



# POLICIES AND PROCEDURES

**DOCUMENT NO:** POSN 02-01-25

**DATE EFFECTIVE:** 1 Sept 2002

**CROSS REFERENCE:** BoDs Mtg June 2002

Rev. June 2011

Page 1 of 2

**ISSUED BY:** Board of Directors

**CATEGORY:** ADMINISTRATION

**SUBJECT:** RADIATION THERAPY MINIMUM STAFFING STANDARDS

**POSITION STATEMENT:**

It is the position of the Association that Radiation Therapy Departments follow minimum staffing standards as recommended by the Radiation Therapy Professional Advisory Committee (RTAC) of Cancer Care Ontario.

**RATIONALE:**

The existing CCO Radiation Therapist staffing model, which was developed in 1999, is outdated and has limitations. These limitations include:

- Inability to keep pace with technological advances
- Exclusion of staffing for brachytherapy or orthovoltage, and
- Omission of vital Therapist quality and safety activities required to support clinical practice.

Staffing standards are necessary so that patients continue to receive a high standard and consistent level of technical and patient care, and risk to the patient and the facility is minimized.

**DISCUSSION:**

The RTPAC used a comprehensive scientific methodology to develop the new staffing model. A thorough literature review was completed and an evidence-based model was developed. A unique creativity tool called The Simplex Process was used to identify all of the Radiation Therapists' clinical practice domain, additional domains were identified and all domains were included in the recommended staffing model.

Providing quality care to patients is one of the single most powerful retention tools, as is maintaining morale and quality of work life. Given that Radiation Therapy is a physically and emotionally demanding profession, retention of the professionals that provide this service is essential.

It is recommended that performance indicators are monitored annually to ensure that the staffing model continues to respond to changes within the radiation therapy environment.

These indicators include:

- wait times
- access to care
- radiation incidents
- technological advances, and
- the quality of work-life of Radiation Therapists

**THE MODEL:** In The Staffing Model, it recommends basing the number of Radiation Therapists on equipment and associated clinical activities.

The following Staffing numbers are recommended as a minimum:

Linacs	4 FTEs per 10 hour day
Brachytherapy	3 FTEs per 8 hour day
Orthovoltage	3 FTEs per 8 hour day
<u>Planning</u> : CT Simulator	3 FTEs per 8 hour day 4 FTEs per 10 hour day
<u>Planning</u> : Dosimetry	1 FTE per 325 courses per year
Radiation Oncology Systems Support & Technology Development Implementation	1 FTE per 4 Linacs
Administration and Education	Manager - 1 FTE Supervisor - 1 FTE per 30 staff Professional Practice Leader - 1 FTE per 8 Linacs Staff Educator - 1 FTE per 8 - 10 students
Vacation, Sick Time, MLOA, LOA, LTD	Additional 20% FTEs of the total