

# TATA CANCER CARE FOUNDATION

## Scope of Responsibilities

### Background:

The Tata Cancer Care Foundation (formerly known as Alamelu Charitable Foundation) has been set-up by Tata Trusts to implement the cancer care programme, based on the four pillars of access, affordability, quality and awareness. Since 2017, more than 20 facilities in six states- Andhra Pradesh, Assam, Jharkhand, Maharashtra, Uttar Pradesh and Karnataka — have been developed and augmented through collaborations with state governments and like-minded organisations. TCCF runs a state-of-the-art Oncopathology Lab in Mumbai, which focuses on cancer diagnosis and upskilling pathologists. TCCF is committed to down-staging the impact of the disease by facilitating early detection by building awareness, screening and improving the quality of life of cancer patients and their families.

### Key Accountability:

1. To Assist/ do patient contouring and brachytherapy procedures and taking care of patients during EBRT treatments in LINAC and during post brachytherapy observation of patients.
2. To Assist/ do patient OP consultation( based on need ) and assist in taking care of concurrent chemo administration and its side effects management
3. To design Radiation treatment plans for cancer patients in conjunction with the rest of the Radiation therapy team
4. To work with the Radiation team, addresses medical emergencies in the Radiation treatment centre and sequel of Radiation treatment.
5. To co-ordinate with the Consultants for Tumour board for patient treatment options
6. To Assist in development of the education that includes starting of various post-graduation, super speciality courses including certified courses and performance improvement of the Radiation Oncology team.
7. To Assist in initiation of activities in the field of Radiotherapy aiming at upgrading radiotherapy capabilities and to help improve cancer cure rates in safe clinical practice
8. To Assist in planing and organizing scientific and advisory meetings that includes CME to review current knowledge in Radiation oncology and plan for future activities within the field.
9. To provide a helping hand to ensure the efficient and effective development and training for the Cancer GP's.
10. To strive to improve the team activities and team approach towards providing high quality service and sustainable development in practices and improved cancer care.
11. As a team member of tumour board meeting, to contribute positively towards patient care and specialty oncology clinics too.
12. Assist in guiding RSO, Physicist & Techno based on need
13. To prepare reports, proceedings and scientific publications on Radiation oncology and related activities.
14. To Assist in development of SOP for Admission and Discharge of patients seen by members of team.
15. To promote and support the development and implementation of clinical pathways within the team and other quality improvement programs.

26<sup>th</sup> Floor, Centre 1, World Trade Centre, Cuffe Parade, Mumbai 400 005.

Contact No. +91 22 61358282 | Website: [www.tatacancercarefoundation.org](http://www.tatacancercarefoundation.org)

**Regd. Office:** D No. 3-56, Vasumathi Nilayam, Syndicate Bank Colony, Bellamvari St.,  
Ramavarapadu, Vijayawada, Andhra Pradesh - 521148 | CIN: U85310AP2017NPL105898  
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16. Assist to maintain an appropriate system of storage and retrieval of data on clinical activities of the team and to assist research and the compilation of periodic reports.
17. Assist/ do manuscripts and abstracts writing ; submits them for publication in peer reviewed journals and international conferences
18. To accept the nomination by the Directorate to be a member of any hospital committee in any capacity as desired by them and to recommend appointment of team members to hospital committees, task forces, symposia organizing committees and other educational activities.
19. To follow all hospital related policies and procedures.
20. To perform other duties, assignments and responsibilities as may be requested by the Consultant/ Director.
21. To ensure expenditure control.
22. Assist the department as required in managing camps, awareness program, stock levels and accurate inventory of equipment and supplies to ensure cost effectiveness
23. Help in data collection, analysis and implementation of appropriate corrective and preventive actions within the department for continuous quality improvement
24. Keep abreast with recent advances in Oncology care by attending scheduled internal training programs and external training programs
25. Participate actively in Quality and Accreditation initiatives of the organization
26. Any other work assigned by the reporting manager on the request when required

**Please Note :**

**This is a full time Senior Resident role and private practice is not allowed.**

**Role:** Senior Resident – Radiation Oncology

**Reporting to:** Head of the Department

**Base Location:** Ranchi

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