UNIVERSITY OF SOUTHERN CALIFORNIA
Manager, Perfusion Services
Job Code: 187919

Grade: HJ
OT Eligible: No
Comp Approval: 12/1/1994

JOB SUMMARY:
Administers growth and development of cardiothoracic perfusion services at multiple hospital locations, interfacing and consulting with hospital administration. Performs perfusion procedures, as required.

JOB ACCOUNTABILITIES:

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<th>*E</th>
<th>M</th>
<th>NA</th>
<th>% TIME</th>
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<td>Administers growth and development of cardiothoracic perfusion services at multiple hospital locations.</td>
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<td>Consults and interfaces with hospital administration, University staff and department personnel to organize and implement program policies and procedures.</td>
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<td>Reviews monthly financial statements including billings, collections and operating expenses. Researches and resolves problems. Prepares written reports with recommendations. Allocates expenses to appropriate cost centers.</td>
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<td>Hires, trains, supervises, disciplines and terminates program staff. Schedules work, establishes priorities and ensures deadlines are met. Establishes and maintains office recordkeeping systems and procedures. Ensures confidentiality of records, correspondence and files.</td>
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<td>Develops and manages annual budget, negotiating adjustments as necessary.</td>
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<td>Consults and interfaces with various medical groups, physicians, HMO's/PPO's, etc., to develop program visibility and promote usage.</td>
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<td>Performs extracorporeal circulation/cardiopulmonary support, counterpulsation, circulatory support/ventricular assistance, extracorporeal membrane oxygenation, blood conservation techniques/autotransfusion and myocardial preservation.</td>
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<td>Monitors and analyses anticoagulation, hematological, physiological functions and blood/gas chemistry.</td>
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<td>Induces and reverses hypothermia/hyperthermia. Performs hemodilution and hemofiltration; administers medications, blood components and anesthetic agents via the extracorporeal circuit.</td>
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<td>Performs documentation for each case including patient chart, checklists, statistical information sheets, studies, notification of service records and other clinical records.</td>
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<td>Performs isolated limb/organ perfusion, electrophysiologic analysis, organ preservation, dialysis, as assigned.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential:  
☐ No
☐ Yes  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.

JOB QUALIFICATIONS:

Minimum Education:
Specialized/Technical Training

Minimum Experience:
5 Years

Minimum Field of Expertise:
Graduation from accredited perfusion training program, certified or certification-eligible by American Board of Cardiovascular Perfusion, current CPR/BCLS, knowledge of universal precautions. Active clinical perfusion experience.

Preferred Experience:
7 Years

Skills: Administrative:
Clinical documentation
Read handwritten text

Skills: Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Consulting
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Staff development

Skills: Laboratory:
Blood Borne Pathogen Safety Precautions
Supervises: Level:
  Manages through subordinate supervisors

Supervises: Nature of Work:
  Administrative
  Clerical/Secretarial
  Professional/Paraprofessional
  Technical

SIGNATURES:

Employee: ___________________________  Date: _________________________
Supervisor: __________________________  Date: _________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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