

Komen Tissue Bank – Tissue Collection Event

Date created: April 24, 2013

COMPUTER ASSISTANT JOB DESCRIPTION: Your job is to be available and assist the donor in filling out her questionnaire.

1. A donor will be escorted to you after she has completed the height/weight process and consent paperwork.
2. The donor should not leave her computer once they have begun to type their questionnaire.
If she needs to use the restroom, get coffee, etc. it should be done **before** she occupies the computer so as not to tie the computer up.
3. You should help the donor get started by telling her to type in her donor ID which will be located on her height and weight card. She will also type in her barcode. If the donor does not have a donor ID, they will mark the box “don’t have a donor ID”. If applicable, they will need to enter contact information.
4. The donor must answer ALL questions to submit the questionnaire. **Please make sure your donor has answered question 18B, “What is the date of your last period?” and question 19b.** If the donor has not had a period in over one year, they are considered post menopausal. If they have had a period within one year, they are pre-menopausal.
5. You should make sure you have on hand calendar sheets to help them figure out their date of last period.
6. Please be sure the donor is NOT taking Coumadin, Plavix, or any other blood thinners stronger than aspirin. If they are, you should notify the event coordinator as soon as possible and keep the donor there at the questionnaire station.
7. Instruct the donor that when she has completed her questionnaire, she must click the submit button before leaving the questionnaire and to notify you when she has completed the questionnaire.
8. Confirm that the questionnaire has been submitted. Then you or if available a donor escort can introduce her to the Phlebotomy Coordinator.

Important Notes-

The donor has the right to refuse to answer any question she doesn’t want to.

If the donor chooses to withdraw from the study at the time she is completing the questionnaire, please notify the event coordinator before letting the donor leave.