



JOB DESCRIPTION

Job Title: Radiation Therapist-Oncology
Department: Oncology
Reports To: Executive Director of Physician Practices
FLSA Status: Non-Exempt

SUMMARY OF JOB:

The Radiation Therapist is an essential member of the Radiation Oncology team who primarily functions in a specialized area of radiation therapy technology in the role of direct patient care provider in the Radiation Oncology Center. The Radiation Therapist is responsible for the performance of all duties relating to the administration of a prescribed course of Radiation Therapy. The Radiation Therapist must be able to understand and carry out complex medical prescriptions and be able to work under pressure. Furthermore, the therapist must be able to communicate verbally in a clear and concise manner to personnel, patients, and physicians, and be task and detail oriented. Most importantly, the Radiation Therapist provides quality patient care in relation to the patient's prescribed diagnosis and treatment needs.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Performs radiation therapy treatments.
2. Explains treatment procedures to patients.
3. Prepares the treatment room and equipment; transfers patients to treatment areas; and position patients for treatments.
4. Checks daily treatment parameters; deliver the prescribed dosage and maintains treatment records.
5. Photographs patients in the treatment position and observes patients for unusual changes of dosage.
6. Performs tumor localization.

7. Maintains supplies for the treatment room.
8. Schedules patients for treatment on treatment machines.
9. Other duties as assigned.

Candidates must have excellent communication, problem solving, organization and follow-up skills with the ability to handle multiple assignments simultaneously. Candidates should demonstrate good judgement as well as attention to detail while working well with a team.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate's degree from two-year college (accredited program) or Bachelor's degree (Preferred)

CERTIFICATIONS/LICENSES:

- Graduate of an accredited school of Radiation Therapy
- ARRT certification or eligible for certification within six months of employment and
- Current BLS Healthcare Provider Card

LANGUAGE SKILLS:

Must be able to read and write English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have general computer literacy skills and knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

- Attends annual compliance and privacy training.
- Responsible for complying with all federal, state and local rules and regulations.
- Must comply with the Code of Conduct Guide.
- Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
- Reports any conflict of interest or relationship immediately.

HIPPA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date