

FACILITY NAME

JOB RESPONSIBILITIES

DEPARTMENT: Radiation Oncology

JOB TITLE: Medical Director

REVIEWED BY: _____ **DATE:** _____
Medical Director Signature

REVIEWER: _____ **DATE:** _____
Administrator Signature

GENERAL DESCRIPTION:

The medical director is a credentialed radiation oncologist with experience in multidisciplinary cancer care, who provides medical leadership, clinical expertise and administrative competencies for optimal program outcomes.

MAJOR DUTIES:

1. Assure that appropriate programs are in place and operating according to standards and policies.
2. Assure that effective communication in all clinical and treatment services remain a primary goal, focusing on encouraging collaborative relationships with patients and support systems to ensure that necessary information is understood and provided in a timely manner.
3. Routinely review the appropriate section of department policies and procedures to ensure that they provide proper elements of good radiation oncology practice, delivery of treatment, quality control and regulatory compliance.
4. Organize and oversee the continuous quality improvement (CQI) program, which meets on a regular basis. The medical director will select appropriate staff for the committee, evaluate and assess new programs and technologies, identify problems, see that actions are taken and evaluate the effectiveness of the actions.
5. Ensure appropriate physician coverage of the facility by making sure a physician is available for direct care and quality review on a daily basis. If not, a physician will be accessible by phone, beeper or other mechanism.
6. Assess and approve, annually, specific clinical duties performed by the physics staff as well as the physicist quality management report.
7. Develop and maintain a good working relationship with other organizational components, physicians, external organizations, patients and their families and the community.
8. Maintain appropriate certifications, accreditations and memberships.
9. Work with management and administration to maintain cost-effective operations and efficiently manage the budget and personnel.
10. Work with management and administration in the recruitment process as well as personnel evaluations, promotions and appointments.

11. Actively oversee the quality assurance aspects of the department, including but not limited to, clinical pathway development, enhancing performance improvements and improving quality of care.
12. Advise and participate in the processes of opening a new department, current department expansion and new equipment purchasing.
13. Implement and participate in a peer review program that evaluates the appropriateness of actions by the practicing radiation oncologists.

CLINICAL DUTIES:

1. Organize and participate in routine chart rounds to review changes and ensure fulfillment of the planned prescription.
2. Consult with other medical professionals, when appropriate, to obtain complete patient information.
3. Ensure staging and diagnosis before initiating treatment goals.
4. Consult with the patient and complete a consultative report to be placed in the patient's radiation therapy permanent record.
5. Obtain informed consent from patient before any procedures are performed.
6. Provide adequate information and education for the patient and family.
7. Participate in and approve all the aspects of the patient treatment planning process. Including but not limited to:
 - a. Construction of the immobilization device
 - b. Administration of contrast agents
 - c. Approval of the diagnostic images
 - d. Tumor delineation, specifying and approving target volumes, preferably using appropriate ICRU methodology
 - e. Defining the goals and requirements of the treatment plan, including the specific dose constraints for the target and nearby critical structures, selection of beam characteristics and/or radionuclide sources, method of delivery, doses, and sequencing with other treatments
 - f. Contouring critical normal structures not clearly discernible on cross-section and review and approve all critical structures contoured
 - g. Completing the treatment prescription and evaluating the final treatment plan before implementation
 - h. Reviewing and approving all verification images
 - i. Participate in peer review of contours and IMRT plans in conjunction with other members of the team
8. Assess patients weekly during the treatment course.
9. Develop a follow-up plan for each patient to ensure continuity of care after radiation treatments are completed.

DESIRABLE MINIMUM QUALIFICATIONS:

EDUCATION/LICENSURE:

- Completion of radiation oncology residency in an American Council of Graduate Medical Education (ACGME) approved program.
- American Board of Radiology certification in radiation oncology or equivalent.
- A valid license to practice medicine.
- Continuing education will be in accordance with ACR Standard for CME: a minimum of 150 hours of approved education in category 1 (min. of 60) and

2 (max. allowable is 90) every three years. Renewal every 3 years with documentation.

PROFESSIONAL EXPERIENCE:

- A minimum of 5 years of practice in a clinical setting working with other radiation oncologists.

PHYSICAL REQUIREMENTS:

- Good general health and stress coping ability.
- Full mobility and ability to participate in vigorous activity.
- Ability to hear, to allow discussions with patients and peers.
- Ability to communicate verbally and in writing in a clear, concise manner to personnel and patients.
- Possess near vision acuity for accurate input and reading of patient charts and treatment planning.
- Ability to type and enter data into a computer for treatment planning, scanning and charging.

OSHA TASK CATEGORY ONE:

- There is an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues or a potential for spills or splashes during the performance of the job. Standard precautions must be observed and protective devices worn by the employee when performing those tasks likely to cause exposure.

REPORTING RELATIONSHIP:

- The Medical Director will report to the CEO of the facility.