Title: Manager, Automated Collections

Essential Function

Under general supervision from a designated administrator, manage automated collections (platelets and red cells) for the Hoxworth Blood Center.

Characteristic Duties

- Manage automated collections (platelets and red cells) for the Hoxworth Blood Center.
- Review apheresis donor charts and collection schedules on a daily basis; determine appropriate mix of automated blood products to be collected.
- Develop and maintain automated collection policies and procedures to ensure compliance with standard operating procedures, quality assurance programs and all other regulations.
- Develop and manage reports that define collection numbers, split-rates, quantity-not-sufficient (QNS) rates, etc., compared to goals.
- Evaluate automated collection proficiency of staff; provide training and staff development in the areas of automated collections to meet blood center objectives.
- Maintain expertise in the field of automated collections, including new trends and opportunities.
- In conjunction with quality assurance and regulatory staff, achieve FDA licensure for blood products obtained by automated collections.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelors degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- Diploma nurse with four (4) years experience; -OR- seven (7) years experience. Degree must be in nursing, management or a related field. Experience must include at least three (3) years in automated blood collection and one (1) year supervision.

Last updated: April 2004