

 Oroville Hospital Job Description for Vice President Radiation Oncology	Department:	Radiation Oncology
	Dept. #:	7640
	Last Updated:	10/21/2013

Reports To

Reports directly to the Chief Operating Officer

Job Summary

The Vice President of Radiation Oncology will oversee and coordinate the overall technical and non-technical operations of the out-patient Radiation Oncology department, promote practice development in coordination with the Director of Marketing and other management staff.

Duties

- Ensures that facility and non-technical staff equipment are maintained to assure a safe working environment, in compliance with OSHA and other state federal compliance regulations
- Coordinates with physics and engineering on technical equipment maintenance
- Takes prompt action to correct any issues with building, non-technical equipment or systems safety
- Assists with physician recruitment for the Outpatient Radiation Oncology Center
- Coordinates activities with the Director of Physics and Engineering as appropriate
- Promotes practice development by establishing relationships with referring physicians offices, networking, media advertising, planning and organizing events, planning and/or sponsoring conferences and participating in appropriate business, charitable and other local organizations
- Assumes responsibility for day-to-day operational issues to include arranging for repairs to office equipment, telephones, air-conditioning system, plumbing and electrical systems through the hospital facilities maintenance team; ordering furniture and non-technical office equipment in conjunction with the appropriate hospital purchasing and facilities personnel
- Ensures all service agreements with other providers are obtained prior to service delivery in conjunction with the hospital compliance/billing department
- Assists in the coordination of new construction and expansion projects and building repairs by working with contractors in collaboration with the facilities management and physics team.
- Acts as a liaison between facilities and human resources/compliance/risk management:
 - Understands, communicates and ensures compliance with hospital policies and procedures
 - Leads hiring, promotional, performance, disciplinary and termination decisions of all non-technical staff and assists physics management with technical staff.
 - Conducts new hire departmental orientation
 - Assists in dissemination of other HR/compliance information
- Works with hospital accounting/purchasing to ensure all related correspondence from vendors, including packing slips and invoices are submitted in a timely manner

Title:	Radiation Oncology: Vice President Radiation Oncology	October 21, 2013	Page 2 of 2
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- Acts as a liaison with billing department by ensuring that patient and treatment charge information and other related data are accurate and input into computer systems in a timely manner and correspondence from external sources regarding billing are forwarded to the appropriate billing personnel
- Acts as a liaison to facilities and IT department
- Coordinates with HIM to ensure transcription services are established and meet departmental guidelines
- Coordinates external, contracted cleaning and courier services as needed
- Performs additional administrative duties and ad hoc reporting as required

Expectations

- Adheres to hospital policies
- Acts as a role model within and outside the organization
- Maintains a positive and respectful attitude
- Works independently with the ability to lead others to meet hospital productivity and quality standards.
- Consistently report to work on time and perform duties of position

Qualifications

- Excellent organizational and interpersonal skills
- Ability to exercise initiative, use sound judgment, and employ effective problem solving techniques in the decision making process
- Self-starter with ability to multi-task in a fast-paced environment
- Experience working in a start-up medical practice
- College graduate with at least seven years experience in medical practice management, including staff supervision
- Radiation Oncology management experience in start-up practice highly valued
- Good computer skills in MS Office; knowledge of treatment planning and billing systems in radiation oncology a plus

Lifting Requirements

Infrequent lifting, not more than 20 pounds (with help) and/or carrying objects weighing up to 20 pounds. May be prolonged periods of sitting; moderate amount of walking, stooping and standing.