

Job Purpose

This position serves as the primary point of contact for donation stakeholders involved in forensic death investigation; including coroners, medical examiners, forensic pathologists, law enforcement, prosecuting attorneys, and child protective services (hereby referred to as forensic professionals). The forensic outreach coordinator delivers key communication, documentation, education, and issue resolution design to maximize organ and tissue donation outcomes in cases with forensic concerns. This position also coordinates non-hospital death referrals and serves as a representative to all applicable associations representing forensic professionals.

Key Result Areas

- 1) Serves as the organ and tissue donation advocate to forensic professionals to limit restrictions on the recovery of organs and tissue for transplant, research, and education.
 - 2) Maintains an environment conducive for non-hospital tissue referrals.
 - 3) Contributes to the professional development of organ and tissue recovery teams as a subject matter expert in forensics and the death investigation process.
- Serves as the internal escalation point of contact for forensic issues 24/7. Leads timely and effective case conversations and after-action reviews with relevant forensic professionals and/or internal teams.
 - Works collaboratively with forensic professionals to review and develop donation policies and procedure that are supportive of donation and protect the integrity of a death investigation.
 - Establishes and upholds a professional, expansive presence and communication with forensic professionals and representative associations.
 - Proactively educates forensic professionals on the impact of organ, tissue, and cornea donation as well as best practice guidelines for recovery on forensic cases.
 - Collaborates with internal partners to effectively remove barriers to donation whenever possible.

4) Meets defined business development goals.

- Grows assigned designated service area by developing a non-hospital death referral program.
- Reduces and maintains the occurrence of organ and tissue restrictions consistent with industry standards.
- Develops and implements a chain of custody procedure.
- Creates a yearly strategic execution plan in conjunction with leadership team.
- Maintains robust data and reporting practices.

5) Maintains appropriate documentation of essential activities.

- Documents all contacts and communication relating to case activity in real time using organizational charting system.
- Completes required process improvement steps, such as variances, corrective actions, activity reports, timecards, expense reports, database entry, etc. in a timely manner.
- Ensures service profiles for forensic professionals are up to date in organizational charting system.
- Reviews and analyzes data regarding organ and/or tissue donation referrals, recovery, and restrictions. Uses learnings and insight from this data to develop monthly reports and after-action reviews.

6) Participation in projects, committees or initiatives that enhance or improve the overall success or culture of the organization.

- Completes performance improvement, provides education, and develops process to improve the operational or departmental effectiveness and efficiency.
- Attends and participates in regular continuing education, professional development, or other appropriate meetings as required.
- Participates in precepting or training new team members.
- Participates in committees/teams/workgroups with active attendance, meaningful contribution, and a leadership mentality.



Position description for:
Forensic Outreach Coordinator