



## JOB INFORMATION

<i>Job Code:</i>	187908
<i>Job Title:</i>	Lead Perfusion Assistant
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Perfusion Services
<i>Job Family Group:</i>	Clinical Administration 1
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Performs patient care, assists perfusionists and leads assigned staff during the support, treatment, measurement or supplementation of the circulatory system (e.g., cardiopulmonary bypass, cardiac and respiratory assistance, monitoring and diagnostic measurement, autologous blood salvage).

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		
	X	Related undergraduate study		Or
	X	Specialized/technical training		

### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
--------------------------	---

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
--------------------------	---

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in clinical or research healthcare setting, mechanical ability.
X		Understanding of bloodborne pathogen safety precautions.
X		Knowledge of sterile, surgical and operating room technique.
X		Excellent written and oral communication skills.
	X	Proven leadership ability.
	X	Knowledge of universal precautions.
	X	Extensive experience with perfusion equipment.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Perioperative Blood Management Technologist certification within eighteen months.
X			Basic Life Support (BLS) Certification.
X			Cardiopulmonary resuscitation (CPR) Certification

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists perfusionists in total and partial cardiopulmonary bypass (CPB), intra-aortic balloon (IAB) and autologous blood salvage procedures. Ensures machines and equipment are checked using checklist and established protocol. Assists with organ procurement for heart, lung and liver transplants. Assists in transporting patients out of operating room, as required.				
Assembles, sets up and primes extracorporeal circuit using sterile/aseptic techniques. Assembles monitoring systems. Assists in initiation, monitoring and termination of procedures, following perfusion protocols. Initiates balloon pumping for IAB procedures and ensures correct timing of balloon inflation and deflation. Ensures salvaged blood is anticoagulated, processed, washed and bagged.				
Oversees documentation for each case (e.g., patient charts, studies, notification of service records). Maintains notebook of hospital, surgeon and perfusionist preferences. Acts as a resource for medical staff regarding perfusion data.				
Leads and provides guidance to subordinate staff. Participates in interview and hiring processes for staff. Oversees training of newly hired perfusion staff. Reviews and/or corrects work to comply with departmental quality and quantity standards. Conveys and interprets existing policies and procedures, suggesting changes as appropriate. Delivers regular reports on improvement data.				
Cleans and sterilizes used equipment, disposes of refuse and restocks disposable supplies. Restocks carts before and after each procedure. Completes order forms for additional supplies as needed. Notifies appropriate person of equipment issues. Runs quality controls on all point-of-care testing devices and records results in accordance with standard operating procedure.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
	<i>Campus Security Authority (CSA)</i>		<i>Essential:</i>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>		

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.