Administrative Assistants are responsible for a wide variety of tasks. Managing patient follow-up appointments and ensuring patients are scheduled for their routine follow-ups along with arranging the necessary follow-up scans as ordered by their physician are all part of the daily responsibilities of Administrative assistants. As new patient intake coordinators, they take referrals, collect outside records, and arrange appointments for consultations with the respective Radiation Oncologist. Excellent organizational skills are valuable as they often triage patient calls, manage the administrative calendars for their physicians, coordinate meetings, plan travel arrangements, and coordinate physician coverage.

Qualifications: A degree is not required, but some secondary education is preferred. Knowledge of medical terminology, computer systems and experience in a healthcare setting is ideal.

Patient Service Coordinators are responsible for the daily check-in and check-out of all new patients and follow up patients. They ensure that a patient’s insurance is active and that a referral or authorization has been secured. The patient service coordinator is responsible for implementing proper patient identification protocols. They are the primary liaison between patients and their treatment care team: they triage patient calls, schedule radiology scans, schedule transport for the inpatients, scan consent forms, and provide any other services necessary to facilitate patient and treatment care progression.

Qualifications: A degree is not required, but some secondary education is preferred. Knowledge of medical terminology, computer systems and experience in a healthcare setting is ideal.
A Radiation Oncology Nurse has special training in the care and treatment of patients with cancer. They educate patients about radiation treatment and help manage any symptoms or side effects. The Nurses work in tandem with the Radiation Therapists, Radiation Oncologists, and Nurse Practitioners to ensure that all patient care needs are addressed throughout treatment.

Qualifications: RN is required, Oncology Certified Nurse (OCN) is recommended.

Nurse Practitioners in Radiation Oncology provide direct support to the Radiation Oncologist. They see new patient consultations, provide follow-up care, write prescriptions, order studies, provide patients education, and manage patient symptoms and side effects.

Qualifications: MS in Nursing, ANCC board certified NP required, oncology training is recommended.

Radiation Oncologists are doctors who specialize in using radiation to treat cancer. They lead the radiation treatment team, and also work as a multi-disciplinary care team with medical and surgical oncology. They prescribe a radiation dose, modality, technique and plan specific to each patient’s diagnosis. Radiation Oncologists closely monitor patients receiving radiation therapy for side effects during weekly on treatment and follow up visits.

Qualifications: After completing medical school, Radiation Oncologists complete a 4 year residency program in Radiation Oncology and ABR certification.

Radiation Therapists are responsible for the daily patient set-up, alignment, and radiation treatment delivery as prescribed by the Radiation Oncologist. They operate complex treatment machines, imaging equipment and software, while providing patient comfort and safety at all times.

Qualifications: Radiation Therapists complete either a 2 or 4 year educational program in radiation therapy with clinical training and ARRT certification.

MASSACHUSETTS GENERAL HOSPITAL
RADIATION ONCOLOGY
Dosimetrist

Medical dosimetrist work closely with the Radiation Oncologist to design treatment plans for the accurate delivery of a prescribed dose to a defined target, with the primary goal of delivering as much of the prescribed dose to that target while concurrently limiting dose to adjacent critical structures. Knowledge of physics, mathematics, computers and anatomy are of primary importance. Thorough knowledge of the physical parameters and inherent limitations of the clinic are critical.

Qualifications: BS in a STEM major with clinical training and MDCB certification.

Engineers

Engineers in radiation oncology are responsible for the design, installation, maintenance and upgrading of beam delivery equipment. This includes, but is not limited to, linear accelerators, particle accelerators, beam shaping device fabrication equipment, imaging systems, treatment couches, and auxiliary electronics. Engineers are also involved in the assurance of beam quality in conjunction with medica physicists.

Qualifications: BS in Engineering +

Machinists

Machinists in Radiation Oncology utilize several pieces of high accuracy, state of the art and conventional machine shop equipment to manufacture custom devices used during radiation treatment delivery. On a daily basis, they manufacture custom brass apertures and range compensators for patients undergoing proton therapy. This operation is done using milling machines to cut out the desired aperture opening in a brass or plastic blank that will shape and define the proton beam.

Qualifications: Experience in a job shop atmosphere, ability to use a Proto-TRAC CNC Controller, math and geometry background, welding ability, ability to read Blue Print Drawings.

Physicists

Medical physicists in Radiation Oncology are thoroughly knowledgeable in the therapeutic applications of x-rays, gamma rays, electron and charged particle beams, neutrons as well as radiation from sealed radionuclide sources. Physicists are responsible for the commissioning, optimal utilization and quality of the equipment associated with the production, use, measurement and evaluation of these radiation sources. Additionally, Medical physicists are intimate with treatment planning software and are responsible for ensuring that beam models are accurate and valid.

Qualifications: MS or PhD in Physics with clinical training and ABR certification.

Physicist Assistants

Physicist Assistants run patient specific quality assurance using a phantom to verify the accuracy of the computer generated plan. They also assist physicists in setting up and performing calibrations, commissioning, and routine beam output quality assurance.

Qualifications: Physics Assistants should have a BS in any STEM major.

Information Systems

Computer technology is critical to our practice. Radiation Oncology Information Systems provides support for computer hardware and software as well as custom application development to the clinical, administrative and research groups. Collectively, the skill set of the group includes system administration, database programming and administration, scientific computer programming, system architecture configuration, hardware and software troubleshooting and project management.

Qualifications: Can vary greatly depending on actual role, but could include any of the following: computer science degree, programming experience, or project management training.