

**LSUHSC-Shreveport
Radiation Oncology
Proc. 19.1.1**

Staffing Plan

Purpose:

Radiation Oncology staffing plan will be used to determine the number of personnel required for each designated coverage area as outlined in the scope of services. The staffing plan is in accordance with the American College of Radiology staffing guidelines. This plan will also establish general guidelines as to the qualifications of staff that will be assigned to a patient care area.

Staff Qualifications:

Radiation Oncology is composed of both licensed and unlicensed personnel. Two Radiation Oncologist, one Manager, one Medical Physicists, one Medical Dosimetrist, three Radiation Therapy Technologist II, one Radiation Therapy Technologist III, and one Radiologic Technologist III. Physicians, therapist, and technologist must maintain a current license administered through the Louisiana State Board of Medical Examiners. The department also has two LPN III positions, each must maintain a current license administered through the Louisiana State Board of Practical Nurse Examiners. Other personnel that do not require any state certification consist of one Medical Physicist and one Medical Dosimetrist, one Information Specialist and one Administrative Assistant position. The qualifications of these positions and associated duties are outlined the policy and procedure manual. These guidelines are to be used in determining the primary staff that will be assigned to a specific area. Personnel assigned to an area must have completed competency checks for that area or be under the supervision of a preceptor as outlined in the Orientation policy.

- Treatment Planning and equipment calibration
One Medical Physicist
- Treatment Planning
One Medical Dosimetrist
- Radiation Therapy Treatments
Four Radiation Therapists
- Simulations
One Radiologic Technologist
- Patient examinations
Two LPN
- IMPAC – Oncology Information Specialist
Information Specialist

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Minimal Staffing Levels:

Guidelines – While workload units will be used to determine exact staffing for Radiation Therapy coverage, these minimum levels have been established to ensure that personnel are available for each coverage area. These minimum levels are constructed to meet the most critical care needs and are not intended to ensure that all procedures will be completed.

0730-1600 (M-F)

Radiation Therapist - 2
LPN II – 1
Radiologic Technologist – 1
Information Specialist - 1

0800-1630 (M-F)

Radiation Oncologist - 2
Medical Physicist – 1
Medical Dosimetrist – 1
Radiation Oncology Manager - 1
Radiation Therapist - 2
LPN III- 2
Administrative Assistant – 1

The minimum staff is required to operate all facets of Radiation Oncology. There is no relief staff, nor back up staff. This section covers from the available staff. Staffing is the determining factor for the volume of patients scheduled. When there is a shortage of technologists, management decisions are made to provide the best service with the available staff and some procedures may be rescheduled.

Overtime is used to complete procedures and assistance with patient care services. This is occasional and not routine. Schedules of staff technologists are staggered to avoid overtime.

If this does not consistently address staffing shortfalls, the Assistant Administrator for Professional Services will be notified.

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Performance Assessment:

Patient care workload can fluctuate and requires ongoing evaluation with subsequent adjustments. Determining the number and type of staff required is also affected by services being delivered.

The department evaluates the effectiveness of its staffing plan by monitoring the delay in scheduling. This data will be monitored on a monthly basis. This data will be assessed to determine the primary cause of delayed treatment and follow up. If the data demonstrates that staffing or procedural issues are involved, possible solutions will be developed. The department will also evaluate the quality of care being delivered as part of the Performance Improvement plan. Quality issues such as incomplete assessments or patient education may also be indicative of a staffing problem. The Assistant Administrator for Professional Services, the department medical director, and Manager will review this information.

If these alternatives are unable to consistently address staffing shortfalls, the Assistant Administrator for Professional Services will be notified.

Written: March 13, 2001

Reviewed: November 2008

Revised: Oct. 20, 2003, 2006, 2007, November 2008