

**American Tissue Services Foundation**  
**POSITION DESCRIPTION**

**Job Title:** Recovery Technician  
**Department:** Recovery Services  
**Reports To:** Site Coordinator (MN) or Area Manager (WI)  
**FLSA Status:** Non-Exempt

**SUMMARY:**

Functions as a member of a recovery team utilizing aseptic technique to appropriately recover donated human tissue for use in transplantation. Recovery is completed in a manner to ensure a safe and sufficient supply of donated tissue.

**EDUCATION AND WORK EXPERIENCE QUALIFICATIONS:**

1. Knowledge of anatomy and previous experience with sterile technique and surgical procedures.
2. Certified Tissue Bank Specialist (CTBS) preferred.
3. Previous tissue procurement experience preferred.
4. Ability to work effectively with a variety of medical professionals including hospital, OPO, coroner, medical examiner, and funeral home.
5. Self-motivated and possess the ability to meet the requirements of a demanding call schedule required.
6. Strong interpersonal skills and the ability to work both independently and as part of a team required.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs all duties and responsibilities in compliance with the current standard operating procedures (SOPs), regulations, American Association of Tissue Banks (AATB) standards, Eye Bank Association of American (EBAA) standards and other applicable federal, state and local laws.
2. Function as one member of a recovery team utilizing aseptic technique to appropriately recover, circulate, and assist as needed.
3. Assists in preparing surgical site and donor for recovery and post donation activities, as appropriate.

4. Ensures timely transportation of donated tissue to central storage or processing facility along with complete and correct corresponding donation documents.
5. Serves as a representative of ATSF. Displays respect for the donor and the donor families at all times and maintains donor dignity. Assist with family support activities.
6. Performs quality control practices as defined by SOPs.
7. Attends departmental meetings and completes required training and readings to ensure compliance.

#### **NON-ESSENTIAL JOB FUNCTIONS:**

*Note: These “non-essential job functions” represent job functions which the incumbent is responsible for performing. However, if necessary, these job functions could be performed by other personnel.*

1. Promotes increased awareness of tissue donation where applicable. May assist in presentations and visibility with industry organizations and partners.
2. Performs other related duties and assignments as required.

#### **SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities. Team Leaders has responsibility for decision making recovery.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to lift and/or move up to 50 pounds and larger weights with assistance.

#### **WORK ENVIRONMENT:**

1. While performing the duties of this job, the employee has frequent contact with potentially biohazardous blood borne pathogens (mucous membrane or skin contact with blood or body fluids which are considered infectious). Use of potentially dangerous instruments (needles, scalpels, etc.). Exposure to dry ice.
2. Irregular hours. Must be available for extensive on-call hours including nights, weekends, and holidays.
3. Travel by personal auto, charter, or commercial aircraft may be required with reimbursement for personal auto use provided by the company policy according to IRS policy.
4. The noise level in the work environment is usually quiet.

**OTHER:**

The Recovery Technician is expected to maintain confidentiality of all donor/recipient information.

Date Prepared: February 15, 2005 Latest Revision: January 20, 2006

I have received a copy of my job description with American Tissue Services Foundation (ATSF). I understand I am to become familiar with this job description as it outlines my responsibilities. If I have questions, I understand that I should talk to my supervisor and/or human resources.

This job description represents a summary of some of the more important job functions. It is not all-inclusive.

ATSF retains the sole right to change, modify, suspend, interpret, or cancel in whole, or in part, any of the published or unpublished company guidelines or practices. ATSF can take such actions without advance notice and without having to give cause or justification.

This job description does not constitute an expressed or implied contract of employment. I have the right to end my work relationship with ATSF with or without advance notice or cause. ATSF has the same right.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date