

Executive - Radiation Oncology

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

TMC is also running many academic programmes and has entered into institutional collaborations in education, research, and outreach Programmes in the field of interdisciplinary medical, research and technology

To fulfil the above objectives TMC invites applications for the position of:

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Essential requirements	Desirable requirements	Remarks
<ul style="list-style-type: none"> - Graduate in any stream - Knowledge of overall oncology patient pathway - Knowledge of Radiation Oncology scheduling systems (e.g Aria) - Knowledge of systemic therapy and or surgeries within and/or around radiation oncology - Previous experience with computer systems - Knowledge of Incident reporting pathway in context of radiation oncology appointments - Knowledge of medical terminology - Demonstrates excellent verbal and written communication skills - Correct attitude for inter department coordination (with 	<ul style="list-style-type: none"> - Previous experience as a radiation oncology scheduler in a multidisciplinary oncology service environment - Understands clinical trials terminology and overall requirements for any trial patient scheduling for radiation oncology - Understands 	<p><u>97.5% Service/functional role</u></p> <p>Comment:</p> <p>Globally, major tertiary care cancer centre achieves seamless radiation (clinical) oncology delivery with such staff</p>

Essential requirements	Desirable requirements	Remarks
other coordinators, day-care staff, surgical coordinators, administrative secretary, social desk, security, etc) - Proficiency in local language (s) - Accountability	clinical implications of equipment breakdowns, treatment gaps and existing policies for appropriate scheduling actions	
- Participates in helping in academic activities of the department	- Previous experience in any environment for participatory academic event(s) coordination	<u>2.5% Academic functional role</u>
- Gentility & empathy - Civility - Truthfulness	- Organising skills for patient directed cultural and/or social events	<u>Others</u> defines as: Core social and professional behaviour is an essential requirement in the organisational ethics structure at Tata Medical Center, Kolkata

Job Summary:

Responsible for managing and coordinating the appointment schedules of patients undergoing radiation therapy treatment in a radiation oncology department, ensuring efficient use of treatment machines and staff time while adhering to patient needs and medical protocols. This is to ensure a smooth communication between different healthcare teams involved in radiation therapy delivery, all within the various hospital policies of Tata Medical Center, Kolkata, India.

The remuneration will be commensurate with years of experience.

***For more details and application forms, please log on to our website today: www.tmckolkata.com**

Please Email or Post applications by 20th May 2025 to:

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