

JOB DESCRIPTION

Job Title: MRI Superintendent Research Radiographer/Centre Manager

Main Place of Work: Institute of Translational Medicine (ITM) Imaging Centre, Birmingham

Responsible to: Head of MRI

Accountable to: Chief Executive

Job Purpose:

Responsible for the organisation and management of the day to day MRI service at the ITM Imaging Centre

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.

Promote and ensure all work is undertaken in accordance to MRI departmental local rules, systems of work, operational policy and procedures, health and safety and risk management.

Management of MRI research projects, develop research protocols in accordance with project requirements and analysis of MR data

Plan and set standards to direct department goals in adherence to Cobalt and legislative quality assurance programmes, undertake audit of performance against departmental and corporate targets and action improvements.

To manage appropriate staffing in the delivery of the MRI service at the Imaging Centre

To work with all stakeholders to ensure an integrated clinical service is maintained

Key areas of responsibility will include:

Specific Duties

- At all times to maintain a positive partnership with University Hospital Birmingham NHS Foundation Trust (UHB) and the Queen Elizabeth Hospital (QE) on behalf of Cobalt and ensure continuity of MRI service at the Imaging Centre.
- Responsible for the organisation and management of day to day clinical/research scanning activity.
- Responsible for keeping open communication pathways with Cobalt CEO and/or Head of MRI regarding the service, whom ever appropriate.
- CQC Registered Manager and quality standards lead for the Imaging Centre to include QSI and ISO.
- Liaise with multidisciplinary teams at the QE, to respond to the clinical and research requests of the researchers and consultant radiologists

- Develop and set standards and protocols, functioning in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements.
- Maintain research/ clinical audits, collate data and generate KPI reports
- Develop and implement MRI quality control programmes in liaison with medical physics department and perform daily quality control system checks, maintain records
- Maintain documented records as is necessary, accessible for inspection by external accreditation bodies including CQC, QSI and ISO.
- Responsible for all staff induction training, MRI safety awareness training, cannulation and administration of contrast agents, maintenance of training records and successful completion of competency frameworks for all Cobalt/non Cobalt staff working at the Imaging Centre.
- To deliver MRI health and safety awareness training to all new Cobalt staff
- Member of Cobalt Research Committee, Clinical Governance Committee, MRI Safety Committee.
- Hold and document staff operational meetings, attend relevant meetings held by UHB and the QE in regard to activity at Imaging Centre.
- Maintain up to date and accurate personal CPD records

Operational Duties

- Work in accordance with the MRI department administrative processes to include, departmental local rules, systems of work, operational policy and procedures, health and safety and risk management.
- When working clinically, responsibility for the organisation and management of day to day scanning activity and for maintaining MRI protocols to ensure high quality examinations in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements.
- Responsible for the development of and to perform a wide range of MRI procedures to a high standard of competency.
- To justify clinical MRI referrals in line with radiologist and operational requirements.
- Conducting screening safety checks with patients prior to examination, to obtain consent and ensure their suitability for imaging examinations.
- Obtain consent and conduct safety checks prior to a patient being administered contrast media and/or drugs specific to their examination.
- Accurate patient documentation and data entry on patient information (CRIS, PAS) and PAC Systems, including collation of research data.
- Responsible for the administration of medicines and Gadolinium based contrast agents (GBCAs) in accordance with departmental local rules, patient group directions (PGDs), Cobalt intravenous (IV) cannulation and contrast administration policies and work within a defined scope of practice documented within the IV scheme of work.
- Maintain hygiene in adherence to agreed infection prevention and control standards and promote best practice to others.
- Maintain up to date and accurate personal CPD records

Additional Responsibilities

- Deliver and participate in educational talks and seminars related to MRI imaging
- Assist in production and preparation of image data for publications and presentations.
- Attend training courses, seminars, conferences, careers fairs as necessary.

Management of Resources

- Work with the QE MRI department to maintain appropriate staffing levels and skill mix in the Imaging Centre. Generation and maintenance of radiographer staff rosters, annual leave, time off in lieu/overtime as appropriate to maintain adequate service provision.
- Undertake appraisals with Cobalt staff at the Imaging Centre, set objectives and personal developments plans.
- Support the Head of MRI in the selection, interview and recruitment of prospective employees in collaboration with UHB
- Support the Head of MRI in the implementation of the Charity's Disciplinary and Grievance Policies and Procedures.
- Ensure the safe use of highly specialist imaging equipment. Responsible for the reporting of faults, organising fault rectification for the MRI scanner and all ancillary equipment. Organisation of maintenance of MRI scanners as per planned preventative programmes.
- Monitor scanner utilisation, demand and capacity and produce performance reports.
- Supervise all aspects of medicine management as an appointed practitioner in charge including the ordering, stock taking, usage and record keeping of medicines prescribed, supplied, dispensed and administered
- Maintain all clinical/office stock and supplies as required

Line management

- Day to day management of Cobalt staff for the ITM Imaging Centre

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
- Advise and mentor staff members, particularly MRI trainee radiographers and junior staff members

Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal review 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 and 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

- To be aware of 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.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

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

Qualifications and Training	Essential	Desirable
Degree in Radiography or equivalent HCPC Recognised qualification	✓	
PGCert or Dip in MRI or Masters in MRI/Radiography/PET/CT or CT	✓	
Relevant post graduate management certification		✓
Registered member of Health and Care Professions Council	✓	
College of Radiography IV Cannulation Certificate or equivalent	✓	

Knowledge and experience	Essential	Desirable
Proven experience in operational management and service delivery in healthcare and patient focussed services, in particular within a research environment	✓	
Management of all departmental staff groups (senior/junior) and workforce review	✓	
Experience of developing and maintaining rosters, service and scheduling, site planning	✓	
Comprehensive knowledge of MRI departmental and operational policy and procedures	✓	
Demonstrable experience and knowledge of a wide range of MRI examinations and clinical application	✓	
Experience of the implementation of health and safety regulations, risk management and infection control policy relating to a healthcare environment		✓
Experience undertaking staff reviews and appraisal evaluations, setting objectives.	✓	
Experience developing and delivering training and educational programs.		✓
Evidence of continuing personal professional development		

Skills and abilities	Essential	Desirable
Demonstrable team working skills and the ability to work on your own initiative	✓	
An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment	✓	
Confident communicator at all levels	✓	
Confidentiality, discretion and trustworthiness	✓	
A high level of IT competency and the ability to gather data, compile complex information and prepare reports	✓	
Ability to analyse and interpret radiographic imaging	✓	
Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required	✓	
Ability to develop, plan and implement goals in line with timescales	✓	
Ability to effectively delegate tasks with appropriate levels of authority.	✓	

Personal attributes	Essential	Desirable
Ability to prioritise workload and work under minimal supervision	✓	
Flexible temperament towards working hours	✓	
A caring attitude, patience and empathy and the ability to offer reassurance to patients or colleagues	✓	
Well organised with excellent interpersonal and communication and literacy skills	✓	
Accuracy and excellent attention to detail	✓	
Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients		
Motivated commitment to continuing professional development	✓	