

I. DESCRIPTION OF WORK

Positions in this banded class perform highly specialized technical work in support of patient care during procedures and/or surgery. They provide support medical services by directly providing care to patients and/or by assisting health care providers in performing procedures/surgery. This class includes Clinical Perfusionists who provide circulatory support for patients undergoing heart operations and for patients needing long term cardiac and pulmonary support. Work activities include but are not limited to: review of patient history; assembling and setting up patient supplies and equipment; patient preparation; patient monitoring during surgery; cleaning and maintaining equipment; and reporting of patient data. Work may include instruction and/or training of others. Work may include supervision of others.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform routine tasks associated with patient support during procedures/surgery. Positions are responsible for setting-up equipment, preparing patient, monitoring patients throughout the procedure/surgery, cleaning and maintaining equipment, and collecting and recording data. Work may be closely monitored by others.</p>	<p>Positions at this level perform are fully functioning Clinical Perfusionists providing patient support during procedures/surgery. Positions are responsible for setting-up equipment, preparing patient, monitoring patients throughout the procedure/surgery, cleaning and maintaining equipment, and collecting and recording data. Work may include the training, monitoring, and assessment of others.</p>	<p>Positions at this level perform the work required of the Journey role but also serve as technical resource/lead worker to other Clinical Perfusionists. They oversee daily operations of the perfusion program. They ensure adequate staffing, determine workflow, and provide liaison between the health care providers and staff. Positions at this level supervise others.</p>

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in area(s) of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.
Coordination - Work	Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy. Coordinates and maintains equipment, supplies and related resources. Communicates effectively with patients.
Data Collection	Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to access accuracy, validity, and integrity.
Communication and Instruction	Ability to convey information clearly and concisely to individuals or groups either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others. Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.
Human Resources Management	Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in area(s) of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.

Contributing	Journey	Advanced
<p>Basic knowledge of practices, procedures, methods in assigned area(s). May require basic knowledge of physiologic monitoring.</p> <p>Basic knowledge of anatomy and general physiology. May require detailed knowledge of cardiac anatomy and physiology.</p> <p>Basic knowledge of the principles of using and maintaining instruments, equipment and supplies in assigned area(s).</p> <p>Basic knowledge of aseptic techniques. May require knowledge of hemodynamics. Applies basic knowledge of infection control procedures.</p> <p>Basic knowledge of pharmacology of the various drugs used during the procedure/surgery.</p>	<p>Full knowledge of practices, procedures, methods in assigned area(s). Stays abreast of current techniques and equipment. May require considerable knowledge of physiologic monitoring.</p> <p>Full knowledge of anatomy and general physiology.</p> <p>Full knowledge of the principles of using and maintaining complex equipment and supplies in assigned area.</p> <p>Full knowledge of aseptic techniques. Applies</p> <p>Full knowledge of pharmacology of the various drugs used during the procedure/surgery.</p>	<p>Extensive knowledge of practices, procedures, methods in assigned area(s).</p> <p>In-depth knowledge of anatomy and physiology.</p> <p>In-depth knowledge of the principles of using and maintaining complex equipment and supplies in one or more specialized area(s).</p> <p>In-depth knowledge of specialized clinical procedures and regulations.</p> <p>In-depth knowledge of pharmacology of the various drugs used during the procedure/surgery.</p>

Coordination - Work

Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy. Coordinates and maintains equipment, supplies and related resources. Communicates effectively with patients.

Contributing	Journey	Advanced
<p>Ability to prepare patients for procedures/surgery following patient care protocols.</p> <p>Ability to follow established procedures during patient procedure/surgery; ability to document procedures.</p> <p>Ability to maintain a sterile environment; ability to prepare and clean instruments, equipment and supplies.</p> <p>Ability to maintain appropriate inventory of supplies and instruments; ability to order and receive supplies.</p> <p>Ability to understand and comply with infection control measures and guidelines.</p> <p>Ability to understand and comply with the quality control procedures.</p>	<p>Ability to train and/or monitor others in preparing patients for procedures/surgery.</p> <p>Ability to anticipate and respond to the needs of the patient and surgeon during procedure/surgery. Ability to train and/or monitor others in appropriate procedures for patient procedure/surgery.</p> <p>Ability to train and/or monitor others in maintaining equipment.</p> <p>Ability to monitor use of resources; ability to requisition supplies.</p> <p>Ability to assist in developing and monitoring infection control measures and guidelines.</p> <p>Ability to assist in developing and monitoring quality control program.</p> <p>Ability to propose quality improvement in patient care.</p>	<p>Ability to prepare patients for specialized procedures/surgery.</p> <p>Ability to follow complex, specialized procedures; ability to train others in complex, specialized procedures. Ability to monitor work of others while in progress and upon completion of procedure/surgery by records review and feedback from medical staff.</p> <p>Ability to evaluate new equipment or products.</p> <p>Ability to monitor use of resources for specialized procedures/surgery; ability to requisition supplies.</p> <p>Ability to evaluate and modify infection control measures and guidelines.</p> <p>Ability to evaluate and modify quality control procedures.</p> <p>Ability to develop and implement quality improvements in patient care.</p>

Data Collection

Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to access accuracy, validity, and integrity.

Contributing	Journey	Advanced
Ability to observe patients; ability to collect and record basic data and patient information. Ability to enter basic data in data management system, as requested.	Ability to collect and record a variety of data about patients and procedures/surgeries. Ability to coordinate data entry in data management system; ability to maintain accurate and timely data.	Ability to record a variety of data about patients for specialized procedures/surgeries. Ability to train others in data entry; ability to monitor data entry quality.

Communication and Instruction

Ability to convey information clearly and concisely to individuals or groups either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others. Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.

Contributing	Journey	Advanced
Ability to provide clinicians and professional staff with patient information and results of observations during procedures/surgery.	Ability to provide clinicians and professional staff with a wide range of patient information and results of observations during procedures/surgery. Ability to communicate information regarding the operations and maintenance of equipment. Ability to participate in the orientation of others. Ability to instruct others in basic skills as requested.	Ability to provide clinicians and professional staff with advanced consultation in clinical perfusion procedures and equipment. Ability to coordinate information for medical staff. Ability to train, evaluate and counsel others in specific skills. Ability to assist in developing and delivering educational programs.

Human Resources Management

Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Contributing	Journey	Advanced
NA	Ability to assist in the recruitment and selection process.	<p>Ability to develop and implement work plans; conduct performance reviews; and participate in the disciplinary and grievance processes, as needed. Ability to conduct performance reviews; and recommend resolution of disciplinary and grievance issues, as needed.</p> <p>Ability to recruit and select employees. Ability to plan and implement recruiting strategies.</p> <p>Ability to identify and recommend career development opportunities with employees. Ability to ensure employees have access to tools and information for career development opportunities. Ability to plan and coordinate career development opportunities.</p> <p>Ability to ensure that human resources policies and related information are shared with employees. Ability to ensure compliance with human resources policies and procedures.</p>

V. MINIMUM TRAINING & EXPERIENCE

High school diploma or equivalency and completion of an accredited perfusion technology program. Requires certification or eligibility for certification by the American Board of Cardiovascular Perfusion. Some positions may require additional training, certifications, or licensure.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.