

UW HEALTH JOB DESCRIPTION

RADIATION THERAPIST LEAD

Job Code: 500031	FLSA Status: Non-Exempt	Mgt. Approval: T. Yambor	Date: February 2024
Department: Radiation Oncology		HR. Approval: M. Grayson	Date: February 2024

JOB SUMMARY

The Radiation Therapist Lead provides leadership, training, and guidance to lower-level staff, supports leadership, and performs complex and specialized radiation oncology work specific to proton or photon therapy.

Under leadership guidance, the Radiation Therapist Lead may develop training and provide orientation for new therapists and/or students, review and propose updates to procedure manuals and protocols, integrate new technical procedures, and coordinate group projects. The incumbent also assists in identifying problems, recommending solutions, and assisting in the improvement of technical and patient service programs. Therapists at this level are expected to have a thorough understanding and proficiency in the procedures performed in the Radiation Oncology Department.

The Radiation Therapist Lead will perform and train lower-level staff on the performance of routine, complex, and specialized work as well as assist in the implementation of new technology. Complex patient procedures include stereotactic radiosurgery (SRS); fractionated stereotactic radiotherapy (FSRT); pulsed reduced dose rate treatments (PRDR); advanced use of the ARIA Radiation Oncology software, Surface guided imaging, SBRT, Respiratory Management, View Ray treatments, Proton treatments, and complex tumor localization and tracking procedures. The incumbent provides patient care within a broad range of health care needs and is responsible for patient scheduling, simulations, anticipating changes in field boosts, and recognizing dose limitations.

The Radiation Therapist Lead has significant responsibility for the efficient operation of the treatment delivery work area, communicating and coordinating daily operations with medical staff and residents, nurses, physics and dosimetry, front desk, and ancillary services such as social work and dietary.

MAJOR RESPONSIBILITIES

- Assists in developing and distributing the daily work assignments to all Radiation Therapist staff.
- Assists in overtime scheduling, weekend scheduling, and on-call scheduling as required.
- Participates in task groups and/or committees as assigned.
- Provides clinical and didactic instruction to staff therapists and students.
- Orients new radiation therapists and radiation therapy students to radiation oncology work sites ensuring all safety measures are observed.
- Provides ongoing instruction to staff therapists regarding changes in practice or new methods of treatment.
- Provides basic direction and consultation to lower-level therapists and students regarding correct practices and procedures in Radiation Oncology.
- Provides input to supervisor for improved technical practices, procedures, or programs.
- Identifies issues related to radiation treatment delivery in which improvement is needed. Gathers information and data then makes recommendations for improvement to leadership.
- Provides input to leadership regarding suggestions for the improved management of the therapist staff and implementation of new clinic programs that affect staff therapists.
- Provides floor supervision, monitoring treatment units, CT, and simulation for adequate staffing and ensuring that therapists receive appropriate breaks and lunch periods.
- Assists in the implementation of new technology associated with treatment of patients using radiation.
- Communicates and coordinates daily treatment and simulation/CT operations with medical staff and residents, nurses, physics and dosimetry, clerical staff, and ancillary services such as social work and dietary among others.
- Uses judgment in handling of questions and telephone calls from patients and others, resolving them personally or triaging to the appropriate person for follow-up and resolution.
- Assumes supervisory role when supervisor is absent and directs necessary matters to appropriate level of leadership when needed.
- Assists in keeping departmental policies and procedures up to date.
- Maintains and prepares rooms, equipment, and materials for patient care as needed and as required by leadership.
- Assesses treatment rooms to assure all equipment is operational and quality checks have been performed.
- Prepares treatment room and equipment for patients according to prescription regarding immobilization devices, field size, treatment distances, shielding devices, gantry and/or collimator angles, etc.
- Performs quality assurance procedures and reports any deficiencies to leader and/or physicist.
- Performs quality assurance warm-up tests on treatment units, and CT.
- Troubleshoots and corrects minor machine faults and/or notifies service providers and supervisor to initiate corrective action as guided by established protocols.
- Assists in checking treatment rooms for outdates and stocking the room with appropriate equipment.
- Implements and delivers accurately the prescribed planned course of radiation therapy utilizing megavoltage equipment, adhering to acceptable departmental, institutional, governmental, and professional standards.

UW HEALTH JOB DESCRIPTION

- 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.
- Explains procedures to patients as well as the means of communication during treatment and procedures in case of an emergency.
- Transfers patients safely to treatment couch, giving special attention to catheters, IV's, wheelchairs, and that cart wheels are locked and insures adequate personnel are available to transport if patient cannot move on his/her own.
- Maintains patient field markings.
- Positions patients and modifies standard procedure to accommodate patients' conditions.
- Reviews and verifies daily treatment time and/or monitor units and delivers prescribed dose while monitoring machine operation.
- Maintains visual and/or audio communication with patient during treatment.
- Obtains required electronic portal images during prescribed course of treatment according to department standards. These images could include but are not limited to MVCT, KVCT, KV portal image, MV portal image, and MRI image.
- Practices radiation protection for the patient, self, and others; applies radiation safety principles.
- Assesses and evaluates patients for unusual reactions and/or medical problems and reports conditions to the supervisor, a radiation oncology nurse and/or a radiation oncologist.
- Recognizes emergency patient conditions and assists and/or initiates first aid and/or basic life support procedures when appropriate.
- Documents daily dose information accurately and performs basic mathematical calculations in patient treatment charts.
- Interacts with patients and families concerning their physical and psychological needs on a daily basis and reports any unusual situations to the appropriate personnel.
- Reinforces radiation oncologists and nurses advice to patients regarding skin care, diets, general welfare and/or reactions to treatment/care.
- Responsible for the administration of new technology associated with the treatment of patients using radiation. This may include but is not limited to, SRS, intraoperative radiotherapy (IORT), FSRT, PRDR, IMRT, SBRT, respiratory control, View Ray simulation or treatment, Align RT Surface guided treatments, Proton treatments, , and high dose rate brachytherapy.
- Responsible for following department guidelines and treating an emergent patient in Unplanned Treatment Mode when necessary late in the day or on the weekend.
- Responsible for treating critical care patients, patients under anesthesia, or patients with a cardiology device such as a pacemaker.
- Performs routine and complex tumor localization procedures if required by supervisor using a CT or MRI simulator or BodyTom.
- Ensures that physicians have obtained patient consent.
- Explains simulation/CT procedure to patient and answers technical questions.
- Accurately applies skin markings on patients' skin and instructs patient in proper care in preserving markings.
- Determines and adapts exposure factors for various patient conditions, equipment, accessories, and contrast media and obtains diagnostic scans with minimum radiation exposure.
- Demonstrates knowledge of computed tomography instrumentation including, selecting appropriate menu options, performing quality assurance tests and archiving.
- Prepares and administers proper contrast agents under the direction of a physician and correctly labels all syringes and containers.
- Fabricates selects and uses appropriate immobilization devices using safe practice techniques.
- Performs routine tumor localization procedures and interprets simulation requests.
- Takes required electronic images. Verifies with medical staff to ensure proper treatment field is established before patient is ready for treatment.
- Assesses the patient's clinical signs and symptoms and adjusts standard techniques as necessary.
- Correlates cross-sectional anatomy with other anatomical presentations.
- Differentiates between normal and abnormal images to assess completion of procedure.
- Properly stores final CT images.
- Records all pertinent information electronically using simulation software and in patients' treatment charts.
- Evaluates radiographic images for appropriate positioning and image quality.
- Provides basic patient education in relationship to skin care, diet, parking, and daily radiation therapy routine.
- Place catheters when indicated in order using sterile technique.
- Use vaginal markers, rectal markers, or wire scars when indicated by the physician order.
- Answers telephones, checks patients into clinic, prepares release of information/request for information forms, makes appointments for patients, prepares charts, and add results of tests or other information to patient chart.
- Registers patients in absence of clerical support or as directed.
- Files, retrieves, and preps radiation therapy charts and accesses electronic medical records appropriately as needed.
- Performs copying and filing as needed.
- Maintains orderliness and cleanliness of radiation therapy department.
- Applies correct billing codes to procedures performed.
- Assists billing specialist when needed to audit charts for accuracy of documentation and billing codes used for charge entry.
- Notifies MD/RN of abnormal lab results (such as creatinine level at the CT/sim).
- Coordinates appointments with other hospital areas such as chemotherapy, anesthesia, or cardiology.
- Assists nursing in tasks if needed such as rooming patients, side effect management, dressing changes, etc.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

UW HEALTH JOB DESCRIPTION

Education	Minimum	Graduate of a School in Radiation Therapy Technology
	Preferred	
Work Experience	Minimum	Five (5) years of experience as a registered radiation therapist
	Preferred	If applying for a proton lead, at least three years of proton treatment experience preferred
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Certified as a Radiation Therapist by the American Registry of Radiologic Technologists • Basic Life Support/CPR certification
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to function safely and effectively as a radiation therapist in the clinical environment. • Ability to think critically and problem solve, making rational and appropriate clinical decisions. • Ability to work effectively in a team of radiation therapists and in the radiation oncology team. • Ability to interpret medical terminology and to communicate with patients and family concerning patient related needs and problems. • Ability to understand written and oral communication from medical staff, patients, family, public, and other professionals. • Ability to interpret basic computerized treatment plans, to identify anatomic structures on radiographs and cross-sectional images. • Ability to interact with patients and family in such a manner as to inspire confidence and gain patient's cooperation. • Ability to communicate (understand written and oral communication) with medical staff, nursing, clerical and radiation oncologists involved with patient care. • Ability to effectively send, receive and respond to information; including the ability to read, write, listen, speak observe and use computers. • Knowledge of human anatomy and physiology; radiation physics; radiation biology; pathology and malignant disease; tissue and organ dose tolerances. • Knowledge to evaluate and assess the patient's status and condition in order to deliver a prescribed course of therapy. • 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. • Knowledge of basic sterile and isolation technique. • Knowledge of principles for transferring, positioning, immobilizing and restraining patients. Knowledge of safely transporting patients, including those with fractures and spinal cord injuries. • Ability to interpret patient side effects and/or complications in order to create an interdisciplinary management strategy that fosters prevention, healing and comfort. • Ability to operate complex radiation therapy equipment specialized diagnostic x-ray/CT equipment, electronic portal imaging, ARIA software, MLC (multi-leaf collimator equipment), dynamic wedges, Tomotherapy, View Ray, tracking systems, and other new technologies as implemented and assigned. • Knowledge of special procedures such as IORT, SRS, Align RT surface guided treatments, SBRT, View Ray treatments, proton treatments, and respiratory control techniques. • Skill and ability in communicating with staff and patients, earning patient confidence, and respecting patient concerns including privacy and confidentiality. • Knowledge of age specific requirements for communication with and clinical care of children (pediatrics and adolescents), adults and elderly patients. • Ability to make appropriate set-up decisions based upon identification of anatomy on images and comparison to standard treatment images with minimal supervision. • Advanced knowledge of Radiation Oncology clinic functions and ability to identify solutions to problems. • Knowledge of the charge entry system and ability to enter charges accurately. • Knowledge and ability to use required computer systems.

UW HEALTH JOB DESCRIPTION

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.