



## **Your Life. Our Mission.**

New England Life Flight, Inc.  
Personnel Policies

**I. Position:** Clinical Logistics Aide

**II. Purpose:**

Under the direction of the Director of Materials Management, the Clinical Logistics Aide performs a variety of work to support the logistical operations of Boston MedFlight. This is a full-time, non-exempt position working 40 hours per week.

The Primary Responsibilities include the management of the day-to-day Boston MedFlight Blood Product inventory and the routine calibration and compliance work associated with Point of Care Testing Equipment. Secondly, the Clinical Logistics Aide supports the Medical Equipment and Supply Logistics needs of Boston MedFlight.

**III. Essential Duties:**

- A. Acts as Designee of Blood Program Manager in completion of Boston MedFlight Blood Program duties and tasks.
- B. In compliance with regulatory requirements and the agreed upon Policies and Procedures of the agreement between Boston MedFlight and Brigham and Women's Hospital, manages the day-to-day inventory of Blood Products within the Boston MedFlight satellite Blood Bank locations.
- C. Receive and process incoming Blood Product Deliveries from Brigham and Women's Hospital Blood Bank, weekly order of Liquid Plasma and Packed Red Blood Cells.
- D. Ensure that Blood Products meet applicable acceptability standards as set forth by various regulatory bodies (FDA, AABB, MA DPH) and agreed upon policies and procedures from Brigham and Women's Hospital and Boston MedFlight.
- E. Maintain and update Boston MedFlight Blood Products Inventory System (Blood Dashboard).
- F. Prepare Packed Red Blood Cell Units for shipment, including proper packaging boxes and accompanying manifest paperwork.
- G. Complete all required Blood Program paperwork, including audits of non-transfused BPRs. Files all paperwork in compliance with legal requirements.
- H. Track daily QA process of Point of Care Testing Equipment.
- I. Perform weekly and monthly calibration of Point of Care Testing Equipment in accordance with Boston MedFlight policies and procedures set forth under FDA, DPH, CLIA and COBRA.
- J. Ensure the proper storage and tracking of Point of Care Testing Cartridges and supplies across four base locations.

**IV. Secondary Duties:**

- A. In the absence of Inventory and Procurement Specialist, prepares and fulfills weekly base orders for delivery in a timely manner.
- B. In the absence of the Equipment Retrieval Specialist, deliver weekly base supply order to bases. This includes the transport of controlled substances between the BMC Pharmacy and BMF bases and potentially the return to BMC Pharmacy any outdated controlled substances.
- C. Work in conjunction with assigned Base Managers and Inventory and Procurement Specialists to perform routine cycle counts of bases level supply rooms and Central Supply to maintain proper inventory levels.
- D. Support requests of other Boston MedFlight Departments (Aviation, Ground, Development) with the assistance of moving vehicles, equipment and personnel between Boston MedFlight locations and various vendors or event locations.
- E. Maintain complete confidentiality on all patient missions, patient demographics and patient follow-up.
- F. Maintain positive communications (written and spoken) effectively while interfacing with fellow Boston MedFlight employees, patients, referring hospitals/EMS agencies and the community at large.

**V. Potential Duties:**

- A. Computer data entry
- B. Assigned administrative duties.
- C. Complete assigned errands.
- D. Unrestricted travel between BMF bases, Boston and surrounding communities.



**Your Life. Our Mission.**

**VI. Minimum Qualifications:**

- A. Licensed Massachusetts driver in good standing with the Dept. of Motor Vehicles.
- B. Working knowledge of pre-hospital equipment, safety standards and universal precautions.
- C. Must be able to read, speak, write, and comprehend the English language without restriction.
- D. Previous experience working in a Biological Sciences Lab, Healthcare Lab or Blood Bank preferred.
- E. Current Massachusetts EMT certification with at least one year of experience in an EMS environment preferred.

**VII. Working Conditions/Physical Conditions:**

- A. Works in a patient care environment and is exposed to possible infectious diseases and chemical solvents and agents used in the medical and aviation industries.
- B. Ability to operate around and in EMS vehicles and is exposed to non-conventional motion, noise, vibration, and chemicals (fumes).
- C. Able to work in adverse or extreme weather conditions (i.e., heat and humidity of summer, extreme cold or snow conditions of winter in New England).
- D. Pre-employment physical and annual physical examinations required.
- E. Immunizations must be up to date.
- F. Pass random drug screen as required.
- G. Ability to lift at least 50 pounds using proper body mechanics and bend and carry heavy equipment.
- H. Ability to operate a hand truck to move materials to the proper locations.
- I. Free of physical ailment which may impair consciousness or cognitive ability.

**Notes:**

An FBI background and CORI checks will be performed prior to employment. Favorable criminal background check required.

03/2023

**How to Apply:**

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager  
Boston MedFlight  
150 Hanscom Drive  
Bedford, MA 01730

Please also provide 3 letters of recommendation as well as copies of your certification and licenses. Letters of recommendation should be sent directly to the Human Resource Manager at the address above or to [HR\\_Dept@bostonmedflight.org](mailto:HR_Dept@bostonmedflight.org).

**For More Information**

Please visit our website to get more information about current job opportunities and our program:

[www.bostonmedflight.org](http://www.bostonmedflight.org)