

BLOOD DONOR ORGANIZERS

1.1 Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Mobilize communities for blood donation.
- Organize and lead mobile blood donations in schools, workplaces, etc.
- Give blood donation lectures at workplaces, schools and voluntary organisations
- Prepare donor cards and certificates to voluntary blood donors
- Give pre-donation counselling
- Give post-donation counselling to donors with Transfusion Transmissible Infections (TTI)
- Ensure voluntary blood donors' welfare
- Perform other duties that may be assigned

Communication and Working Relationships

- Maintain effective communication and working relationship with team members, other health workers and clients.
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in surveys and audits.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in blood transfusion unit.
- Comply with health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Blood Donor Organizer

Criteria	Essential	Desirable
Educational Qualification and Experience	Degree in Social Sciences or equivalent and at least one (1) year national service or internship at a recognized health facility	
Knowledge	General knowledge in Blood Transfusion Service Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
Skills & Abilities	Counseling skills Competence in word processing and spreadsheet skills Ability to demonstrate a high level of oral and writing skills Good interpersonal relationship Ability to work with others as a team member Ability to develop and motivate staff Ability to cope with pressure and handle difficult and stressful situations Able to follow standard operational procedures Ability to manage own workload autonomously	

1.2 Senior Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Senior Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Supervise and assign tasks to subordinate blood donor organizers
- Determine the size of the donor panel and build it up
- Ensure blood is always available and in adequate quantities
- Organise and maintain community blood banks
- Ensure that the donor records are always up to date
- Ensure voluntary blood donors' welfare
- Organise sponsorship packages for blood donors
- Write up advertisements in both print and electronic media
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication and working relationship with team members, other health workers and clients.
- Develop working partnership networks with individuals, groups, communities and agencies.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure that supplies, equipment and department environment is maintained to high

standard.

- Undertake/participate in rota planning and monitoring in the unit
- Ensure effective and efficient use of human and material resources in the unit.
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in surveys and audits

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the occupational therapy unit.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols in (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Blood Donor Organizer

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Degree in social sciences or equivalent Evidence of Continuous professional training	
<i>Experience</i>	At least 3 years post qualification experience as a blood donor organizer	
<i>Knowledge</i>	General knowledge in Blood Transfusion Service	

	<p>Understanding of the importance of patient confidentiality</p> <p>Understanding of Quality Issues</p> <p>Knowledge of Health and Safety</p>	
<p>Skills & Abilities</p>	<p>Counseling skills</p> <p>Ability to demonstrate a high level of oral and written skills</p> <p>Competence in word processing and spreadsheet skills</p> <p>Good interpersonal relationship</p> <p>Ability to show good organizational and supervisory skills</p> <p>Ability to work with others as a team member</p> <p>Ability to develop and motivate staff</p> <p>Ability to cope with pressure and handle difficult and stressful situations</p> <p>Able to follow standard operational procedures</p> <p>Ability to manage own workload autonomously</p> <p>Ability to meet changing conditions and solve new problems with the minimum of help</p>	

1.3 Principal Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Principal Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Coordinate all blood donation activities in the Region
- Ensure that equipment, posters and leaflets are available
- Evaluate activities of all organisers within the Region
- Ensure compliance of organisers to written programmes and suggest modifications where appropriate
- Initiate the preparation of posters and leaflets
- Set goals and evaluate general performance of subordinates
- Ensure that targets are met
- Prepare annual and other reports as required
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication and working relationship with team members, other health workers and clients.
- Develop working partnership networks with individuals, groups, communities and agencies.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure that supplies, equipment and department environment is maintained to high standard.
- Undertake/participate in rota planning and monitoring in the unit
- Ensure effective and efficient use of human and material resources in the unit.
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in surveys and audits

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the occupational therapy unit.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Blood Donor Organizer

Criteria	Essential	Desirable
Educational Qualification	Degree in social sciences or equivalent Evidence of Continuous professional training	Management and leadership training
Experience	At least 5 years working experience at the grade of Senior Blood Organizer	
Knowledge	General knowledge in Blood Transfusion Service	

	<p>Understanding of the importance of patient confidentiality</p> <p>Understanding of Quality Issues</p> <p>Knowledge of Health and Safety</p>	
<p>Skills & Abilities</p>	<p>Counseling skills</p> <p>Ability to demonstrate a high level of oral and writing skills</p> <p>Competence in word processing and spreadsheet skills</p> <p>Good interpersonal relationship</p> <p>Ability to show good organizational and supervisory skills</p> <p>Leadership skills</p> <p>Ability to work with others as a team member</p> <p>Ability to develop and motivate staff</p> <p>Ability to cope with pressure and handle difficult and stressful situations</p> <p>Able to follow standard operational procedures</p> <p>Ability to meet changing conditions and solve new problems with the minimum of help</p>	

1.4 Deputy Chief Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Deputy Chief Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Coordinate all blood donation activities in the Region
- Ensure that logistics, posters and leaflets for blood donation are available.
- Provide technical support to blood donor organizers within the Region
- Ensure compliance of organisers to written programmes and suggest modifications where appropriate
- Initiate the preparation of posters and leaflets for blood donation
- Set goals and evaluate general performance of subordinates
- Ensure that blood donation targets are met
- Prepare annual and other reports as required
- Perform other official duties that may be assigned

Communication and working Relationships

- Establish and maintain effective communication with team members, other health workers and clients.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the blood donor services.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate
- Develop and conduct continuing education programs for the blood donor organizers.
- Plan and conduct orientation of new entrants and provide feedback related to specific education needs.

- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure regular availability of supplies and other logistics for blood donor activities.
- Coordinate roster planning and monitoring and documentation of all leave for all the staff in the unit/department
- Ensure maintenance of up-to date records for blood donor activities
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Supervise the preparation of plans, budgets and periodic reports for the blood donor activities
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Conduct research in the area of work and promote utilization of research results.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).

Quality Assurance

- Work within the prescribed quality standards for the blood donor services
- Comply with the GHS quality assurance policy and guidelines.
- Keep up-to-date with quality developments relevant to area of work and related services

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Chief Blood Donor Organizer

Criteria	Essential	Desirable
Educational Qualification & Experience	Degree in social work or equivalent with at least FIVE (5) years' working experience at the level of Principal Blood Donor Organizer or equivalent plus evidence of Continuing professional education (CPE) and management training. Or Masters (or equivalent) in a relevant area (e.g Mass Communication/Public Relations) with a minimum of THREE (3) years postgraduate qualification working experience as a Senior Blood Donor Organizer or equivalent plus evidence of CPE and management training. Or Masters (or equivalent) in a relevant specialty at the grade of Principal Blood Donor Organizer or equivalent plus evidence of CPE and management training. Experience in planning and budgeting.	
Knowledge	General knowledge in Blood Transfusion Service Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
Skills & Abilities	Counseling skill Advocacy skill Competence in word processing and spreadsheet skills Ability to demonstrate a high level of oral and writing skills Good interpersonal relationship Ability to show good organizational and supervisory skills Leadership skills Ability to work with others as a team member Ability to develop and motivate staff Ability to cope with pressure and handle difficult and stressful situations Able to follow standard operational procedures Ability to meet changing conditions and solve new problems with the minimum of help	

1.5 Chief Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Chief Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Provide technical advice on the organization of blood donation campaign
- Compile and analyse reports from the regions, and advise the Head of Unit
- Ensure that regions comply with written programme and suggest changes when necessary
- Responsible for integrating donor welfare nationwide
- Responsible for organising workshops and in-service training for staff
- Responsible for preparing leaflets and posters
- Conduct training for newly recruited organisers
- Contribute to the development of training programmes for donor organisers
- Responsible for writing protocols/questionnaires for research
- Prepare budget for blood donor organisational activities
- Undertake periodic routine supervisory visits to the regions
- Perform any other functions as may be determined by the Head of Unit

Communication and working Relationships

- Establish and maintain effective communication with team members, other health workers and clients.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the blood donor services.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate

- Develop and conduct continuing education programs for the blood donor organizers.
- Plan and conduct orientation of new entrants and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure regular availability of supplies and other logistics for blood donor activities.
- Coordinate roster planning and monitoring and documentation of all leave for all the staff in the unit/department
- Ensure maintenance of up-to date records for blood donor activities
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Supervise the preparation of plans, budgets and periodic reports for the blood donor activities
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Conduct research in the area of work and promote utilization of research results.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).

Quality Assurance

- Work within the prescribed quality standards for the blood donor services
- Comply with the GHS quality assurance policy and guidelines.
- Keep up-to-date with quality developments relevant to area of work and related services

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Chief Blood Donor Organizer**

Criteria	Essential	Desirable
<i>Educational Qualification & Experience</i>	<p>Degree in social work or equivalent plus a Masters' degree (or equivalent) in a relevant specialty with at least FIVE (5) years' working experience at the level of Deputy Chief Blood Donor Organizer or equivalent; evidence of continuing professional development and management training.</p> <p>Experience in planning and budgeting.</p>	
<i>Knowledge</i>	<p>General knowledge in Blood Transfusion Service</p> <p>Understanding of the importance of patient confidentiality</p> <p>Understanding of Quality Issues</p> <p>Knowledge of Health and Safety</p>	
<i>Skills & Abilities</i>	<p>Counseling skill</p> <p>Advocacy skill</p> <p>Competence in word processing and spreadsheet skills</p> <p>Ability to demonstrate a high level of oral and writing skills</p> <p>Good interpersonal relationship</p> <p>Ability to show good organizational and supervisory skills</p> <p>Leadership skills</p> <p>Ability to work with others as a team member</p> <p>Ability to develop and motivate staff</p> <p>Ability to cope with pressure and handle difficult and stressful situations</p> <p>Able to follow standard operational procedures</p>	