

Karen D. Ljunggren, MS, R.T. (R)(T)(CT)

karenljunggren@aol.com

609-320-3814 cell

Employment

HOWARD UNIVERSITY, Washington DC
Faculty and Clinical Coordinator
College of Nursing and Allied Health Sciences
Department of Radiation Oncology

August 2018 to present

- Manage all aspects of student's clinical assignments
- Teach Undergraduate courses in radiation therapy.
- Deliver required curriculum and maintain compliance with accreditation and regulatory standards.
- Correlate didactic education to the clinical experience
- Ensure students demonstrate didactic and clinical competence
- Ensure students understand interdisciplinary oncology patient care and ethical and legal issues in health care.
- Participate in the assessment process
- Maintain current knowledge of the discipline and educational methodologies through continuing professional development.
- Maintain current knowledge of program policies, procedures, and student progress.
- Serve on the Academic Excellence, Graduation Clearance and Curriculum and committees

UNIVERSITY OF MARYLAND MEDICAL CENTER, Baltimore Maryland

Director of Radiation Oncology Operations
Maryland Proton Treatment Center

February 2016 to March 2018

- Direct daily clinical and administrative operations.
- Direct all staffing activities: recruit, hire, orient, mentor, evaluate, and discipline per institution policy and procedures.
- Responsible for patient scheduling and registration, treatment planning and delivery, ensuring compliance with clinical research protocols, and charge capture.
- Develop policy and procedures to ensure operational standardization and efficiency.
- Set strategic goals and timelines, implement new services, educate and mentor staff.
- Meet regularly with supervisors and managers. Review budgetary expenditures and process improvement.
- Maintain collaborative and effective relationships with and between all staff.
- Developed and continuously reviewed the patient satisfaction survey, monitor results and implement changes and improvements.
- Ensured employee satisfaction by encouraging use of employee professional development funds, employee recognition program to reward outstanding performance and relaying employee ideas and concerns to leadership.
- Collect, analyze, and report statistical data, including achievement of goals and accomplishments.

- Maintained regulatory compliance and department budget.
- Represent the Center at interdepartmental and institutional committees.
- Promote the Center by hosting visitors, giving tours and participating in formal proton educational programs developed by and provided at the center.

COOPER UNIVERSITY HOSPITAL, Camden, NJ

Director, School of Radiation Therapy

2005 to 2015

- Provide didactic and clinical education to Radiation Therapy students.
- Evaluate the teaching skills of faculty including physicians, physicists, nurses, dosimetrists and radiation therapists.
- Deliver required curriculum and maintain compliance with accreditation and regulatory standards.
- Maintain ongoing program review. Chair Advisory Committee meetings. Develop and implement plans for improvement.
- Developed systems and policy and procedures to ensure consistent teaching of students by the staff at seven clinical affiliate sites.
- Prepare and maintain school budget. Market the program.
- Ensure graduates understand interdisciplinary oncology patient care and ethical and legal issues in health care.

Clinical Director, Department of Radiation Oncology

1987 to 2005

- Participated in the design and development of a free-standing outpatient radiation department.
- Participated in capital equipment selection.
- Provided administrative leadership, recruited, hired, educated and counseled staff.
- Supervised and evaluated radiation therapists, nurses, dietitians, social workers, secretarial and support staff.
- Coordinated interdisciplinary patient care protocols with radiation oncology, medical oncology, surgical and gynecological oncology.
- Maintained regulatory compliance and department budget.
- Provided staff education and developed policy and procedures as new state of the art equipment was added to the departments.

Clinical Coordinator, School of Radiation Therapy

- Provided supervision, instruction, evaluation, and academic advising to students enrolled in the School of Radiation Therapy. Developed lesson plans from current curriculum.

Varis/Vision System Administrator

- Provided staff training, maintained user rights, and daily system back-up.

CLARA MAASS MEDICAL CENTER, Belleville NJ

- **Supervisor of Radiation Oncology Services**
- **Staff Radiation Therapist**

SAINT JOSEPH'S REGIONAL MEDICAL CENTER, PATERSON, NJ

- **Staff Radiation Therapist**
- **Staff Medical Radiographer**

Education

DREXEL UNIVERSITY, Philadelphia, PA

Master of Science, Higher Education Administration

COOPER UNIVERSITY HOSPITAL CAT Scan Program

ARRT Computerized Tomography

MONTCLAIR STATE COLLEGE, Montclair, NJ

Bachelor of Science, Allied Health Administration

SAINT BARNABAS MED CTR School of Radiation Therapy, Livingston, NJ

ARRT Radiation Therapy

Licenses and Societies

- American Registry of Radiologic Technologists (R.) (T.) (C.T.)
- A.S.R.T. Member

Additional Experience and Awards

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| • 229 E. Pine Ave Condo Association, President/Vice President | 2006 to 2017 |
| • Foundation School of Camden, Board of Directors and Treasurer | 2008 to 2010 |
| • ASRT Elekta Radiation Therapy Educator's Scholarship | 2008 |
| • Literacy Volunteer, Camden NJ | 1990 to 1993 |