**Title:** Quality Assurance Assistant

**Pay Scale Group:** 13  
**FLSA:** Non-Exempt

**Classification Specification for Unclassified Service**

**Essential Function**

Under general supervision from a designated supervisor, review and manage post donation documents, complete appropriate reports and consignee notification.

**Characteristic Duties**

- Review post donation information received; collect donor information from past collections and determine blood products to be recalled based on SOPs and regulations.

- Review and reconcile blood product corrections forms to verify retrieval of appropriate blood products, document final disposition and update event log with product retrieval information.

- Prepare consignee and recipient notification letters as required by regulations and update event log and files with notification information.

- Complete FDA Biologic Product Deviation reports to include investigation results, consignee notification, and the final disposition of blood products (e.g., transfused, returned or discarded) for management review.

- Maintain the Biological Product Deviation database and files.

- Participate in corrective action and process improvements based on audit findings.

- Coordinate and participate in quality assurance projects.

- Assist with document management and developing SOPs.

- Perform quality assurance review of donor services resource documents and select SOPs.

- Perform related duties based on departmental need.

**Minimum Qualifications**

- Associate’s degree; OR two (2) years experience. Degree and experience must be in a related field.

*New: May 2011  
Revised:*