The challenges of the COVID-19 pandemic led our community clinic to transition into a fully remote model for dosimetry. Although the transition was very successful, we were tasked with replacing one of our veteran dosimetrists with a newly hired dosimetrist who would reside and work from another state. Our team was tasked to develop a training process to ensure safe, detail oriented work could be learned and performed in a fully remote setting.

**The Process**

**Checklist**
- Divided into sections to cover all aspects of training:
  - Computer setup
  - Policies & procedures
  - Site-specific competencies

For each checklist item:
- Reference ID (if applicable)
- Date
- Check box for Demonstration
- Check box for Performance

**Two-Step Training**
1. **Demonstrate**
   - Mentor demonstrates to trainee how to perform task
   - Mentor refers to Guide Book for written step-by-step instructions

2. **Perform**
   - Trainee performs task under supervision of mentor
   - Checklist is initialed by mentor

**The Guide Book**
- Detailed how-to manual
  - Step-by-step instructions for performing dosimetry tasks
  - Cheat-sheet for most-commonly referenced information
  - "Living document" continuously updated as various aspects of dosimetry clinic work may change

**The Timeline**

**Preparation**
- All materials needed were prepared for the onboarding and training of a newly hired dosimetrist. The Checklist was created, the Guide Book was updated, and physics & dosimetry met to discuss the two-step training process and timeline for training. Logistics for travel and communication were arranged.

**Week 1**
- The newly hired remote Dosimetrist travelled to the cancer center for one week of on-site training and orientation. During the week, network and application access was configured and the Checklist was used to verify remote access to all necessary items. The Dosimetrist spent one full day at hospital orientation and 1.5 days in short rotations to meet all staff while safely observing CDC guidelines.

**Week 2**
- The new Dosimetrist returned home and another remote dosimetrist Mentor utilized the Checklist and a constant "open line" communication approach to continue training. With this communication, the new Dosimetrist could ask any question at any time without needing to initiate a new call. Dosimetry policies and procedures were reviewed from the detailed Guide Book in a two-step process. First, demonstrate the process, then observe performance on a live patient. Site-specific procedures used the same two-step process as new patients were simulated.

**Week 3+**
- Ongoing review of work and additional training continued using an "ad-hoc" communication approach. Each new training item followed the Two-Step Training process. Any items which required re-review could be done using the Guide Book, the Checklist via reference ID, or by communication with the Mentor.

**The Results**

**The Newly Hired Dosimetrist:**
- Obtained all network systems access within the first week
- Met and interacted with on-site physicians, therapists, and physicists
- Gained a human connection to other staff
- Trained in dosimetry policies and procedures
- Verified training by performing all checklist items within the second week
- Began site-specific training in the second week, but is ongoing as new patients are added

A system for training fully remote Dosimetry staff was created and successfully implemented at our community cancer center. The system provided tools to succeed and clear procedures such that safe, detail-oriented work can be expected from fully remote dosimetrists. All staff involved responded extremely positively to the system and will utilize this as a blueprint for training any newly hired remote dosimetry staff moving forward.

**The Keys to Success**

**Communication**
- Used all available methods
- Secure text, phone, video chat
- Leave a line open when needed

**Clear expectations**
- Written out
- Reviewed with new staff
- Set reasonable goals for training

**Organization**
- Prepared with a thoughtful plan
- Set all team members up for success
- Be ready to change and adapt along with clinic needs

If you would like examples of the Checklist, the Guide Book, or have other questions about remote dosimetry training, please email bmowbray@aahs.org