UNIVERSITY OF SOUTHERN CALIFORNIA  
Director, Perfusion Services  
Job Code: 187921

OT Eligible: No  
Comp Approval: 7/11/2019

JOB SUMMARY:
Directs USC Cardiovascular Thoracic Institute administration, growth, and development. Accounable 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 ACCOUNTABILITIES:

*E/M/NA % TIME  
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.

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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*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:

Bachelor's degree
Specialized/technical training

Minimum Experience:

10 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Bachelor’s degree in perfusion science, organic chemistry, physics, anatomy and physiology, or related field of study. Ten years’ experience as an adult and pediatric perfusionist. 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). Certified Clinical Perfusionist (CCP) certification, or board eligible for certification by the American Board of Cardiovascular Perfusion (ABCP). 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). Demonstrated attention to details, and excellent interpersonal, analytical, problem-solving, and oral and written communication skills.

Preferred Experience:

10 years

Preferred Field of Expertise:
Demonstrated experience in a management or leadership role. Experience in an academic medical environment. Proven experience in crisis situations. Membership in relevant professional organizations. Fluency in Spanish, American Sign Language (ASL) and/or other languages in addition to English. Demonstrated experience interacting with individuals and groups various diverse backgrounds, exercising diplomacy, tact, good judgment, and discretion.

Supervises: Level:
Manages through subordinate supervisors.
Supervises employees and/or student workers.
Trains new employees and allocates and monitors work of others.

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

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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