

JOB DESCRIPTION

Job Title:	MRI Senior Radiographer
Main Place of Work:	Institute of Translational Medicine (ITM) Imaging Centre, Birmingham
Responsible to:	Jan Kennedy, Superintendent Research Radiographer Karen Hackling-Searle, MRI Manager Cobalt
Accountable to:	Peter Sharpe Chief Executive, Cobalt

Job Purpose:

To perform MRI examinations for both clinical and research patients, providing professional, caring, high quality clinical scanning services and to ensure the privacy, comfort and safety of all patients who visit the ITM Imaging Centre.

To assist in the day-to-day organisation and management of MRI research projects; develop research protocols in accordance with project requirements and analysis of MR data

Deputise the Superintendent Research Radiographer in their absence

Key areas of responsibility will include:

Operational Duties

- At all times to maintain a positive partnership with University Hospitals Birmingham NHS Foundation Trust (UHB) on behalf of Cobalt and ensure continuity of MRI service at the ITM Imaging Centre.
- Assist in the organisation and management of day to day clinical/research scanning lists.
- Liaise with multidisciplinary teams at UHB, to respond to the clinical and research requests of the MRI Superintendent Research Radiographer, Researchers and Consultant Radiologists
- To perform a wide range of MRI procedures to a high standard of competency.
- Work to set standards and protocols, functioning in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements.
- To assist in the development of MRI clinical and research protocols
- To justify and protocol MRI referrals in line with Radiologist and operational requirements.
- Assist in the development of quality control programmes and perform daily quality control system checks
- Conduct screening safety checks with patients prior to examination, to obtain consent and ensure their suitability for imaging examinations.
- To obtain consent and conduct safety checks prior to a patient being administered contrast media and/or drugs specific to their examination.
- Provide physical and emotional support to patients throughout their attendance
- Work in accordance with the MRI local rules, systems of work and operational procedures to maintain MRI Safety at all times.

- To assist implementation of policies and procedures and propose changes to practices, procedures and protocols
- Accurate patient documentation and data entry on patient information (CRIS, PAS) and Picture Archive (PACs) Systems including collation of research data.
- To support and train MRI radiographers, students, radiographic assistants and administrative staff
- To ensure the safe use and maintenance of highly specialist imaging equipment and to report problems to senior members of staff and engineering support
- Dispense and administer contrast media/medicines as an assigned practitioner in charge under the direction of the medical practitioner or appointed practitioner (Superintendent Research Radiographer) and maintain accurate records in accordance with medicine management legislation.
- To assist in clinical audits, collate data and generate KPI reports
- Help maintain hygiene in adherence to agreed infection prevention and control standards and promote best practice to others.
- To maintain up to date and accurate personal CPD records

Specific Duties

- To maintain up to date cannulation certification and administer contrast media and medicines in accordance with Cobalt intravenous (IV) cannulation and contrast administration policies.
- Work within a defined scope of practice documented within the IV scheme of work and Patient Group Directions for specific medicines.

Line management

- There is no direct line management responsibility associated with this post. However the post holder will be responsible for the management and organisation of the day to day running of scanning lists at ITM Imaging Centre and will deputise for the Superintendent Research Radiographer in their absence to include the supervision of junior staff members they are working with as part of their team.

Teamwork

This will involve:

- To work collaboratively with other departments within Cobalt and at UHB
- Champion the professional integrity of Cobalt as an organisation
- Adhere to Cobalt corporate, and locally agreed clinical policy and procedures
- Advise and mentor more junior staff members

Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Prevention and Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Disclosure and Barring

All appointments are subject to a satisfactory check by the Disclosure and Barring Service. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health

Person Specification

Assessment Criteria	Essential	Desirable	Assessment
Qualification s/ Training	<ul style="list-style-type: none"> • D.C.R.(R) or BSc in Radiography • Management or leadership qualification/course • Appropriate specialist education, e.g. modules relevant to area of practice, post-graduate qualification, or equivalent experience at Diploma level • HCPC Registered Radiographer 	Cannulation Certification	Curriculum Vitae Application Interview Portfolio
Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience of leading/managing departmental area • Evidence of experience covering a wide range of clinical examinations and applications within MRI • Evidence of an excellent working knowledge of MRI physics in order to have the ability to manipulate sequence parameters • Management of junior staff members and workforce review • An awareness of health and safety regulations and infection control policy relating to a healthcare environment • Commitment to continuing personal professional development • Proven experience mentoring and training facilitation • Cannulation Certification 	Experience in a MRI research environment	Curriculum Vitae Application Interview Portfolio
Essential Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Demonstrable team working skills and the ability to work on your own initiative • The ability to relate to people of all ages and backgrounds • Patience and empathy, reassure patients who may be worried or distressed • Excellent listening skills • Excellent literacy skills • A high level of IT competency, ability to gather data, compile information and prepare reports, provide and receive complex/highly complex information • Attention to detail and accuracy • Able to plan and prioritise workloads with excellent organisational skills, confidently able to communicate and liaise with staff at all levels • Ability to develop, plan and implement goals • Demonstrate initiative • Ability to work well under pressure • Confidentiality, discretion and trustworthiness • Ability to analyse and interpret complex radiographic imaging • Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required in difficult situations 		References Interview Portfolio