



WE DELETE BLOOD CANCER

Department: Donor Management
Title: Home Health Agency Specialist
Key Areas: Healthcare related field such as hospital administration, social work, public health, nursing, biology
Direct Report: Process Improvement Manager
Term of Employment: Full time
Employee Category: Non-Exempt
Exemption: Administrative

About DKMS

Get inspired by doing something that really matters and join our team of dedicated, caring people at DKMS. Every day, we help save lives by adding more potential donors to the bone marrow registry and connecting patients in need of a transplant with matching donors who can make it happen. Globally, we've registered more than 10.5 million potential donors, and over 90,000 of these have gone on to donate to patients. You'll be part of a growing international nonprofit where creativity, initiative, compassion, collaboration, and strategic thinking are rewarded as we work together to expand our reach, recruit more donors and help save more lives.

Position Summary: Donors donating Peripheral Blood Stem Cells (PBSC) require visits from a traveling nurse in the days before their donation. The Home Health Agency Specialist supports the Workup team by coordinating all activities around this process.

Responsibilities:

- Identify local medical facilities and home health agencies for donors and schedule nursing appointments at facilities and in the home
- Train medical facility nurses and home health agency nurses to ensure compliance with DKMS protocol
- Assist with maintaining an electronic record of all documents pertaining to the search process
- Obtain clinical data collection forms and source documentation required from home health agency visits
- Verify all information for accuracy and completeness and ensure good record keeping with external agencies
- Provide assistance for problem form resolution and error correction processing.
- Act as internal expert on home health agency landscape
- Assist with the development of Standard Operating Procedures and policies around coordination with home health agencies
- Make recommendations for department improvements
- Ensure compliance with all standards, policies, procedures, and documentation requirements set by DBC, the NMDP, and the FDA
- Ad hoc projects

Requirements/ Qualifications:

- Bachelor's degree, minimum of two years work experience, or any combination of education and experience which would provide an equivalent background
- Knowledge of patient care services and medical record chart documentation
- Excellent interpersonal skills and the ability to work in a team environment



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- Excellent written and verbal communication skills
- Very proactive work ethic and the ability to diligently meet targets
- Must be detailed oriented, highly organized and able to multitask efficiently
- Flexible, entrepreneurial spirit
- Knowledge of medical terminology an asset
- Proficiency in Windows , Word, Outlook, Excel, and internet searches required; foreign language desirable