

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Radiation Safety Officer **SALARY GRADE:** HU-13  
**DATE REVISED:** December 01, 2014 **EEO CODE:** 02  
**JOB CODE:** 6016 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** Directs, develops and maintains a comprehensive radiological safety program at Howard University and Howard University Hospital to ensure a healthy environment for patients, researchers, employees, visitors, and students. The Radiation Safety Officer will also make a significant contribution as a Medical Physicist.

**SUPERVISORY ACCOUNTABILITY:** Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

**NATURE AND SCOPE:** Internal contacts include Health Sciences Deans, Directors and Research administrators, faculty, staff, graduate students, and patients of health care services units in the Division of Health Sciences and University. External contacts include DC Regulatory Agency, U.S. Nuclear Regulatory Commission, and personnel from Federal and DC government agencies.

**PRINCIPAL ACCOUNTABILITIES:** Establishes protocols that confirm performance of radiation safety activities in accordance with approved procedures and regulatory requirements in the daily operation of Howard University and Howard University Hospital's byproduct material and ionizing radiations program.

Collaborates with radiations oncologists to design treatment plans, and monitor equipment and procedures to ensure that cancer patients receive the prescribed dose of radiation applied to the correct locations.

Coordinates treatment planning and dosimetric activities of the Department and provides clinical and didactic instruction to Residents, Medical Dosimetrist, Radiation Therapists, medical students, Radiation Therapy Technology Students, and other health professionals.

Provides direction and administrative leadership for formulation and application of a specific program to manage radiation hazards.

The Medical Physicist contributes to the development of therapeutic techniques (e.g. prostate implants, Sterotactic Radiosurgery).

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Evaluates protocols and procedures for compliance with radiation safety practices relative to both DC and Federal Regulations. Prepares written and oral reports for dissemination.

Plans and directs comprehensive safety survey and monitors activities for the purpose of detecting hazardous radioactive conditions, measuring performance controls and determining compliance.

Plans, organizes and supervises a radiation health and safety orientation for employees.

Develops curriculum for employees who work in areas with radioactive materials.

Designs, develops, and supervises the work of subordinate staff. Facilitates training and development of staff.

Performs personnel management functions, directly or through delegation for the designated area to include, but not limited to: interviewing, hiring, scheduling, coaching, counseling, evaluation, and terminating employees.

Develops and monitors departmental budgetary allocation and ensures department operates within fiscal constraints.

Formulates the radioactive waste disposal program including the packaging of waste in accordance with contractor requirements, Federal regulations, and waste burial requirements.

Develops communication strategies that encourage input from staff when relaying new policies and regulations to users. Keeps administration informed on regulation status and compliance.

Provides oversight for routine tasks and regulatory commitments for the Radiation Safety Program.

Maintains current knowledge of technical and business developments and communicates relevant information to the Radiation Safety Committee and staff.

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Exemplifies Guest and Staff Relations standards in all activities and holds staff accountable for conformity to those standards.

Represents the Office of the Senior Vice President for Health Sciences at University, College of Medicine, Hospital, or special project meetings.

Designs and coordinates novel experiments to probe the character of the radiation spectrum in various media induced by microwaves, x-rays, electrons, and other mixed modalities.

Develops and examines innovative techniques for shaping dose patterns in order to extend and improve the existing methods of treatment.

Assists with the maintenance and performance of radiation producing equipments, i.e., ct scanner, simulator unit, linear accelerators, Nucletron HDR Treatment Unit.

Constructs and formulates novel and intricate mathematical models to analyze and predict dose distribution for any array of irradiation including those that arise from implants, inclined, irregular, and combined fields.

Designs, improves, and implements ancillary accessories and treatment aids to be attached and/or incorporated into existing equipment, molds, blocks, wedges, etc.

Assists with the planning and specification of thickness, material, and placement of shielding needed to protect patients, workers, the general public, and the environment from radiation produced incident to diagnose or treatment of humans.

Participates in all aspects of treatment planning of patients in the Department.

Procures, receives, and arranges for the storage of all radioactive materials.

Orders and keeps an adequate supply of spare parts for machines and equipment.

Procures, receives, and arranges for the secure storage of all radioactive materials.

Assists the chief physicist and the chair in selecting and testing new equipment and supplies.

Responsible for involvement of informatics development and direction.

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Assists the Chair in the selection and testing of new equipment and supplies.

Maintains responsibility for other medical applications of physics as appropriate to safely carry out therapeutic radiologic procedures and Medical Health Physics procedures associated with the practice of Therapeutic Radiology.

Promotes adherence to the Health Sciences Compliance Program, the Howard University Code of Ethics and the Health Sciences Standards of Conduct.

Attends annual and periodic mandatory Compliance Program training, including the Health Insurance Portability and Accountability Act (HIPAA) Privacy training.

Participates in activities that promote adherence to federal healthcare program requirements.

Actively participates in Health Sciences Compliance Program activities.

Adheres to the requirements of the HIPAA Privacy Policies and Procedures.

Maintains confidentiality of patients, families, and staff.

Participates in formal lectures in Medical Physics to physicians, residents, medical students, technological staff, radiation therapy students, and other health professionals.

Performs duties and responsibilities of a Radiation Safety Officer (RSO) at Howard University and Howard University Hospital.

**CORE COMPETENCIES:** Analytical, problem solving, and decision-making skills.

Knowledge and ability to comprehend fully and execute expeditiously University Policies and Procedures.

Competence in both written and oral English.

Ability to prepare a budget.

Ability to articulate concisely and in a professional manner.

Knowledge of the regulations, standards, and concepts of radiation safety with the ability to evaluate the significance of various kinds and degrees of radiation exposure.

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Ability to ensure the safe and effective delivery of radiation to achieve a therapeutic result as prescribed in patient care.

Ability to perform pertinent procedures necessary to achieve this objective.

Ability to perform Quality Assurance (QA) tests and periodic treatment machine radiation output calibration.

Ability to develop new techniques for precise measurement of radiation.

Ability to perform consultation on patient or personnel radiation dose and associated risks.

Ability to provide consultation to assure accurate radiation dose delivery.

Ability to use imaging procedures as they pertain to the simulation, treatment planning, and treatment delivery in therapeutic Radiologic procedures.

Ability to independently perform and/or participate in the installation, calibration, testing, and operation of all radiotherapy equipment.

Knowledge of the principles and accepted protocols of physics to assure the correct quality, quantity, and placement of radiation during the performance of radiological procedures.

Knowledge of High Dose Rate (HDR) Brachytherapy using Nucletron. HDR performed on Mammosites, gynecological, esophageal, and endobronchial cases.

Knowledge of External Beam IMRT Using.

Competence in both oral and written English.

Ability to establish and maintain effective and harmonious work relationships with staff, physicians, Hospital and University officials, and the general public.

**MINIMUM REQUIREMENTS:**

Bachelor's Degree in medical physics, physics, radiation biology, or related field. Must have 3-6 years of related work experience. 11 years of related work experience may be substituted in lieu of educational qualifications. Certification in a relevant field of science pertinent to work unit and one year of full time experience as a Radiation Safety Technologies at a medical institution under the supervision of the individual identified as the Radiation Safety Officer on a Commission or Agreement State license that authorizes the medical use of byproduct material, or is an authorized user identified on the licensee's license.

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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management