

# CAREER PROFILES

QUALITY SYSTEMS

## DOCUMENT CONTROL SPECIALIST

### OVERVIEW

The Document Control Specialist is responsible for maintaining Southwest Transplant Alliance's document control process to ensure integrity of documentation through its lifecycle from initiation to archive. The incumbent will ensure the document control process and documents are consistent with established standards. In addition, they are also responsible document control performance metrics.

### EDUCATION & WORK EXPERIENCE NEEDED

- A Bachelor's degree in physical sciences, quality studies, or a degree in another field with quality systems experience preferred.
- Minimum two or more years of document control experience in regulated or certified industry is required.
- Must have knowledge of commonly used concepts, practices, and procedures in healthcare.
- Advanced proficiency in Microsoft Office and Adobe.
- Demonstrated use of Q-Pulse is strongly preferred but not required.
- Ability to work both independently and as part of a team required.
- Demonstrates strong attention to detail, organization and time management skills.
- Exceptional personal and ethical standards.





Southwest Transplant Alliance (STA) is a non-profit organization that serves as the bridge between those who make the decision to donate their organs and tissues and those who need a lifesaving transplant.

## **Our Purpose and Core Values**

STA's purpose is to save lives through organ and tissue donation and transplantation. We can accomplish our mission when all employees believe in our core values of being passionate, selfless team players.

Our caring and compassionate staff offer hope to those facing the devastating loss of a loved one. Our team works in hospitals to guide grieving families through the organ and tissue donation process and to provide the clinical services needed to recover, prepare and transport organs and tissues for those awaiting a lifesaving transplant. STA is also committed to educating the public about the need for donation and the importance of donor registration by supporting the Donate Life Texas registry.

## **An Important Role Provided Across the State**

STA plays a vital role in the recovery of donated organs and tissues for transplant. We are part of a nationwide network of agencies responsible for the coordination of the recovery and allocation of organs and tissues within our federally designated service area.

STA is affiliated with 11 hospital transplant centers that perform organ transplants. We work with these partners, along with the staff of more than 280 hospitals in 96 counties in Texas.

## **CONNECT WITH US**

