

JOB DESCRIPTION

POST: Blood Donor Organizer

GRADE: GMG/SEG 1

SUMMARY OR BASIC PURPOSE OF WORK:

Under the general direction of the Director of the National Blood Transfusion Service, the incumbent shall be responsible for the planning, organizing, and controlling of the blood donor programme throughout the island; establishing and maintaining a good public relations with communities and organization within these communities; constantly liaising with the news media on educational programmes and other donor programmes; procuring educational aids from funds granted by the Ministry of Health; establishing voluntary blood bank committees throughout the island and guiding and advising their activities in respect to the national blood transfusion service; assisting with the organizing of blood collection centers throughout the island, and representing the National Blood Transfusion Service on Bodies and Committees involved with policy making regarding the service.

RESPONSIBILITIES AND DUTIES:

In discharging his/her duties, the Blood Donor Organizer shall have specific responsibility for:

- Organizing the blood donor programmes throughout the island
- Establishing an effective marketing and education programme to enhance blood donation
- Establishing and maintaining good public relations with communities, service clubs, public health departments, private and public organizations, and uniform services e.g. police, soldiers, firemen etc. to enlist their support for blood donation
- Organizing the movement of the Mobile Blood Collection Unit for blood collection sessions throughout the island, in collaboration with the Chief Medical Technologist of the Central Laboratory and the Nurse in charge of the blood donor service.
- Establishing blood collection centers throughout the island, in close collaboration with the Chief Medical Technologist in charge of the Central Laboratory and the Director.

- Representing the National Blood Transfusion Service on policies e.g. blood bank advisory committee.
 - Liaising with the news media, radio and TV by giving regular programmes projections for blood and public education and information.
 - Maintaining contacts with international transfusion services and other voluntary organizations; with regards to donor organization.
 - Maintaining contact with hospitals.
 - Preparing visual aids for educational programmes.
 - Ensuring that donors are registered promptly and courteously in a donor friendly environment.
 - Ensuring that donor records are maintained in a proper manner and are filed promptly.
 - Ensuring that the necessary registries of donors are prepared and maintained up-to-date.
 - Writing articles for magazines, press, and/or for submission at relevant authorities;
 - Supervising the staff assigned to the Blood Donor Organization Section
 - Making proper arrangement for the granting of leave so that the smooth operation of the section may not be affected.
 - Training and initiating new members of staff assigned to the section in the routine of the organization;
 - Co-operating with the laboratory in satisfying daily requirements of blood and its components, as well as special requests for rare type blood;
 - Ensuring that an adequate donor "call up" system is maintained so that blood will always be available for transfusion;
 - Ensuring that records with the names and addresses of donors with rare type blood is always prepared up-to-date so that these donors can be contacted in cases of crises;
 - Ensuring that donor accounts are maintained up-to-date on a debit and credit basis;
 - Ensuring that volunteer donors are issued with "thank you" letters;
 - Conducting performance evaluation reports on members of staff assigned to the Blood Donor Organization Section;
 - Appealing to organizations and private individuals to assist with transportation of donors to blood collection centers in cases of emergency
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- Organizing public education programme for schools and other institutions;
 - Preparing an estimate for the operation of the section each year and submit same

to the Director for inclusion in the annual estimate of expenditure for the National Blood Transfusion Services

- Collaborating constantly with the head of the Support Services Section to ensure that mobile blood collection unit and equipment for use on the unit are in good working order prior to mobile operations
- Maintaining close contacts with local and international organizations e.g. Red Cross Association.

KNOWLEDGE AND EXPERIENCE:

The position requires a person with a University Degree in Marketing and or Public Relations and a suitable personality and aptitude with at least five (5) years' experience in dealing with the public at an administrative level.

STAFF SUPERVISED

Assistant Blood Donor Organizer

Secretary

4 Clerical Officers (RIM)

Technical Assistants

Voluntary Committees Island wide