

## Komen Tissue Bank – Tissue Collection Event

Date created: October 18<sup>th</sup>, 2017

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

1. Before assisting a donor, please practice using the online questionnaire with your Computer Assistant Area Lead.
2. A donor will be escorted to you after she has completed the height/weight process and consent paperwork. Please be respectful of the donor's privacy at all times. We are there to help them if necessary but not make them feel uncomfortable.
3. The donor should not leave her computer once they have begun to type their questionnaire.
4. You should help the donor get started by telling her to type in her donor ID located on her height and weight card. She will also type in her barcode located on the yellow eligibility sheet. If the donor does not have a donor ID, please alert your Computer Assistant Area Lead. This is typically only for donors who do not pre-register.
5. The donor is encouraged to answer all questions asked on the questionnaire. If they wish to not answer, please alert your Computer Assistant Area Lead. They will instruct the donor how to move forward.
6. You should make sure you have on hand calendar sheets to help them figure out their date of last period. If they have had a period within one year, they are pre-menopausal.
7. If the donor has medical questions you are unable to help with, a physician or pharmacist should be on call to help the donor.
8. Instruct the donor that when she has completed her questionnaire, she must click the submit button before leaving the computer. If there is a problem upon submission, please alert your Computer Assistant Area Lead.
9. 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.