

## UW HEALTH JOB DESCRIPTION

### Radiation Oncology Assistant

<b>Job Code: 500038</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: T. Yambor</b>	<b>Date: November 2021</b>
<b>Department: Radiation Oncology</b>		<b>HR Approval: A. Phelps Revolinski</b>	<b>Date: November 2021</b>

### JOB SUMMARY

The Radiation Oncology Tech Assistant performs a wide variety of routine duties including clerical, technical and patient related functions. The Technical Assistant is responsible for assisting members of the patient care team and providing a broad range of health care services such as: patient check-in and rooming, exam review, preparation for the visit, patient education, assistance with exams and procedures, and patient transporting. The Radiation Oncology Technical Assistant is trained to use a wide variety of equipment, computers, and software.

The Radiation Oncology Tech Assistant may be assigned to work in a variety of areas throughout the department, assist with multiple clinical services per operational needs. The incumbent must be able to resolve conflict and endure the pressures associated with a constantly changing work environment.

The incumbent assists with exams on adults, geriatric patients, adolescents, and pediatric age groups and performs patient assessment within the scope of practice. The exams may be performed at the various Radiation Oncology clinical sites.

### MAJOR RESPONSIBILITIES

#### Patient Care

- The Radiation Oncology Tech Assistant is competent in assisting with clinical tasks. The incumbent assists with clinic consults and follow-up appointments, performs clerical duties including record keeping, and maintains high quality services.

#### Analysis and Communication

- Communicates effectively with patients/families and all care providers.
- Interacts with staff and co-workers in a manner that promotes positive working relationships.
- Checks the order for complete information and appropriateness criteria.
- Schedules exams as needed.
- Obtains sufficient information to determine whether the procedure should be performed immediately or within a specific time frame.
- Adheres to established section and organizational protocols, QA guidelines, and regulatory requirements.
- Assist with coordinating work assignments to ensure a smooth workflow.

#### Clinic Exams

- Sets up the exam/procedure room to coincide with the examination being performed to include the use of proper isolations precautions when needed.
- Verifies two patient identifiers.
- Provide quality customer service, explains all steps to patient in a clear manner, and provide information and resources to patient and family.
- Safely transfers patient to and from carts, beds and wheelchairs utilizing multiple lifting devices.
- Positions the patient, ensuring patient comfort and modesty.

#### Responsibilities Supporting Patient Care

- Exhibits caring attitude when relating to patients.
- Engages in professional and ethical conduct.
- Maintains a clean, orderly, well-stocked room.
- Accurately records patient exams and follow proper billing procedures.
- Rotate within departments and clinics for proper coverage.
- Notifies appropriate staff when equipment malfunctions.
- Knowledge of reporting system if/when assigned to Mammography.

#### Other

- Other duties as assigned.
- Maintains licensure, certifications and ongoing CEUs for professional development on a timely basis.

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

### JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
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	Preferred	Associate degree in relevant field
Work Experience	Minimum	Prior experience in healthcare or customer service.
	Preferred	One (1) year relevant experience
Licenses & Certifications	Minimum	CPR certification required within 3 months of hire
	Preferred	
<b>Required Skills, Knowledge, and Abilities</b> <ul style="list-style-type: none"> <li>• Knowledge of basic anatomy preferred.</li> <li>• Basic knowledge of sterile techniques, universal precautions, OSHA standards and personal radiation protection practices preferred.</li> <li>• Strong customer service and verbal/written communication skills.</li> <li>• Self-motivated &amp; directed with regard to an increasing level of understanding and knowledge.</li> <li>• Ability to handle multiple tasks/projects and meets objectives and deadlines.</li> <li>• Effective oral and written professional communication skills.</li> <li>• Ability to demonstrate ethical and professional behaviors at all times.</li> <li>• Ability to maintain patient confidentiality and privacy.</li> <li>• Ability to comply with all HIPAA requirements.</li> <li>• Ability to use initiative and independent judgment.</li> <li>• Ability to work independently.</li> <li>• Ability to work with others to attain common goals.</li> <li>• Excellent interpersonal skills with the ability to interact effectively with patients, families, healthcare professionals and external vendors.</li> <li>• Capable of demonstrating flexibility with demands of external/internal customers placed on operating functions of the department.</li> <li>• Basic computer skills.</li> <li>• Physical ability to lift and position patients and assist with patient transfers utilizing beds or stretchers.</li> <li>• Understands/Demonstrates the UW Health mission, vision and values throughout job performance.</li> <li>• Ability to work overtime as needed.</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,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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 dockets, 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 significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight

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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:		<ul style="list-style-type: none"> <li>• Ability to transport patients from charts, beds and wheelchairs.</li> <li>• Ability to stand and walk for long periods of time.</li> <li>• Ability to lift and position patients.</li> <li>• Ability to transport mobile imaging equipment</li> </ul>		

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.