

JOB TITLE: SENIOR MEDICAL DOSIMETRIST

Unit/ Section/ Department: Southern Medical Oncology Centre (SMOC)

Reports to: Oncology Department Administrator/Manager

Direct reports: Trainee and Staff Medical Dosimetrists (including Medical Physicists performing Medical Dosimetry Duties)

JOB SUMMARY

The candidate has to perform the duties of a Medical Dosimetrist - as recognized by the American Association of Medical Dosimetrists (AAMD) and the American Medical Dosimetry Certification Board (MDCB) -by carrying out radiation treatment planning procedures as outlined in the SMOC Internal Policies and Procedures Manual. The candidate will be required to supervise the entire Medical Dosimetry (Treatment Planning) Section of SMOC, including responsibility for all trainee and staff medical dosimetrists and any other ancillary staff, such as Medical Physicists and/or Radiation Therapists, performing radiation treatment planning in conjunction with the Consultant Clinical/Radiation Oncologists.

KEY RESPONSIBILITIES

1. Coordinate and work as part of the comprehensive SMOC team.
2. Project a professional company image through in-person and telephone interaction.
3. Answer and transfer all incoming telephone calls - relate information to other SMOC team members and document relevant patient-specific information in LANTIS, as necessary.
4. Work one-on-one with other Medical Dosimetrists, Clinical Oncologists, Medical Physicists, Radiation Therapists, Oncology Nurses, and Patient Counselors to supervise and ensure the pre-treatment patient setup and planning processes are achieved efficiently and effectively.
5. Promote and maintain high standards of technical expertise to trainees and Staff Medical Dosimetrists and act as a role model for such. This includes any other staff groups, such as Medical Physicists and Radiation Therapists, training in and performing medical dosimetry duties.
6. Perform advanced planning techniques such as Intensity Modulated Radiation Therapy (IMRT) and Volumetric Arc Therapy (VMAT).
7. Verify the accuracy of treatment plan Monitor Unit (MU) calculations using approved methods, such as a MU check program and/or treatment plan specific Quality Assurance (QA).
8. Perform image registration with image sets including CT, MRI, PET-CT to a high degree of accuracy using the Treatment Planning System (TPS) software. Also be able to create and transfer images such as Digital Reconstructed Radiographs (DRRs) and Beams-Eye View (BEV) images.
9. Perform TPS QA under the supervision of a Senior Medical Physicist.
10. Interpret different radiation therapy treatment protocols (and discuss accordingly with the clinical oncologist) and produce treatment plans in compliance with these protocols.
11. Be aware of all policies, procedures, guidelines and regulations and ensure that they are

understood by other members of the medical dosimetry team so that they are able to identify and report appropriately any hazard or non-conformance.

12. Discuss various treatment plans with the patient; developed in partnership with the Clinical Oncologists, Medical Physicists and Radiation Therapists.
13. Work closely with relative members of staff to supervise delivery, with a high level of skills and accuracy, radiation therapy treatments using external beam radiation and establish the correct radiation dosage and location/area to treat.
14. Ensure relevant and significant patient information is well documented both within the TPS and Oncology Information System (OIS).
15. Undertake QA procedures within the department, including second checks of radiation treatment plans and fault reporting.
16. Teach aspects of medical dosimetry to students, trainees and other radiation oncology related professionals.
17. Ensure that accurate statistics and records are maintained, in line with the policies of the department.
18. Organize the day-to-day running of the medical dosimetry section, including the timely completion of all radiation treatment plans.
19. Liaise with all other departments and/or medical professionals concerned with the patient treatment management.
20. Participate in further education to maintain Continuing Professional Development (CPD), relevant to medical dosimetry and radiation oncology.
21. Work cooperatively with administrative staff to ensure SMOC patients attain communication and documentation to facilitate patients' processes within the department.
22. Perform other related duties as required.

JOB SPECIFICATIONS

Education, Skills and Training:

1. BSc. or equivalent in Radiation Therapy and/or Medical Physics.
2. Certification (CMD) with the American Medical Dosimetrists Certification Board (MDCB).
3. MSc. and/or post-graduate certifications relevant to Radiation Oncology are desirable.
4. Evidence of appropriate CPD activity.
5. Range of advanced planning (IMRT and VMAT) techniques and skills.

Experience required:

1. At least four (4) years of post-graduate/post-training experience in Medical Dosimetry.
2. Post-graduate experience in at least two (2) Radiation Oncology Departments desirable.
3. Experience with multiple Treatment Planning Systems (TPS) preferable.
4. Preferred previous experience as a Senior Medical Dosimetrist.

Contact Person – **Ms. Reena Mohammed, Human Resource Manager**

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Southern Medical Services Company Limited, located in San Fernando, Trinidad and Tobago is seeking to recruit a Senior Medical Dosimetrist effective mid-November 2017 for a minimum 2 year contract. The ideal candidate will be primarily responsible for generating external beam treatment plans using the Eclipse (Varian) Planning System Version 13, along with ARIA. The candidate must have a BS or equivalent, in Radiation Therapy or related sciences, and must have at least 4 years post-graduate/post-training medical dosimetry experience which includes range of advanced planning techniques (VMAT and IMRT) using Eclipse and ARIA Version 11 (at least). Certification with the American Medical Dosimetrists Certification Board (CMD) will be an asset. The center has a dedicated CT and 2 linear accelerators treating an average of 30-40 patients daily.

If you meet the above requirements and are interested in working with a young, dynamic Radiation Oncology team located in the Caribbean, please submit a detailed curriculum vitae to tom.zinsli@smctt.com or reena.mohammed@smctt.com