



USC University of
Southern California

Medical Dosimetrist II Job Description

JOB INFORMATION

<i>Job Code:</i>	187846
<i>Job Title:</i>	Medical Dosimetrist II
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Radiologic Technology
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Designs and implements radiation treatment plans to a defined tumor volume, limiting the exposure of normal tissues and organs. Performs computer and/or manual calculations for the accurate delivery of the radiation oncologist's prescribed dose, and documents all pertinent information in the patient's record.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Specialized/technical training	
	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		3 years	clinical experience.
	X	5 years	clinical experience, with some in a management/supervisory role.

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).
X		Demonstrated knowledge of radiation and current rules and regulations of the Nuclear Regulatory Commission.
X		Excellent organizational, written and oral communication skills.
	X	Experience teaching applied aspects of dosimetry.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Calculates prescribed radiation doses and develops field placement techniques in accordance with the radiation oncologist's prescription. Prepares organ and tissue contours for patient treatment planning.				
Develops new techniques to optimize treatment simulation, planning, evaluation, and delivery, following and training others in all departmental billing and compliance procedures. Interacts with vendors, ensuring smooth implementation of all technology.				
Participates in clinical research, collecting and submitting data. Performs basic physical and technical support for equipment and software, and stays current with existing and emerging techniques, devices, and methods.				
Coordinates treatment simulations and tumor localization on dedicated devices (e.g., CT, MRI, X-ray, PET). Assists the radiation oncology physicist in the fabrication of beam modification devices (e.g., compensating filters, custom shields).				
Trains other dosimetrists in relevant software and treatment planning techniques. Instructs students and residents in applied aspects of medical dosimetry.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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.