



## POSITION DESCRIPTION

### Radiation Therapist/Dosimetrist

**POSITION SUMMARY:**

The radiation therapist performs radiation therapy and radiographic procedures involving the application of x-rays and radioactive substances to patients. The radiation therapist insures precise and accurate treatment plans, dosage calculations and dosimetry considerations for patients undergoing radiation therapy. Assist physicist in calculating dosages for brachytherapy procedures.

<b>POSITION DESCRIPTION – Radiation Therapist/Dosimetrist</b>	
<b>STANDARD</b>	
<b>Environment of Care: Demonstrates knowledge and practice of:</b>	
1.	<b>Safety</b> - Department specific and hospital wide safety risks
2.	<b>Security</b> – Processes for minimizing security risks
3.	<b>Haz Mat/Waste</b> - Procedures for spills/MSDS
4.	<b>Emergency Preparedness</b> – Role in emergency codes
5.	<b>Fire Safety</b> – Role/response in Code Red actual/drill
6.	<b>Med Equipment</b> – Safe operation of equipment (see specific list) user error education
7.	<b>Utility Systems</b> – Emergency procedures for utility failures
<b>Infection Control: Demonstrates knowledge and practice of:</b>	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
<b>Performance Improvement: Demonstrates knowledge of:</b>	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
<b>Patient Rights: Demonstrates knowledge and practice of:</b>	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
<b>Risk Management: Demonstrates knowledge and practice of:</b>	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
<b>Certifications</b>	
23.	BLS card                      Exp date:
24.	ARRT                              Exp date:
<b>Patient Safety</b>	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> <li>▪ Accuracy of patient identification using patient’s name and birth date</li> </ul>
27.	Fall prevention measures
28.	Radiation safety procedures
29.	Medication safety <ul style="list-style-type: none"> <li>▪ Conscious sedation monitoring</li> <li>▪ Look alike, sound alike medications</li> </ul>

**STANDARD**

- 30. Restraint removal and reapplication
- 31. Sentinel events alert
  - Inpatient suicide
  - High alert medications
  - Preventing needle sticks and sharps injuries
  - Ventilator safety
  - Bed related entrapment deaths

**Department Core Competencies**

- 32. Assessment of patients
  - Verify patient identification and correct treatment procedure
  - Physical capabilities
  - Mobility limitations due to injuries/illness
  - Immobilization/positioning for procedure
  - Assessment of diagnostic data

33. Obtain required consents

34. Emergency drug boxes/crash cart

35. Patient education including explanation of treatment procedure and post procedure orders

36. Coordination of workflow

- 37. Radiation safety
  - Exposure rates and equipment
  - Safety – gloves/shields/film badges

- 38. Radiological basic competencies:
  - Prepares treatment room and equipment
  - Technical factors for treatment
  - Transfers patient to treatment area
  - Positioning for treatment
  - Obtaining and evaluating medical history
  - Use of collimation
  - Practices aseptic technique
  - Process films

39. Performs radiation therapy treatments

40. Plan treatment techniques that deliver prescribed dosage of radiation

41. Obtains and/or supervises obtaining patient data for taking patient contours, localization films, CT scans and port films

42. Checks daily treatment parameters; delivers prescribed dosage and maintains treatment records

43. Coordinates simulations with tumor localization procedures

44. Enters dosage calculations in patients radiation therapy chart

45. Photographs patients in the treatment position and observes patient for unusual skin reactions

46. Calculates radiation dosage for new patients, changes in treatment ports or changes of dosage

47. Performs tumor localizations

48. Completes and/or assists in planning and building beam modifying devices

49. Obtains localization films for intracavity insertions, calculates isodose distributions and prepares sources for loading.

50. Assists in other brachytherapy procedures

51. Responsible for radiation room surveys of patients having intracavity or interstitial procedures

52. Assists with maintaining radioactive sources

53. Provides technical assistance to Radiation Physicist

54. independently determines and calculates computerized isodose plans for radiation oncology patients

55. Ascertains if building beam modifying devices need adjustments and performs necessary maintenance

56. Performs verification checks and applies quality assurance procedures to ensure accuracy of dose calculations

57. Maintains supplies for treatment room

58. Schedules patients for treatment

- 59. Transport of patients
  - Body mechanics for lifting/transferring patients
  - Patients with special needs – IV/Catheter/O2/Monitors

**Age Specific Competencies****Knowledge**

60. Demonstrate knowledge of growth and development

61. Criteria to identify victims of abuse and neglect

**STANDARD**

**Skills**

- 62. Radiological/ imaging positions and techniques are appropriate to age of patient
- 63. Appropriately interprets patient data regarding illness/injury related to procedure to be performed
- 64. Demonstrate age appropriate communication skills
- 65. Performs pregnancy assessment in females of child bearing age
- 66. Assess age specific radiation safety issues regarding radionuclides/pharmaceuticals

**Service Standards**

- 67. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 68. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 69. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 70. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 71. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 72. Safeguards patient confidentiality in all forms of communication.
- 73. Works effectively with others toward achieving common goals including morale and teamwork.
- 74. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

- 75. Film processor
- 76. Film duplication
- 77. C-arm
- 78. Fluoroscopy units
- 79. Portable units
- 80. Radiographic units
  - Chest unit
  - IVP
- 81. ARJO
- 82. Port films
- 83. Strontium 90
- 84. CT/ICT
- 85. MR
- 86. Beam modifying devices
- 87. Compensation filters
- 88. Custom shields
- 89. Wedges
- 90. Portal cast
- 91. Custom molds

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Radiation Therapist/Dosimetrist

Department: Imaging

### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/ Associates Degree in Radiologic Technology
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current ARRT
- Knowledge of state, federal, JCAHO regulations

- Medical terminology
- Hospital trained programs

### EXPERIENCE

- One year experience as Radiation therapist
- One year dosimetry experience
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### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 8 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 8 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 3 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 2 Kneeling
- 2 Balancing
- 3 Pulling with force
- 3 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 3 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Mask
4. Head covers
5. Shoe covers
7. Protective eye wear
8. Dosimetry badges
9. Lead aprons/glasses/gloves/thyroid shield

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

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Date