

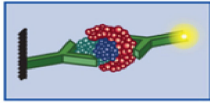
Physician Substitute Job Description

Summary:

The Medical Staff Associate (Physician Substitute) is responsible for the evaluation of potential donors for plasmapheresis and in providing limited emergency care, including the administration of any medications or treatments in accordance with licensure or certification, training and SOP guidance. Physician Substitutes are to be trained and certified as Phlebotomists, Donor Floor Technicians, Screeners and Processors.

Essential Duties:

- Determines donor suitability and suitability of high titer "Disease Associated Antibody donors" when such donors meet the criterion for normal plasma donors; educates donors regarding the plasma donation process; obtains informed consent from donors; manages donor medical incidents; counsels unsuitable donors and manages employee hepatitis B immunization program.
- Conducts confidential and effective interviews with donors to obtain necessary information. Performs medical histories and screening physical examinations for donors; assesses results of donor screening and laboratory tests to determine initial and continuing donor suitability. Examinations include but are not limited to eyes, ears, nose, throat, neck, abdomen, extremities, and the neurological system. Completes forms and document comments. Explains informed consent materials to donors. This includes explanation of procedures, hazards, and potential adverse events; providing clear opportunity for donor to refuse participation; obtaining signature and date certifying informed consent.
- Handles emergencies at the Donor Center by providing routine care as outlined in SOP's; contacting Center Physician or Medical Director for further instructions as needed; contacting emergency medical service/local hospital as needed; periodically checking emergency medical kit to assure supplies are present and in-date. Administration of medication within scope of individual licensure.
- Reviews test results and determine continued donor suitability. Follows SOP's regarding acceptable ranges of SPE scans; maintains knowledge of and applies all rules regarding four month approvals and grace periods. Assesses signs and symptoms a donor may exhibit that may contraindicate continued donation.
- Notifies donors of unsuitable test results. Provides donors with notification forms. Refers donors to community facilities for follow-up testing and counseling.
- Maintains confidentiality with respect to employee, donor and center records reviewed during the course of all duties. Manages employee hepatitis B immunization program.
- Understands and utilizes center computer system (DMS).
- Maintains current professional licensure or certification and current CPR certification.
- Within one year of hire date: train and be certified in the following areas: Phlebotomist, Donor Floor Tech, Screener, Processor.
- Maintain work environment in a clean and efficient manner. Follows all environmental health safety and OSHA policies and procedures.
- Monitors the donor floor area periodically and assists in the screening area.
- Maintain Medical Staff Associate log and documents discussions of special situations with



the center physician on a regular basis.

- Ability to tug, lift, and pull up to twenty-five (25) pounds.
- Regular, reliable and predictable attendance.
- Other related duties as required.

Job Specifications:

- High school diploma or equivalent
- Graduation from a nursing, or physician assistant school or training program. Experience in a plasma center environment is a plus.
- Must be currently licensed or certified in the state in which the center operates and maintain that licensure.
- Must have current cardiopulmonary resuscitation (CPR) certificate in the state in which the center operates.
- Must complete 5 week training program at a SBI center and pass an evaluation by the training physician.
- Must have excellent patient/donor assessment skills.
- Must be able to manage emergency situations in accordance with standard medical care practices and with a calm demeanor.
- Previous work experience should demonstrate adaptability to changing priorities, excellent attention to detail, legible handwriting, and the ability to deal effectively with people.
- Must have excellent communication skills and be able to effectively communicate and demonstrate leadership and supervisory skills.
- Ability to speak, write and read English. Bilingual abilities may be required in some locations.

Equal Employment Opportunity (EEO):

SBI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.