

## UW HEALTH JOB DESCRIPTION

### RADIATION HEALTH PHYSICIST

Job Code: 500001

FLSA Status: Exempt

Mgt. Approval: M Bartlett Date: 1.2017

HR Approval: K Sawyer Date: 1.2017

#### JOB SUMMARY

The Radiation Health Physicist oversees all aspects of the UW Health Radiation Safety Program, ensures quality in the safe use of radiation producing sources, including the protection of patients and staff and the public from radiation and compliance with all applicable regulations and standards. The Radiation Health Physicist works directly with the UW Radiation Safety Officer and the Radiation Safety Committee to recommend radiation safety procedures to areas utilizing radiation, educates personnel in radiation protection practices, executes radiation safety tasks and communicates identified radiation safety risks to UW Health Safety and Risk Management Departments. The incumbent will act as the Assistant Radiation Safety Officer for UW Health.

#### MAJOR RESPONSIBILITIES

##### General Duties

- Assist the Radiation Safety Officer in maintaining good standing of broad scope and ViewRay licenses.
- Assist in identifying and evaluating potential radiological health and safety hazards.
- Implement proper work area policies and procedures to establish and maintain compliance with all applicable State and Federal radiation regulations.
- Manage all areas of radiation safety. Advises on radiation safety, dose, shielding and calculations.
- Develop working relationships with radiation personnel, laboratory personnel, local safety partners, and other key contacts.
- Conduct inspections of Nuclear Medicine, Radiopharmacy, Radiation Oncology and other facilities where radioactive materials and/or radiation producing equipment are used and /or stored emphasizing radiation safety.
- Train personnel in the proper handling and management of radioactive material and sources and radiation safety.
- Establish and document proper radiation safety protocols and procedures, and facilitate correction of deficiencies.
- Perform compliance activities such as sealed source leak tests and inventory and surveys following treatments with radioactive solutions.
- Respond and manage call schedule for responding to radiation alarms and radioactive/radiation type emergencies that present within UW Health. Participate in medical events and incidents investigation; manage spill removal and decommissioning.
- Serve as healthcare technical expert and source of information on radiation safety.
- Audit testing and tracking lead aprons to ensure their effectiveness.
- Participate in emergency management exercises and planning and offer guidance on radiation safety

##### Coordination with University of Wisconsin – Madison

- Coordinate activities with the University's Radiation Safety Officer. Assist with duties, as requested by the supervisor or Environmental Health & Safety management. Accompany regulatory inspectors and assist units in abating and correcting any noted violations.
- Act as the liaison to the University of Wisconsin Medical Physics Office.
- Follow appropriate protocols and processes directed by the Radiation Safety Committee, as applicable to a healthcare environment

Committees – incumbent sits on the following committees to represent UW Health Radiation Safety. Other committees assigned as necessary.

- University's Radiation Safety Committee
- University's Human Use of Radiation Committee
- UW Health's Environment of Care Safety Committee
- UW Health's Emergency Management Committee
- UW Health's Radiation Injury Treatment Network subcommittee

##### Hazardous Materials:

- Report and investigate radiation materials or waste spills, exposures and other incidents.
- Monitor compliance with Hazard Communication related to all federal, state, local regulations and TJC guidelines.
- Develop appropriate communication, training and education programs related to hazard communication of radiation and radioactive materials, in conjunction with the University's Radiation Safety department.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

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### JOB REQUIREMENTS

Education	Minimum	Master's degree in Health Physics or related field
	Preferred	Ph.D. in Health Physics or related field
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• 7 years experience in radiation safety program operations and/or in the use of radioactive material within an academic laboratory research or healthcare environment.</li> <li>• 3 years overseeing a radiation safety or related program.</li> </ul>
	Preferred	7 years overseeing a radiation safety or related program
Licenses & Certifications	Minimum	Candidate should be eligible for certification by the American Board of Radiology in a physics discipline or certification by the American Board of Health Physics or American Board of Medical Physics in Medical Health Physics.
	Preferred	Certification by the American Board of Radiology in a physics discipline or Certification by the American Board of Health Physics or American Board of Medical Physics in Medical Health Physics.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of radiation use in laboratory research, medical (including diagnostic imaging, nuclear medicine and radiation therapy)</li> <li>• Strong communication skills in English both face-to-face and in writing.</li> <li>• Ability to communicate with all members of the UW-Madison community.</li> <li>• Ability to listen and see things from the other person's point of view.</li> <li>• Ability to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally.</li> <li>• Knowledge of personal computers and the Microsoft Office suite of applications, HP Assistant and other database applications. Ability to work both independently and as a member of a successful team under limited general direction.</li> <li>• Ability to act proactively and be self-motivated.</li> <li>• Ability to handle potentially stressful situations and have tolerance for ambiguity.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling	<b>Negligible</b> or constant push/pull of items of negligible weight

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	significant degree.		of arm/leg controls	
X	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.