

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Staff Radiation Therapist	Grade	
Department	Cancer Center/Radiation Therapy	Exempt	
Immediate Supervisor	Cancer Center Manager	Non-exempt	X
Supervisor next in line	Chief Operating Officer	Workweek	

POSITION SUMMARY

- Radiation therapist provides services by contributing as an essential member of the radiation oncology treatment team.
- Responsible for performing the accurate delivery of prescribed radiation therapy under the direction of a Radiation Oncologist, using a variety of complex techniques and equipment.
- Shares and coordinates key information with other members of the healthcare team.
- Performs radiation therapy procedures on all patients served to include pediatric, adult and geriatric patients.
- CT simulation knowledge and competency
- During down times will assist in general radiology doing X-ray and CT.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Education:	Graduate from an accredited school of Radiation Therapy
Licensure:	Montana Board of Radiology
Certification:	Registry of Radiological Technologists in Radiation (ARRT) OR Registry eligible by the American Registry of Radiological Technologists (ARRT) within six (6) months of employment. All candidates must become registrants within six (6) months of employment with CMMC. Registered ARRT Current Health Care Provider CPR Certification
Experience:	2 years preferred.

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

1	Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
2	Administers a course of radiation therapy as prescribed by the radiation oncologist. Maintains daily records and documents technical details of treatment administered. Understands use of all treatment accessories.
3	Maintains a thorough knowledge of CT Simulation techniques in CT Simulation. Coordinates with the radiation oncologist and physics staff to insure proper positioning and measurements for planning and calculations.
4	Performs routine and complex tumor localization procedures using CT simulator. Explaining simulation procedure to patient and answering technical questions.

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5	Understands the function and utilization of therapy treatment equipment. Is familiar with all equipment in their work areas as to include function, emergency shutdown procedures, warm-up procedures, and usage as it applies to the radiation therapy patient
6	Maintains knowledge of billing/patient charges and generates daily charges on the ARIA software.
7	Performs monitor unit calculations in accordance with established procedures when appropriate. Performs checks on patients' charts for accuracy and documentation according to established procedures.
8	Is assigned to the on-call schedule as per established procedures.
9	Able to complete patient setup, calculations and treatment on emergency basis.
10	Maintains all equipment within a therapist scope of practice, including logs. Reports equipment malfunctions to medical physicist, lead therapist or department manager.
11	Participates in quality assessment and improvement plan.
12	Identifies needs and sets goals for own growth and development; meets all mandatory organizational and departmental requirements
13	Maintains competency in all organizational, departmental and outside agency environmental, employee or patient safety standards relevant to job performance. Maintain clinical competencies for assigned clinical areas. Maintain ARRT Certification in radiation therapy with documented continuing education as required by ARRT.
14	Participates in meetings and events as required or requested. This includes manager meetings and morning huddles
15	Completes required productivity reports in a timely manner.
16	Perform all the modalities of Radiology as outlined in the policy and procedure manual and the AART Guidelines.
17	Evaluates equipment/supply needs for department and delegates responsibilities for inventory as appropriate. Maintain only necessary inventory. Maintains orderliness and cleanliness of radiation therapy department
18	Reviews patients' treatment plans and parameters as part of a "time-out" and quality audit prior to the first treatment and daily checks patient ID, prescription, and dose to date prior to delivery of treatment. Reviews and verifies daily treatment time and/or monitor units and delivers prescribed dose while monitoring machine operation.
19	Explains procedures to patients and the means of communication during treatment and procedure in case of emergency. Maintains visual and/or audio communication with patient during treatment.
20	Accurately apply and maintain patient field markings.
21	Practices radiation protection for the patient, self and others; applies radiation safety principles.
22	Assesses and evaluates patients for unusual reactions and/or medical problems and reports conditions to radiation oncology nurse and/or radiation oncologist.
23	Interacts with patients and families concerning their physical and psychological needs on a daily basis and reports any unusual situations to radiation oncology nurse and/or radiation oncologist.
24	Reinforces radiation oncologist's and nursing advice to patients regarding skin care, diets, general welfare and/or reactions to treatment/care.
25	Responsible for treating critical care patients, patients under anesthesia or patients with a cardiovascular device such as a pacemaker.
26	Verifies with medical staff to ensure proper treatment fields are established before patient is ready for treatment. Ensures Informed Consent has been obtained prior to start of treatment.
27	Correlates cross-sectional anatomy with other anatomical presentations.
28	Differentiates between optimal and suboptimal images to assess completion of procedure.

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- 29 Answers telephone, checks patient into clinic, prepares ROI forms, makes appointments, prepares charts. Performs copying and filing as needed. Assist nursing in tasks if needed such as rooming patients, side effect management, dressing changes, etc.
- 30 Coordinate appointments with other departments such as Infusion Center, anesthesia, lab, clinic.
- 31 Performs other duties as assigned or needed to meet the needs of the department/organization.

Knowledge, Skills, Abilities:

Ability to think critically and problem solve, making rational and appropriate clinical decisions
Ability to work effectively on a cancer team
Ability to interpret medical terminology and to communicate with patients and family concerning patient related needs and problems
Ability to interact with patients and family in such a manner as to inspire confidence and gain patients' cooperation
Knowledge of human anatomy and physiology; radiation physics; radiation biology; pathology and malignant disease; tissue and organ dose tolerances
Knowledge of working with high-energy radiation materials and equipment and the hazards involved.
Knowledge to assess and evaluate psychological and physical changes in the patient's condition and formulate appropriate actions.
Ability to interpret patient side effects and/or complications to create an interdisciplinary management strategy that fosters prevention, healing and comfort.
Ability to operate complex radiation therapy equipment.
Ability to make appropriate set-up decisions based upon identification of anatomy on images and comparison to standard treatment images with minimal supervision of radiation oncologist.
Knowledge of principles, practices and techniques of radiation therapy including guidelines for age-appropriate care
Knowledge of basic sterile and isolation techniques.
Advanced knowledge of clinic functions and ability to identify solutions to problems.
Ability to adapt to fluctuations in workload.
Ability to read, write, perform drug and dosage computations, follow written and oral directions.
Ability to provide Procedures to patients with compassion, dignity and excellence.
Ability to work in general radiology
Communication skills to effectively relate to/with patients/customers, physician office staff, co-workers, subordinates' families, and the public.
Judgement to seek guidance and direction from the Supervisor when needed, for performance of duties and ability to recognize, establish and respond to priorities.
Willingness to look for ways to improve patient care and promote cost effectiveness in doing so.
Willingness To assume additional duties when requested and to aid others when indicated.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Potential exposure, radioactive pharmaceuticals and ionizing radiation.
X	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

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OTHER EXPOSURE for this position:		
X	Radiation	Potential exposure, radioactive pharmaceuticals and ionizing radiation
X	Noise	
X	Other (Specify)	Possible exposure to Cerrobend which contains cadmium and other potentially toxic metal alloys
PHYSICAL DEMANDS: (Essential functions strength rating for position - see Job Analysis)		
Frequently	Sedentary	Exert up to 10# occasionally or negligible force frequently
Frequently	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
Rare	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
Never	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
Never	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly
I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.		
Employee's Signature	Supervisor's Signature	Date