UNIVERSITY OF SOUTHERN CALIFORNIA

Medical Dosimetrist

Job Code: 187845

Grade: HH
OT Eligible: Yes
Comp Approval: 6/14/2010

JOB SUMMARY:
 Designs, develops and implements radiation treatment plans in accordance with radiation oncologist’s prescription

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

____  ____ Designs radiation treatment plans with use of a computer and/or manual computation that will deliver prescribed radiation dose and field placement technique in accordance with the radiation oncologist’s prescription to a defined tumor volume and the dose constraints to normal tissues/organs.

____  ____ Prepares organ and tissue contours used for treatment planning of patients.

____  ____ Coordinates treatment simulations and tumor localization on dedicated devices (e.g., CT, MRI, x-ray, and PET, etc.) when indicated, for radiation treatment planning.

____  ____ Performs calculations for the accurate deliver of the radiation oncologists’ prescribed dose. Documents all pertinent information in the patient’s record. Verifies the mathematical accuracy of all calculations using established guidelines.

____  ____ Teaches applied aspects of medical dosimetry to students and residents, as assigned.

____  ____ May perform basic physics and technical support in the areas of radiation protection, qualitative machine calibrations and quality assurance of the radiation oncology equipment.

____  ____ Maintains currency on new treatment planning techniques, devices and methods through regular participation in continuing education activities.

____  ____ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  [ ] No  [ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
Specialized/technical training

Minimum Experience:
3 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
Working knowledge of radiation therapy planning system (knowledge of Eclipse is desirable). Working knowledge of radiation and current rules and regulations of the Nuclear Regulatory Commission. Excellent organizational, oral and written communication skills.

Preferred Education:
Bachelor's degree

Skills: Administrative:
Clinical documentation
Communicate with others to gather information
Maintain logs
Prioritize different projects
Read handwritten text
Research information
Understand and apply policies and procedures
Verify calculations

Skills: Other:
Assessment/evaluation
Budget development
Conceptualization and design
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Statistical analysis
Teaching/training

Skills: Laboratory:
Advanced laboratory safety techniques
Equipment maintenance
Radiological safety techniques

Skills: Machine/Equipment:
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Laboratory equipment
Personal computer
Radiation Oncology Equipment
X-ray equipment
Supervises: Level:
Supervises student and/or temporary workers.

Supervises: Nature of Work:
Technical

Comments:
Attends rounds, as required

SIGNATURES:
Employee: ____________________________ Date: ____________________________
Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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