

Schedule of Lectures  
 Group Fellowship Training on  
 Introduction to Physics and Administrative Aspects of  
 Radiation Oncology for Administrative Staff  
 September 16 - 20, 2013

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Monday, September 16, 2013

8:30 – 8:50	Welcome and Introduction	Aguirre
8:50 – 9:10	Argonne Safety	Kekelik
9:10 – 9:45	Introduction to Oncology and the Radiotherapy Process	Followill
9:45 – 10:30	Role of the Medical Physicist	Followill
10:30 – 10:45	Break	
10:45 – 12:00	Role of the Radiation Oncologist	Frank
12:00 – 1:00	Lunch	
1:00 – 2:00	Role of the Radiation Oncology Nurse	Bauer
2:00 – 3:15	Role of the Medical Dosimetrist	Mahsa
3:15 – 3:30	Break	
3:30 – 5:00	Role of the Radiation Therapist/Technologist	Hayden

Tuesday, September 17, 2013

9:00 – 9:30	Introduction to Radiation Physics	Followill
9:30 – 10:30	Introduction to Radiation Biology	Followill
10:30 – 10:45	Break	
10:45 – 12:00	Radiotherapy: Dose Planning/ Delivery (external beam)	Balter
12:00 – 1:00	Lunch	
1:00 – 3:00	Radiotherapy: Dose Planning/ Delivery/ Record & Verify (external beam)	Balter
3:00 – 3:15	Break	
3:15 – 5:00	Radiotherapy: Dose Planning/ Delivery (brachytherapy)	Lawyer

Wednesday, September 18, 2013

9:00 – 10:30	Radiotherapy Equipment Needs	Smith
10:30 – 10:45	Break	
10:45 – 12:00	Selection, Purchase, Room Design for RT Equipment	Howell
12:00 – 1:00	Lunch	
1:00 – 2:30	Acceptance and Commissioning of RT Equipment (cont'd)	Howell
2:30 – 3:15	Patient Flow in an Operating RT Center	Howell
3:15 – 3:30	Break	
3:30 – 5:00	Radiotherapy/Imaging Quality Assurance	Followill

Thursday, September 19, 2013

9:00 – 10:00	Personnel Needs, and Professional and Educational activities	Aguirre
10:00 – 10:30	Admin Requirements to Operate an RT Center (Licenses, CME, records, manuals, etc.)	Aguirre
10:30 – 10:45	Break	
10:45 – 12:00	Group Exercise	Aguirre
12:00 – 1:00	Lunch	
1:00 – 2:00	Radiation Safety	Aguirre
2:00 – 3:15	Break	
3:15 – 3:30	Incidents and Accidents - Prevention	Aguirre
4:30	Depart to the RT Center	
5:00 – 8:00	Tour of an RT Facility	Aguirre, RT Center Staff

Friday, September 20, 2013

9:30 – 10:30	Strategic Planning	Ortiz
10:30 – 10:45	Break	
10:45 – 12:00	Budgeting	Ortiz
12:00 – 1:00	Lunch	
1:00 – 2:45	Staffing Models	Ortiz
2:45 – 3:00	Break	
3:00 – 4:00	General Discussions/Evaluations and Closing Remarks	Aguirre
4:00	Downtown Chicago	