



**USC** University of  
Southern California

## Director, Perfusion Services Job Description

### JOB INFORMATION

<i>Job Code:</i>	187921
<i>Job Title:</i>	Director, Perfusion Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.; Supervises employees and/or student workers.; Trains new employees and allocates and monitors work of others.
<i>Job Family:</i>	Perfusion Services
<i>Job Family Group:</i>	Clinical Administration 1
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Directs USC Cardiovascular Thoracic Institute administration, growth, and development. Accountable for institute compliance with quality improvement protocols that meet hospital and accreditation guidelines. Provides all aspects of extracorporeal cardiopulmonary support for adult and pediatric patients. Operates extracorporeal circulation equipment during any medical situation necessary, supporting or replacing a patient's own cardiopulmonary and circulatory functions. Directs the evaluation, approval, or rejection of proposed new equipment and techniques, and the implementation of accepted or acquired items.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Specialized/technical training		
X		Bachelor's degree		
	X	Bachelor's degree	Organic Chemistry	Or
	X	Bachelor's degree	Physics	Or
	X	Bachelor's degree	Anatomy	Or
	X	Bachelor's degree	Physiology	Or
	X	Bachelor's degree	in related field(s)	

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		10 years	as an adult and pediatric perfusionist	
	X	10 years		

#### Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated attention to detail, and excellent interpersonal, analytical, problem-solving, and oral and written communication skills.
	X	Demonstrated experience in a management or leadership role.
	X	Experience in an academic medical environment.
	X	Proven experience in crisis situations.
	X	Membership in relevant professional organizations.
	X	Fluency in Spanish, American Sign Language (ASL) and/or other languages in addition to English.
	X	Demonstrated experience interacting with individuals and groups various diverse backgrounds, exercising diplomacy, tact, good judgment, and discretion.

## Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Graduate from school of perfusion technology accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), or its predecessor, the American Medical Association's (AMA) Committee on Allied Health Education and Accreditation (CAHEA)

## Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
X		Certified Clinical Perfusionist- CCP	Certified Clinical Perfusionist (CCP) certification, or board eligible for certification by the American Board of Cardiovascular Perfusion (ABCP).
X			Attends and completes all hospital-required safety training courses, and maintains ABCP certification, as well as certifications for cardiopulmonary resuscitation (CPR), basic life support (BLS), and/or basic cardio life support (BCLS)

## Other Job Factors

- Requires annual physical exam, and annual purified protein derivative (PPD) test or chest X-ray.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs USC Cardiovascular Thoracic Institute administration, growth, and development. Drives the development of new services, and maintains relationships with contracted client hospitals. Works with relevant, key hospital administrators to ensure appropriate space, staff, and financial resources are afforded to the institute.				
Provides all aspects of extracorporeal cardiopulmonary support for adult and pediatric patients, including but not limited to: cardiopulmonary bypass, extracorporeal membrane oxygenation, intra-aortic balloon pump, auto-transfusion services, AngioVac, and hyperthermic, intraperitoneal chemotherapy.				
Directs, trains, and disciplines all perfusion services staff. Makes hiring, promotional, and salary decisions, in accordance with university policy. Accountable for staff competency to maintain compliance, providing performance appraisals and determining need for disciplinary actions. Oversees staff schedules, including monthly call calendar, and reviews, approves, and corrects time cards.				
Oversees perfusion services' budget. Works with administrators and home department coordinators on reports regarding the department budget and staffing needs, and other pertinent issues. Communicates within and across department to maximize information sharing regarding progress, needs, interdependencies, and accomplishments.				
Operates extracorporeal circulation equipment during any medical situation necessary to support or replace a patient's own cardiopulmonary and circulatory functions. Performs isolated limb and/or organ perfusion, electrophysiological analysis, organ preservation, and dialysis, as necessary.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Accountable for compliance with quality improvement protocols to meet hospital and accreditation guidelines. Oversees policy and procedure development and updates, and ensures changes are communicated to staff. Participates in task forces and other special committees related to achieving the university's overall goals and objectives.				
Writes, collects, and maintains documentation for each case, including patient charts, checklists, statistical information sheets, studies, notification of service records, and other clinical data. Oversees database of reports detailing any abnormal findings, product failures, and/or technical and patient incidents.				
Accountable for maintenance and quality control of all equipment and disposables. Directs the evaluation, approval, or rejection of proposed new equipment and techniques, and the implementation of accepted or acquired items.				
Participates in the clinical education and proctoring of perfusion students' clinical rotations. Serves as a resource to nursing and other hospital departments, collaborating to ensure optimal patient care.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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>			No

## 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.