

## JOB DESCRIPTION

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| <b>Job Title:</b>          | <b>MRI Trainee Radiographer</b>                                                                                                                                                                                                             |
| <b>Main Place of Work:</b> | Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS with travel around the UK with the mobile MRI fleet                                                                                                                            |
| <b>Responsible to:</b>     | MRI Manager<br>MRI Mobile Operations Manager                                                                                                                                                                                                |
| <b>Accountable to:</b>     | Chief Executive, Cobalt Health                                                                                                                                                                                                              |
| <b>Job Purpose:</b>        | To provide professional, caring, high quality scanning services and to ensure the privacy, comfort and safety of all patients at Cobalt Imaging Centre, Linton House Clinic and on the mobile MRI scanner fleet at locations around the UK. |

### **Key areas of responsibility will include:**

#### Operational Duties

- To undertake a wide range of MRI procedures effectively and efficiently catering for both the public and private sector
- At all times to maintain a positive partnership and continuity of service with hospital sites attended through Cobalt's mobile services.
- Working 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 respond to the clinical requests of the MRI manager, duty Superintendent Radiographer and Consultant Radiologists
- Conducting 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.
- Data entry on the Radiology Information (RIS) and Picture Archive (PACs) Systems
- Providing physical and emotional support to patients throughout their attendance
- To support and train students, radiographic assistants
- To participate in clinical audits including Health & Safety and Infection Control
- Help maintain hygiene in adherence to Cobalt's infection prevention standards and promote best practice throughout Cobalt Imaging Centre and mobile MRI services
- To adhere to policies and procedures and propose changes to practices, procedures and protocols within the department
- To ensure the safe use and maintenance of highly specialist imaging equipment and to adhere to all local MRI safety procedures and to report problems to senior members of staff and on-site engineering support
- To maintain up to date and accurate personal CPD records
- To liaise with clerical support staff
- Dispense contrast media/drugs as an assigned practitioner in charge under the direction of the medical practitioner or appointed practitioner (duty supt)

and clinicians in the one stop clinics and maintain accurate records relating to medicine management.

### Specific Duties

- To hold certification to undertake cannulation procedures and administration of contrast media and drugs in accordance with Cobalt intravenous (IV) cannulation and contrast administration policies and work within a defined scope of practice documented within the IV scheme of work. Cannulation training will be provided if not certified.

### Management of Resources

- To maintain clinical stock and supplies as directed by the duty Superintendent Radiographer.

### Line management

- There is no line management responsibility associated with this post.

### Teamwork

#### **This will involve:**

- To work collaboratively with other departments within Cobalt
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure

### 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 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.

### DBS Disclosure

All appointments are subject to a satisfactory check by the Disclosure and Baring 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 (Application/ Interview)                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------|
| <b>Qualification s/ Training</b> | Degree in Radiography or equivalent<br>HCPC Registered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Cannulation Certification | Curriculum Vitae<br>Application Interview<br>Portfolio |
| <b>Knowledge and Experience</b>  | <ul style="list-style-type: none"> <li>• Proven experience in healthcare and patient focussed services.</li> <li>• Minimum of 1yr experience as a full time diagnostic Radiographer covering a wide range of clinical examinations and applications.</li> <li>• Good working knowledge of MRI physics in order to have the ability to manipulate sequence parameters.</li> <li>• Adaptability and ability to modify technique if required in difficult situations.</li> <li>• Demonstrable team working skills and the ability to work on your own initiative</li> <li>• Able to juggle many priorities at one time, whilst remaining calm</li> <li>• Management of junior staff members and workforce review</li> <li>• An awareness of health and safety regulations and infection control policy relating to a healthcare environment</li> <li>• Commitment to continuing personal professional development</li> </ul>                                                                                                                                                                                                                                                                                                                |                           | Curriculum Vitae<br>Application Interview<br>Portfolio |
| <b>Essential Skills</b>          | <ul style="list-style-type: none"> <li>• Patience and empathy</li> <li>• Ability to reassure patients who may be worried or distressed</li> <li>• The ability to relate to people of all ages and backgrounds</li> <li>• Excellent listening skills</li> <li>• Excellent communication, interpersonal and organisational skill</li> <li>• Able to deal/liaise with staff at all levels</li> <li>• Confidentiality, discretion and trustworthiness</li> <li>• Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients</li> <li>• Excellent literacy skills</li> <li>• A high level of IT competency</li> <li>• Ability to gather data, compile information and prepare reports</li> <li>• Provide and receive complex/highly complex information</li> <li>• Ability to analyse and interpret complex radiographic imaging</li> <li>• Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required</li> <li>• Attention to detail and accuracy</li> <li>• Able to plan and prioritise workload</li> <li>• Ability to develop, plan and implement goals</li> <li>• Commitment to continued professional development</li> </ul> |                           |                                                        |