



## Medical Director Designee Job Posting

### **Job Description**

The Medical Director Designee (MDD) completes all tasks necessary to ensure that donor records meet quality specifications and regulatory standards prior to the final release for distribution. The MDD is responsible for reviewing all relevant medical records in an efficient and timely manner, and determines the final donor eligibility.

### **Essential Duties and Responsibilities**

- Organize donor chart information and prioritize work flows to obtain additional information
- Communicate with other departments to resolve charting inconsistencies
- Perform the final donor record review and consult with the medical directors to determine donor eligibility

### **Requirements**

- Nursing (LPN/ RN) education or training preferred
- Ability to apply standard operating procedures and regulatory standards to exhibit sound judgment and decision making
- Excellent organizational skills and meticulous record keeping
- Able to meet goals and a deadlines while working independently with minimal supervision
- Thorough knowledge of ocular anatomy and physiology
- Must be available for evening and weekend rotation

### **Benefits**

- Medical, Dental, Vision, HSA, Retirement, Life, AD&D
- Opportunity for advancement
- Excellent Training
- Rewarding work

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