



JOB INFORMATION

<i>Job Code:</i>	187849
<i>Job Title:</i>	Medical Dosimetrist Supervisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Radiologic Technology
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	6 Supervisor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Specialized/technical training		Or
X		Bachelor's degree		
	X	Bachelor's degree		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	continuous experience in medical dosimetry.	
	X	7 years	experience independently creating and implementing radiation treatment plans conforming to a physician's prescription.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Understanding of radiation therapy planning systems (e.g., Pinnacle, Varian Eclipse).

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Comprehensive knowledge of radiation and current rules and regulations of the Nuclear Regulatory Commission.
X		Demonstrated leadership ability.
X		Excellent organizational, written and oral communication skills.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certification as a medical dosimetrist by the Medical Dosimetry Certification Board (MDCB)

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Designs radiation treatment plans with use of a computer and/or manual computation to deliver prescribed radiation doses and field placement techniques, 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 with dedicated devices (e.g., CT, MRI, X-ray, PET) when indicated for radiation treatment plan. Performs physical and technical support in the areas of radiation protection, qualitative machine calibrations, and quality assurance of the radiation oncology equipment. 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, and provides financial reports as needed. Ensures compliance with university/department procedures, regulatory agencies, and quality control initiatives. Participates in the development and interpretation of department policies and procedures. Stays current with new treatment planning techniques, devices, and methods through regular participation in continuing education activities.				
Recruits, screens, trains, and hires staff. Performs service-specific competency assessments and completes performance evaluations within established timelines. Counsels, disciplines, and/or terminates employees as required. Schedules and distributes workloads, coordinating tasks assigned to the dosimetry group across all sites of care. Ensures the provision of optimal dosimetry service, and works to improve services throughout each location.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.