Section 1 - Position Identification

<table>
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<tr>
<th>Job Title</th>
<th>Eye Bank Coordinator (Laboratory 1.0 FTE)</th>
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<td>Department</td>
<td>Lions Eye Bank of WA</td>
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Section 2 - Position Relationships

Section 3 - Position

1. STATEMENT OF DUTIES

ROLE STATEMENT

Working in a small team on rostered basis, the Eye Bank Co-ordinator (Laboratory), together with the Eye Bank Co-ordinator (Admin) ensures an adequate supply of corneas for therapeutic transplant by the retrieval, evaluation and distribution of human eye tissue. This position assists in the development of research protocols and data analysis and provides the administrative and technical assistance necessary for the day to day functioning of the eye bank laboratories, including the management of critical equipment, the facility and supplies.

KEY JOB RESPONSIBILITIES

- Participate in the retrieval and manufacturing processes
- Release, allocate and distribute tissue
- Contribute to the Eye Bank’s research projects
- Manage the Eye Bank laboratories – including critical equipment and supplies
- Promotion and education to health professionals and the community about eye donation, retrieval and transplantation
Retrieval and Management of Donor Tissue

1.1 Identify and evaluate potential donors with DonateLife personnel
1.2 Perform surgery to retrieve donated eye tissue from all sources following Eye Bank standard procedures
1.3 Take blood samples for serology
1.4 Evaluate and process eye tissue as per Eye Bank standard procedures
1.5 Prepare tissue for surgery (transfers, pre-cuts)
1.6 Tissue clearance and distribution

Laboratory

2.1 Pack and distribute eye tissue for surgery
2.2 Sampling of media for tissue clearance
2.3 Prepare sclera as required
2.4 Manage the laboratory supplies and critical materials including
   2.4.1 Identify and review suppliers and contracts
   2.4.2 Ordering and invoices
   2.4.3 Manage the clearance and release of critical materials (CM spreadsheet)
2.5 Preparation of media for use in ocular processing
   2.5.1 Microbiological sampling of prepared media
   2.5.2 Validation of media processing
2.6 Clean instruments and prepare for sterilization

Research

3.1 Assist the Medical Director to implement research protocols
3.2 Actively participate in research development
3.3 Statistical analysis of data

Facilities / Premises

4.1 Manage the eye bank facilities including:
   4.1.1 Pest control
   4.1.2 Security
   4.1.3 Cleaning
   4.1.4 Fire equipment
   4.1.5 Contracts including GMP training

Equipment

5.1 Control the management of all critical equipment including
   5.1.1 Purchasing
   5.1.2 Qualification
   5.1.3 Maintenance contracts
   5.1.4 Calibration
   5.1.5 Tagging and testing
5.2 Manage the equipment asset register in conjunction with LEI administration

Quality management system

6.1 Maintain quality documents in the Q-Pulse Compliance Database
6.2 Update/edit quality documents as required
6.3 Participate in Internal Audits Program
6.4 Use and participate in the corrective action review process
7 Admin Assistance
7.1 Provide administration assistance/backup to the Eye Bank Co-ordinator (Admin) as required

2. Education and Training
2.1. Participate in competency based education program for role, based on cGMP principles
2.2. Assist with the orientation and training of new staff
2.3. Undertake ongoing development of self and others in the pursuit of professional excellence

3. MISSION AND VALUES
3.1. Commitment to the philosophy and values of the Lions Eye Institute and Lions Eye Bank of WA.
3.2. Actively supports LEI and Lions Eye Bank Policies and Procedures

4. SELECTION CRITERIA
4.1. Positive attitude towards Organ and Tissue donation
4.2. Hold an Australian Qualification Framework (AQF) Grading of Level 7 (bachelor degree) or above from a medical science related discipline
4.3. Minimum 5 years of continuous work experience in a medical science field
4.4. Previous experience in a healthcare setting with experience in the application of quality improvement and risk management principles working in a cGMP environment
4.5. An understanding of the regulatory and legislative frameworks/ requirements for eye donation, processing and banking in WA/Australia
   4.5.1. Australian Code of Good Manufacturing Practice for human blood and blood components, human tissues and human cellular therapy products
   4.5.2. Human and Tissue and Transplant Act WA
   4.5.3. Therapeutic Goods Order No. 85 Standards for human ocular tissue
   4.5.4. Therapeutic Goods Order No. 88 Standards for donor selection, testing an minimising infectious disease transmission via therapeutic goods that are human blood and blood components, human tissue and human cellular therapy products
4.6. A good understanding of laboratory techniques
4.7. Knowledge and skills in research protocols, research development and statistical analysis of data.
4.8. Experience in handling tissue and preparation and processing of tissue for microscopy with excellent manual dexterity
4.9. Excellent verbal and written communication skills
4.10. Excellent interpersonal skills, strong client focus and the ability to maintain confidentiality
4.11. Demonstrated organisational and time management skills, thoroughness and careful attention to detail
4.12. Demonstrated ability to work independently and as part of a small team
4.13. Demonstrated competence with standard computer application and ability to become proficient in new computer applications
4.14. Working knowledge of ophthalmology terminology desirable
4.15. Working knowledge of Q-Pulse Electronic Quality Management System highly regarded
5. CONDITIONS OF EMPLOYMENT

5.1. Individual Employment Contract
5.2. 9.5% superannuation
5.3. Ability to salary sacrifice
5.4. Rostered shift work (5 x morning shifts 730-330 hrs and 5 x afternoon shifts 1000-1800 per fortnight). Shared with Eye Bank Co-ordinator (Admin)
5.5. Participate in the on-call roster after hours/weekends
5.6. Undertake the compulsory units of the Post Graduate Certificate of Eye Banking
5.7. Staff Parking
5.8. Fortnightly mobile phone allowance when rostered on-call
5.9. Annual staff appraisal

6. APPROVAL

POSITION APPROVALS

Department Head/Manager  
Lisa Buckland
Signature  
22/11/16

Medical Director  
Assoc Prof Steven Wiffen
Signature  
22/11/16