

## DIRECTOR OF RADIATION THERAPY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Cancer Center Director, the incumbent of this class is responsible for overseeing, supervising, coordinating and participating in radiation therapy procedures and departmental operations. This involves scheduling of staff to provide adequate coverage, ensuring work standards and progress and that all of the equipment used is in safe and operable condition. The incumbent will be involved in developing new policies and technical protocols, preparing and monitoring the budget, overseeing patient billing functions, and maintaining equipment and supply needs for Radiation Therapy Services as required. Supervision is exercised over a number of Therapeutic X-Ray Technologists, lower level technicians, couriers, and other support staff assigned to the section. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees and coordinates radiation therapy procedures and departmental operations;

Supervises support staff in the execution of clerical and technical functions;

Supervises and evaluates Radiation Therapists in the uniform application of radiation therapy procedures to ensure the highest standards of patient care delivery;

Monitors and maintains uniform standards of patient care to ensure the best delivery of services;

Participates in the planning, development and monitoring of quality improvement plans and staff competency assessments to ensure compliance with JCAHO and other regulatory mandates;

Advises and directs other technologists in new or difficult procedures;

Conducts regular reviews and investigates procedural problems or inconsistencies and makes corrective recommendations or changes to ensure optimum delivery of services to patients;

May participate in administering radiation or other forms of energy to patients as prescribed by physicians as part of a treatment plan, as required;

Maintains all equipment in safe, satisfactory working order, reporting all defects or deficiencies as they arise to the service engineer and ensures that repairs are satisfactorily executed;

Keeps all dosage data up to date and purges obsolete data;

Reviews patient records, treatment plans and progress notes to ensure appropriate documentation and treatment protocols are being followed;

Compiles and provides statistical data reflective of departmental activities to management on a regular basis or as requested;

EXAMPLES OF WORK (Cont'd):

Assists in budget preparation and monitors expenditures to ensure appropriate resource utilization;

Recognizes the signs and symptoms of developing complications during treatment and withholds treatment as appropriate until the patient is seen by a radiation oncologist;

Hires, trains and orients new staff members and provides the link between technical staff and administration for all personnel problems, and recommends termination where applicable;

Attends staff conferences to ensure coordination of effort between the medical and technological staff, and holds conferences with technological staff to advise them of all new policy decisions and protocols;

Provides advice regarding the technical quality of radiation therapy equipment and recommends the purchase or integration of new technologies and equipment;

Participates in the technologist training program, as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of all modern procedures and techniques used in radiation therapy; thorough knowledge in the use and operation of all types of radiation therapy equipment; good knowledge of human anatomy; good knowledge of the principles of human growth and development; good knowledge of administrative techniques and practices; good knowledge of specific safety precautions which must be observed in the operation and use of radiation therapy equipment; ability to provide competent care; ability to assist in treatment planning and to interpret physicians prescriptions for dose and radiation treatments plans; ability to enforce all rules and regulations for Radiation Safety, Quality Control and Infection Control policies; ability to train and supervise the work of others; ability to perform dose calculations; ability to establish effective working relationships with medical and nursing staff; initiative; tact; thoroughness; reliability; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Health Department, as a Radiologic Technologist in the field of Radiotherapy; and six years of radiation therapy experience in a hospital, private radiological laboratory or technology radiation therapy center, two years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Must be certified and maintain current registration with the American Registry of Radiologic Technologists (ARRT) in the field of Radiation Therapy Technology.

West. Co.  
J. C.: Competitive  
MVV3

Job Class Code: C2983  
Job Group: XVI

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**Comment:** Revised: 9/13/99  
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Date approved other than competitive:  
For departments:  
Formerly Assistant Chief of X-Ray  
(Radiation Therapy)