UNIVERSITY OF SOUTHERN CALIFORNIA

Perfusion Account Manager

Job Code: 187915

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

JOB SUMMARY:
Administers day-to-day activity of hospital perfusion department. Purchases equipment and supplies, develops policies and procedures, oversees quality assurance and staff training. Operates extracorporeal circulation equipment to support or replace patient cardiopulmonary/circulatory function; manages and monitors patient physiological functions.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
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</thead>
<tbody>
<tr>
<td>Oversees purchase, installation, calibration and maintenance of hospital perfusion equipment. Purchases and controls inventory of medical supplies and reagents used for perfusion service.</td>
<td>100</td>
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<tr>
<td>Develops policies and procedures to ensure accreditation by the Joint Commission on Accreditation of Health Care Organizations (JCAHO) and other accreditation or licensing institutions.</td>
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<td>Oversees quality assurance measures to meet hospital and accreditation guidelines.</td>
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<tr>
<td>Oversees staff training and development as necessary to support perfusion services, i.e., operating room staff, biomedical engineers, housekeeping staff, etc. Participates in continuing education programs to maintain knowledge of latest developments in perfusion field.</td>
<td>100</td>
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<tr>
<td>Records billable procedures provided to the hospital and any necessary backup documentation. Reviews monthly records to ensure hospital payments correspond to invoices. Researches and resolves problems.</td>
<td>100</td>
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<td>Assists faculty with clinical research projects to advance the science of perfusion and improve the treatment of cardiothoracic surgery patients.</td>
<td>100</td>
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<tr>
<td>Performs extracorporeal circulation/cardio pulmonary support, counterpulsation, circulatory support/ventricular assistance, extracorporeal membrane oxygenation, blood conservation techniques/autotransfusion and myocardial preservation.</td>
<td>100</td>
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<tr>
<td>Monitors and analyses anticoagulation, hematological, physiological functions and blood/gas chemistry.</td>
<td>100</td>
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<tr>
<td>Induces and reverses hypothermia/hyperthermia. Performs hemodilution and hemofiltration; administers medications, blood components and anesthetic agents via the extracorporeal circuit.</td>
<td>100</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>
<td>100</td>
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<tr>
<td>Performs isolated limb/organ perfusion, electrophysiologic analysis, organ preservation, dialysis, as assigned.</td>
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</table>
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
- [x] 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:**

- 2 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:**

- 4 Years

**Skills: Administrative:**

- Clinical documentation
- Read handwritten text

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Problem identification and resolution
- Research
- Scheduling
- Staff development
- Supervisory Skills

**Skills: Laboratory:**

- Blood Borne Pathogen Safety Precautions
Supervises:  Level:
Supervises employees and student workers

Supervises: Nature of Work:
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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