UNIVERSITY OF SOUTHERN CALIFORNIA

Medical Dosimetrist Supervisor

Job Code: 187849

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Grade: 00
OT Eligible: No
Comp Approval: 1/20/2015

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JOB SUMMARY:
Supervises daily operation and staff of the medical dosimetry unit. Coordinates all tasks assigned to the medical dosimetry group across all USC Care sites. Collaborates with radiation oncologists, faculty residents, medical physicists, medical dosimetrists, radiation therapists and/or nurses. Participates in the development and interpretation of department policies and procedures. Designs, develops, and implements radiation treatment plans in accordance with the radiation oncologist’s prescription.

JOB ACCOUNTABILITIES:

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- Performs calculations for the accurate delivery 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.

- Supervises the daily operation and staff of assigned medical dosimetry unit. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance, direction and feedback to assigned staff. Performs service specific competency assessments and completes performance evaluation process within established timelines. Counsels, disciplines and/or terminates employees as required.

- Schedules and distributes workloads. Coordinates all tasks assigned to the dosimetry group across all sites of care. Supervises completion of medical dosimetry duties. Facilitates medical dosimetry team coverage to provide appropriate staffing levels.

- Ensures the provision of optimal dosimetry services occurs for all sites of care. Works to improve services throughout each location.

- Ensures compliance with university/department procedures, regulatory agencies, and quality control initiatives.

- Participates in the development and interpretation of department policies and procedures. Keeps current on new treatment planning techniques, devices and methods through regular participation in continuing education activities. Teaches applied aspects of medical dosimetry to students and residents, as assigned.

- Assists in budget development and administration. Provides forecasts and projections used to develop budget. Provides financial ad-hoc reports, as needed.

- 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 the normal tissues/organs.

- Coordinates treatment simulations and tumor localization on dedicated devices (e.g. CT, MRI, x-ray, PET, etc.) when indicated for radiation treatment plan.
May perform basic physics and technical support in the areas of radiation protection, qualitative machine calibrations and quality assurance of the radiation oncology equipment.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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
- Bachelor's degree

**Minimum Experience:**
- 4 years

**Minimum Field of Expertise:**
- Has current and continuous medical dosimetry experience. Working knowledge of radiation therapy planning systems (i.e. Pinnacle and/or Eclipse). Thorough knowledge of radiation and current rules and regulations of the Nuclear Regulatory Commission.
- Excellent organizational, leadership, oral and written communication skills. Certification as a medical dosimetrist by the Medical Dosimetry Certification Board (MDCB).

**Preferred Education:**
- Bachelor's degree

**Skills:**
- Analysis
- Assessment/evaluation
- Clinical documentation
- Coaching
- Communication -- written and oral skills
- Conflict resolution
Counseling
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organizational development and design
Planning
Problem identification and resolution
Project management
Scheduling
Staff development
Statistical analysis
Supervisory skills
Teaching/training

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

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Laboratory equipment
- Personal computer
- Photocopier
- Radiation oncology equipment
- X-ray equipment

Supervises: Level:
Supervises employees and/or student 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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