

POSITION DESCRIPTION

Transplant Coordinator

POSITION NUMBER	1032
DEPARTMENT	Lions Eye Donation Service
CLASSIFICATION	Research
EMPLOYMENT TYPE	Full time Maximum term contract (dependent on external funding) for two years
REPORTS TO	Director, Lions Eye Donation Service
BASE SALARY	Level A.6 \$91,125 (plus call-out and on-call payments)
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our <i>Study and Careers</i> page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au <i>Please DO NOT send your application to this email address</i>

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Position Summary

The role of the Transplant Coordinator sits within the Lions Eye Donation Service (LEDS). LEDS is a joint venture between the Centre for Eye Research Australia, the Royal Victorian Eye and Ear Hospital and supported by the Lions Clubs of Victoria and Southern New South Wales. It routinely provides corneas and sclera for transplantation and research across Victoria and Tasmania.

The role of the Transplant Coordinator is critical to the success of the Lions Eye Donation Service. Working closely in a team environment, this role shares responsibility to ensure an adequate supply of corneas for therapeutic transplant by the retrieval, evaluation, and distribution of human eye tissue.

The role requires someone with a sensitive and mature approach in dealing with donor families and liaising with medical and other hospital staff. An aptitude towards scientific and technical tasks is required as the role does also involve laboratory/diagnostic work. Full on-the-job training is provided, and excellent professional development opportunities are available.

Given the team need to be contacted 24 hours a day, the role requires regular on-call work during evenings and weekend work.

Key Responsibilities

1. Obtain information on potential donors from hospitals and other facilities.
2. Provide follow-up for potential donor contacts, including speaking to medical staff and contacting Next-of-Kin for consent to donation.
3. Perform surgery to recover donated eye tissue from all sources following the Service's standard procedures. Training is provided on all aspects of this surgery.
4. Take blood samples from donors for serology.
5. Transport eye tissue (vehicle provided) across Victoria.
6. Process and evaluate eye tissue as per the Service's standards.
7. Distribute eye tissue according to the Service's policies.
8. Contribute to the administrative functions of the Service, particularly the maintenance of donor and recipient records.

Selection Criteria

ESSENTIAL

1. Relevant degree in a Science discipline, Orthoptics, Optometry, Nursing or similar.
2. Current and valid driver's licence.
3. Excellent written and verbal communication skills.
4. A sensitive and mature approach with the ability to exercise ethical and sound judgement and discretion.
5. Aptitude for surgical and technical skills
6. Ability to learn and follow strict protocols.
7. An ability to work independently on discrete tasks but also contribute to and work well within a team.

8. Availability to work afterhours and on-call.

DESIRABLE

1. Knowledge of hospital environments.

Job complexity, skills and knowledge

Level of supervision/independence

This position works with a high level of independence and autonomy. The Director provides broad direction and guidance, but the incumbent will be expected to undertake their day-to-day work largely independently including scheduling and prioritising tasks.

Problem solving and judgement.

The incumbent must be able to plan, take initiative, co-ordinate and work with a wide range of people and undertake timely and appropriate consultation with colleagues to ensure tasks are completed on time and to high standard. The role requires level of maturity, sound judgement, high level interpersonal skills and independent decision making on routine matters.

Professional and organisational knowledge

The incumbent will be required to develop a detailed knowledge of eye donation in Australia. A good understanding of other partners in donation such as the National Authority, Donatelife organ donation services and tissue banks must also be developed. The ability to gain relevant knowledge quickly and effectively is expected

Special requirements and other information

1. Availability to share 24-hour year-round on-call duties. This includes public holiday periods such as Christmas and Easter.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You will be required to independently travel to various external locations to fulfil requirements of the position.
4. You may be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
5. This position will have no direct reports.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at St Vincent's Hospital Clinical Sciences Building and Daly Wing. We also have clinical research facilities at the Eye and Ear on the Park hospital in East Melbourne. We have around 130 staff and students working across our three sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We work together for the greater good.
- **Agility** – We work with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.