Ohio, Kentucky, Indiana or national registry card) military equivalent or Donor Phlebotomy Technician (DPT) certification with two (2) years of phlebotomy experience. Must posses and maintain a valid driver’s license and a safe driving record. Must be able to lift up to 100 pounds and be able to demonstrate a full range of motion for bending, stooping and lifting.

**Career Path #1**

- A Mobile Unit Specialist (MOS) will be eligible for reclassification to Blood Collection Driver Tech (BCDT) providing all the following criteria are met:

  1. Employee is trained and proficient in whole blood and automated collections.
  2. Employee has been an incumbent in the MOS position for one (1) year.
  3. Passing grade on competency evaluation (whole blood and automation).
  5. 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 #2**

- A Mobile Unit Specialist (MOS) will be eligible for reclassification to a Donor Care Specialist Advanced (DCSA) provided all the following criteria are met:

  1. Departmental need.
  2. Employee meets minimum qualifications of a DCS Advanced.
  3. Completed certification in phlebotomy from a Hoxworth Blood Center accepted accrediting body (e.g. DPT (ASCP)), with areas of focus in donor qualification, automated collection, methodology, quality control and product safety.
  4. Employee is trained and proficient in automated collections, cell counting instrumentation (if applicable), and/or attends and completes management/supervisor training as determined by the Donor Services Administration.
  5. Selected or performing as a trainer/mentor.
  6. Employee has been an incumbent in the DCS position for one (1) year.
  7. Passing grade on competency evaluation (whole blood and automated).
  8. Above satisfactory performance evaluation.