



COMPONENT PROCESSOR

JOB - 21060

Revision No. 0

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Purpose:

The purpose of this position is to be responsible for the day to day operations of the component processing area.

Operates within the scope of FDA cGMP 21CFR.

Primary Responsibilities:

The Component Processor role encompasses the following primary job responsibilities:

- Collect and process donor samples for testing.
- Record weight of product and samples.
- Label samples and freeze units for final packing within required timeframe.
- Participate in unit management according to SOP.
- Pack units for final shipment; pack samples and prepare shipping box to send samples to the testing lab.
- Monitors stored product to ensure time requirements are met.
- Monitors and reports working conditions of equipment.
- Maintain active communication with other service areas to ensure accurate documentation and quality.
- Complete all necessary documentation.
- Ensure donor confidentiality.
- Build rapport with donors to ensure overall satisfaction with the center to support long-term donation.
- Learn and maintain through familiarity and compliance with all state and federal regulations, U.S. Food and Drug Administration (FDA)-approved Standard Operating Procedure Manual, Occupational Safety and Health Administration (OSHA), Clinical Laboratory Improvement Amendments (CLIA), Current Good Manufacturing Practice (cGMP) and internal company procedures.
- Maintain supplies necessary to perform job duties.
- Report all unsafe situations or conditions to area lead, supervisor, or manager.



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Qualifications:

1. High School diploma or GED, or higher.
2. Must successfully complete the Component Processor Training Program, and be certified as competent within 90 days of hire.

Occupational Demands:

- Exposure to sharps, electrical office, and laboratory equipment.
- Exposure to biological fluids with potential exposure to infectious organisms.
- Exposure to extreme cold below -30 degrees C while working with plasma units
- Personal protective equipment required such as protective eyewear, garments, and gloves.
- Production environment requiring the ability to walk and stand with intermittent sitting, for the entire work shift.
- Requires frequent leaning, bending, crouching, and reaching above the shoulders and below the knee.
- Requires frequent lifting up to 50Lbs.
- Must have fine motor coordination, depth perception, and ability to hear equipment sounds from a distance.
- Due to potential exposure to blood borne pathogens (risk level 1), 90% of work tasks require prolonged glove wear.

Acknowledgement

I have received, reviewed and fully understand the job description for Component Processor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____