

RESUMEDS

📍 8888 Alvarado Street, Los Angeles, California 90026 📞 234.567.8888 📧 contact@resumeds.com

Radiation Oncology Clinical Supervisor

QUALIFICATIONS PROFILE

Hardworking, solutions-oriented, and analytical professional, with in-depth experience in healthcare management and operations, patient relations, project management, and productivity improvement.

Adept at consistently meeting and exceeding organizational goals; as well as building relationships with diverse individuals. Equipped with excellent skills in leadership, strategic planning, organizational development, and marketing. Armed with outstanding time management and decision-making talents, necessary in employing effective solutions to drive growth and profitability.

PROFESSIONAL EXPERIENCE

RESUMEDS, LOS ANGELES, CA

Radiation Oncology Clinical Supervisor • 2010–Present

Management and Operations

- Render oversight to the daily functions of the Radiation Oncology Department, which includes management of registered nurses, radiation therapists, dosimetrists, and unit secretaries
- Assume full accountability in the management and planning of the annual capital budget
- Monitor and double check the billing and coding for issues and provide solutions as necessary
- Supervise the installation of new technology within the department and ensure the maintenance of service contracts with vendors
- Consistently update the policies and procedures for the department
- Provide help in handling the accreditation processes
- Lead the organization and execution of the Cancer Survivor's Day and Radiation Oncology Community Open House
- Apply plan-do-check-act (PDCA) method on various tasks, such as:
 - SSDs documentations
 - Treatment patients' indexing
 - ports, image guided radiotherapy (IGRT), and SSDs ordering

Personnel Management and Development

- Carry out systematic annual staff evaluations; handle all aspects of construction project administration, staff management, high-dollar procedures pre-authorization, and equipment ordering
- Facilitate training of staff regarding new policy and procedure

Patient Relations

- Maintain direct interaction and conduct extensive follow-up with patients
- Perform assessment of patient satisfaction scores and employ action plans as needed

Communication and Interpersonal Relations

- Directly collaborate with physicians, physicists, and upper level management in accomplishing all patient safety and budgetary goals
- Work as a part of the Patient Satisfaction, Oncology Charging, and Chart Audit Epic Medical Record Audit committees
- Function as member of the Oncology Charge Committee and Patient Satisfaction Committee

Career Accomplishments:

- ✓ Spearheaded the successful implementation of necessary action plans which significantly boosted the employee engagement scores for radiation oncology staff
- ✓ Oversaw the completion of several projects, including Varian iX Go-live, Varian TrueBeam Go-live, Vaginal Fiducial Placement Go-live, Prostate Fiducial Placement Go-live, and SBRT Treatment Program Go-live
- ✓ Earned nomination for the Annual Leadership Innovation and Excellence Award

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- ✓ Employed an effective Prostate High-Dose-Rate (HDR) Program and completed the PROS and Aria upgrade
- ✓ Obtained the KaiNexus Revenue Generation Award for successfully completing the Breast MRI Project

ADDITIONAL EXPERIENCE

RESUMEDS, LOS ANGELES, CA

CyberKnife Radiation Therapist • 2009–2010

Career Accomplishment:

- Played an integral role in assisting the Marketing Team in yielding patient census and physician referrals

RESUMEDS, LOS ANGELES, CA

Radiation Therapist • 2006–2009

Communication and Interpersonal Relations

- Served as a student coordinator and an active member of the Positive Action Committee
- Managed and worked on the ARIA Offline Review "Super User"

EDUCATION AND CREDENTIALS

Master of Business Administration, with Focus in Healthcare Administration | GPA: 3.61/4.0 • Aug 2012

INDIANA WESLEYAN UNIVERSITY, MARION, IN

Bachelor of Science in Radiation Therapy | *Graduated summa cum laude* • Mar 2006

BAKER COLLEGE, JACKSON, MI

Licensure: **Iowa Department of Public Health RT(T)**

Basic Life Support Certification

PROFESSIONAL DEVELOPMENT

Training and Seminars

BMSi/AMAC Coding Seminar Gap Analysis–ASTRO Accreditation

KaiNexus 100 Day Workout–Risk Assessment for Breast MRI and iX Treatment Hours

TrueBeam Operations Training | Quiet at Night Blitz Team | Healthcare Leadership Series (IHA)

PROFESSIONAL AFFILIATIONS

American Society of Radiologic Technologists (ASRT)

Society for Radiation Oncology Administrators (SROA)

American Registry of Radiologic Technologists (ARRT)

American Society for Radiation Oncology (ASTRO)

American College of Healthcare Executives (ACHE)

ACTIVITIES

Volunteer • **Hope Run for Hospice**: 2012

Medical Volunteer • **Iowa Games**: 2012

Volunteer • **Breast Cancer Survivor's Dragon Boat Team**: 2012

TECHNICAL ACUMEN

Microsoft Office | Aria | Epic | MOSAIQ