JOB DESCRIPTION

Lead MRI Radiographer

ACCOUNTABLE TO: Country Manager

REPORTS TO: Clinic Services Manager

MAJOR RESPONSIBILITIES

Job Purpose

- To provide a high quality, efficient and effective MRI service, taking a lead role with responsibility for the day-to-day organisation of the service, deployment of staff, Governance, MRI safety management, quality management of equipment and images, administrative duties and management of the training programmes for other staff groups.

- In conjunction with the Clinic Service Manager, promote the continuous improvement in service delivery and quality within all areas of the MRI service using modern methods to improve productivity, lead in the delivery of service and workforce transformation, and re-design.

- The Post-holder will manage the work of staff in the department and develop a culture in which members of staff are continuously improving the delivery of high quality services. The post-holder will ensure the development and acceptance of challenging but realistic objectives for staff and through leadership, motivation and systematic performance management, achieve the required results.

- To ensure an exemplary level of customer service is upheld to patients, consultants and the clinic team at all times.

- To perform a range of general and specialised MRI examinations, positively encouraging and maintaining the highest professional and technical standards in all staff, whilst promoting high professional and ethical standards of clinical practice to ensure that all aspects of clinical governance are fulfilled.

- To demonstrate partnership in professional development issues, maintaining a high professional and technical standard through personal Continuing Professional Development (CPD).

- To organise and oversee the training of radiographers and students in all aspects of MRI scanning, including comprehensive competency assessments.

- To cover at times or emergency or be available out of hours and weekends for urgent service or equipment issues.

Accountabilities

- To lead the development and provision of the MRI service in conjunction with the Clinic Services Manager, at The Global Clinic, Norwich and other sites as required as part of point of care service delivery.
- To be involved in the evaluation, procurement and implementation of new equipment in conjunction with the Clinical Service Manager and relevant Consultant Radiologists; this may include participation in the tendering process and in the preparation of business cases etc.

- To exercise the highest standard of patient care and actively improve the patient experience.

- To act as the MRI responsible person and advise on and uphold best practice with regard to MRI safety.

- To vet specific MRI requests as required with advice and guidance from the Medical Director.

- To ensure that all equipment servicing is carried out to the required standards and any faults are reported and recorded and to liaise with engineers as required.

- To ensure equipment quality assurance is carried out as required and to seek advice from appropriately qualified advisors on MRI safety and QA as appropriate.

- To uphold all relevant safety and recommended guidelines.

- To provide advice to the Clinic Services Manager in the purchase of contrast agents, equipment and major purchases.

- To develop staff through CPD and provide opportunity for staff to meet training needs, to lead staff appraisals and to actively participate in recruitment and retention of staff.

- Developing and leading a Training Needs Analysis for the MRI team and ensuring all training requirements (mandatory and CPD) are undertaken.

- To create/maintain training programmes for all staff grades and disciplines on line with safety protocols and guidelines.

- To initiate and develop enhanced practice where appropriate such as IOFB reporting and radiographer cannulation and contrast administration.

- To develop imaging protocols under Radiologist guidance to optimise image quality and examination time, and have the aptitude and experience to adapt examinations to suit individual circumstances.

- Undertake internal and external training where required (incl. IV cannulation, Induction training, CPR, manual handling, infection control and COSHH and any other appropriate managerial, professional and technical course) and utilise these skills in the supervision and teaching of others and application of the knowledge gained.

- To be responsible for the creation and review of evidence based operating procedures, all safety and related MRI protocols in conjunction with the Clinical Effectiveness committee and ensure these are updated annually or as required in line with best practice.

- To be conversant with the patient RIS/PACS system, understanding the appointment and bookings system and take part in the management of emergency or short notice bookings.

- To work with the Radiology Services Manager to ensure turnaround times and strategic targets are adhered to at all times, and any non-conformances are managed and/or justified appropriately.

- To manage the MRI workflow and ensure all data input is recorded accurately for both patient record integrity and statistical evaluation purposes.

- To actively participate in clinical and service audit to improve and monitor service.

- To monitor and maintain stock levels for consumables and contrast media and liaising with appropriate staff.
• Ensure all staff use equipment appropriately, that it is maintained and tested with corrective action instigated in a safe and timely manner, ensuring minimal downtime.

• To participate in any appropriate management/communications meetings.

• In conjunction with Lead Radiographers, rotate staff across to/from other modalities/sites to ensure service needs are met, and act as Lead in the absence of other Radiographers on site.

• Lead nominated Radiographer on service delivery and responsible for changing working practices to ensure all resources are used effectively.

• Deal with staffing issues including arranging sickness cover, handling general admin procedures such as annual leave and managing the staff rota.

• To ensure that urgent findings are communicated with clinicians accordingly

• To ensure appropriate consent has been acquired depending on the imaging protocol.

• Responsible for reporting incidents and near misses, and establishing changes in the service as a response to incidents.

• Ensure Health and Safety regulations are complied with and risk assessments are undertaken and reviewed.

• Ensure full documentation with regard to induction of new imaging staff within MRI

• When exposed to bodily, contamination should be avoided in line with Health and Safety and disposed of appropriately. This matter should be dealt with efficiently and discretely.

• To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.

• To notify the Clinic Services Manager or the manager in charge, as soon as possible of your inability to report for duty.

• To adhere to all Company policies and procedures within the defined timescales.

• To lead and actively encourage audit on a regular basis, improving the service for staff and patients by extending professional and departmental boundaries

• To complete and adhere to all Mandatory Training requirements including the management of health and safety, risk management and adverse incidents.

• To maintain a professional appearance and manner at all times.

GENERAL RESPONSIBILITIES

Confidentiality

• In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.

• In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers. They may also have access to information relating to the Clinic as a business organisation. All such information from any source is to be regarded as strictly confidential.
• Information relating to patients, carers or the business of the Clinic may only be divulged to authorised persons in accordance with Global Diagnostics policies and procedures relating to confidentiality and data protection.

Equal Opportunities

• The post holder must at all times carry out his/her responsibilities with regard to Global Diagnostics’ Equal Opportunities Policy.

Health and Safety

• Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees. The post holder will be required to participate in Global Diagnostics’ annual Mandatory Training components.

No Smoking Policy

• Global Diagnostics operates a no smoking policy.

Terms and Conditions of Employment

• This post is exempt from the Rehabilitation of Offenders Act 1974; this means that any criminal conviction must be made known at the time of application. The post will be subject to a criminal record check (DBS).

Review of this Job Description

• This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties and/or hours of work as may reasonably be required, commensurate with your general level of responsibility with the organisation.

Name of Post Holder: Signed: Date:

Name of Manager: Signed: Date:
## PERSON SPECIFICATION

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<tr>
<th>ATTRIBUTES</th>
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| **QUALIFICATIONS** | - BSc (Hons) Radiography, DCR(R) or equivalent qualification  
- Health and Care Professions Council (HCPC) registration as a Radiographer  
- Evidence of continuing professional development (CPD). | - Member of Society of Radiographers (SOR)  
- Postgraduate qualification in MRI or other relevant subject  
- Previous team leader or managerial experience |
| **KNOWLEDGE & EXPERIENCE** | - General radiography experience in a senior capacity  
- Broad experience in MRI techniques and to have in depth knowledge of the service  
- Working in a multi-disciplinary team with previous experience in a busy MRI unit  
- Up to date technical knowledge  
- Organisation and prioritisation of workload and day to day operational management  
- Experience of current, and awareness of developing trends in MRI service scanning and therapies | - Previous experience of healthcare database systems  
- Extensive post registration experience  
- Experience of static and mobile MRI units  
- Experience of participation in setting up a service  
- Experience of participation in a CT service |
| **APTITUDE & ABILITIES** | - Ability to undertake primary diagnosis from acquired images  
- Ability to safely use specialist equipment  
- Able to supervise more junior staff including students  
- Demonstrable interest in teaching/training  
- Able to work professionally with patients with a variety of illnesses in all conditions  
- Excellent patient care skills  
- Maintain professional image  
- Committed to high standards  
- Able to work under own initiative  
- Ability to make decisions  
- Good organisational skills  
- Ability to manage a team  
- Good communication and interpersonal skills  
- Ability to work effectively as part of a team and independently  
- Ability to work efficiently and accurately  
- Ability to initiate and implement change  
- Good communication and interpersonal skills  
- Ability to work under pressure  
- Ability to plan and prioritise work  
- Adaptable and flexible  
- Willingness to learn new skills  
- Ability to learn quickly  
- Interest in developing the service  
- Willingness to participate in departmental service development  
- Willingness to teach/train  
- Able to apply use of IT to principles of patient confidentiality | - Demonstrates willingness to learn and take on new challenges  
- Awareness of developments in NHS  
- Willingness to extend role e.g. IV cannulation  
- Willingness to attend approved course for radiological detection of IOFB |
| **CIRCUMSTANCES** | - Flexible in approach to work  
- Must be able to work early and late shifts as required 7 days per week as required | - Driving licence  
- Business Insurance |

Apr 16