

RADIATION THERAPIST PATIENT SCHEDULING

Policy:

To provide therapy staff complete direction of daily responsibilities for providing patient care. The Department of Radiation Oncology will provide therapist with a complete understanding of their clinical responsibilities.

Procedure:

Be able to communicate and schedule with proper personnel, patient treatment and/or simulation appointments.

Coordinate appointments with Hematology/Oncology, diagnostic services, and other patient care areas.

Arrange transportation for patient or refer patient to social services

Coordinate start date in conjunction with Hematology/Oncology schedule if necessary to start with specified course of chemotherapy.

Coordinate treatment with bone marrow transplant intervals if necessary.

Assist patients with a time conducive to their schedule

Give priority to all emergency cases

No double booking with exception of:

- a. ambulatory patients with only one open field
- b. patients with special transportation

Schedule through lunch

- a. lunches are to be staggered and scheduled between technologist when necessary due to patient volume

Schedule simulations around physician's conferences when possible.

Schedule so at least one therapist can attend chart rounds and department meetings.

Call transport when appropriate (between 7:30am-3:00pm).

To prevent accidents, errors, and injury, please **DO NOT SCHEDULE DIFFICULT, COMATOSE, NON-AMBULATORY, ISOLATION,**

LSUHSC – Shreveport
Radiation Oncology
19.7.2.1

HEAVY GUERNEY PATIENTS WHEN ONLY ONE TECHNOLOGIST IS SCHEDULED TO WORK ALONE. Schedule those patients when there are more therapists available.

If the above is not possible:

- a. block out time slots as needed
- b. reschedule patients already in those time slots

Schedule isolation and similar cases at the end of the afternoon if possible.

IMRT patients are to be scheduled in a 30 minute time slot.

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