



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

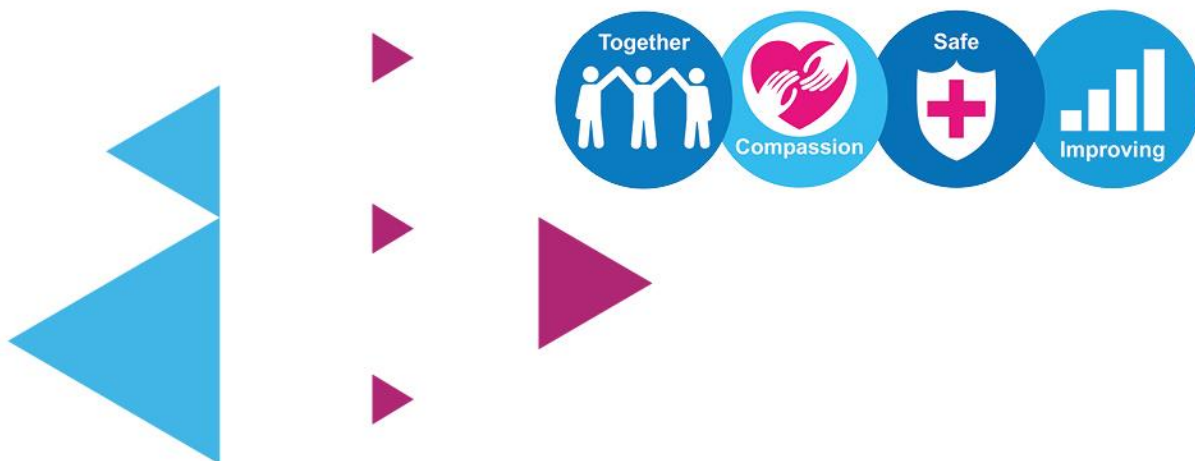
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Children's Women's and Diagnostics

Job Title: : MRI Radiographer

Band: 6

Location: Imaging Directorate Royal Stoke and County sites (rotation)

Hours: 37.5 hrs over a 7 day working week including mandatory participation in out-of hours duties.

Managerially accountable to: Modality Superintendent

Professionally accountable to: Professional Head of Imaging

Role Summary

To work as part of a team of staff at the University Hospital of North Midlands NHS Trust as a Diagnostic Radiographer and work in accordance with the corporate objectives. To participate in all aspects of Magnetic Resonance Imaging To participate in the extended working day and 7 day service for MRI on both UHNM sites (7am-8pm) To maintain a high standard of work and strive for continual improvements in radiographic standards and patient care To provide expert advice to junior staff /colleagues and act as a role model To act as Clinical Lead radiographer on duty on a rotational basis

The post holder will work as part of the MRI multi-disciplinary team where, in order to give the best quality of service, great importance is placed on:-

- Adopting a caring, co-operative and flexible approach to their working practices and encourages others to do the same. Maintaining a professional attitude for the dignity and well-being of the patient and ensuring full confidentiality at all times
- Maintaining a good public image both verbally and visually
- Playing an active part in maintaining Directorate standards
- Maintaining the highest professional standards
- To be aware of and adhere to all University Hospital of North Midlands and Directorate policies and procedures, particularly those relating to:
 - Health & Safety at Work
 - Fire
 - Security

Key Areas/Tasks

Communication & Relationships Skills

To work as required within the Imaging Departments across the UHNM Trust

To ensure smooth, efficient and effective running of the MRI service, ensuring the highest radiographic standards and patient care are maintained

To actively facilitate the lines of communication within the Directorate

To communicate with patients, relatives, carers and other health professional to ensure patients are well prepared for their examination. This includes receiving/providing complex information and explaining procedures to facilitate patient co-operation and obtaining informed consent prior to the examination

To establish and maintain effective communication with patients who maybe elderly, vulnerable, confused, paediatrics, physically aggressive/abusive, have learning difficulties, visually/audibly impaired or non-English speaking in order to obtain their understanding and co-operation whilst undergoing imaging examinations

To ensure referrals are justified and the patients are clinically safe to undergo MRI examinations

To provide supervision for band 5 radiographers and to assist in their personal development

To provide supervision and training of student radiographers and imaging assistants when required

To supervise and advise less experienced radiographers that form the team within which they are working; to train junior staff and students in MRI imaging techniques

To advise the MRI Team Leader or MRI Superintendent of any difficulties or problems arising from their work area, in connection with equipment, staff etc.

To ensure that all auditable documentation is accurately completed and lead others to do the same. Maintain effective communication within the departmental team and the wider clinical teams representing the Imaging Directorate as required

To maintain and extend good working relationships with all departments and personnel within the University Hospital of North Midlands NHS Trust

To undertake any other duties as needed and as agreed with the Departmental Superintendent or Modality Team Leader

Analytical, Judgement, Planning & Organisational Skills

To understand and abide by the Local Rules and MRI protocols and report any potential hazards to the superintendent

To ensure the correct use and care of equipment used within the MRI environment

To ensure departmental records are maintained and are auditable

To participate in the quality control and assurance monitoring of equipment in addition to overseeing and training junior staff in the quality assurance programme

To be responsible for maintaining and monitoring a safe and clean working environment and lead others to do the same

To ensure there are adequate supplies of consumables at all times

To work collaboratively with the medical teams to triage the emergency workload to deliver a timely and effective diagnostic MRI service To be familiar with the Hospital Electronic Patient Record (EPR), Radiological Information System (CRIS) and PACS and to act as a Super User for these systems if required

To assist the MRI Team Leader in monitoring the waiting list for MRI and to proactively contribute in managing the waiting list

To follow departmental procedure for equipment closedown and security checks

To undertake appraisals and participate in performance review of band 5 Radiographers, and Imaging Department Assistants as required by the Modality Team Leader

To fulfill a proactive role towards achieving quality and risk management, undertaking risk assessments and taking appropriate action to minimise risk

To act as a mentor to new staff

To train new staff in the use of equipment (and existing staff following new installations) including completing competency frameworks for each individual

To formulate competency frameworks for new equipment as required

To assist with the clinical evaluation of equipment during the procurement process as required

To have responsibility for a specific area of the service or project e.g. Infection Control Lead, Quality Assurance Co-ordinator, CPD Co-ordinator, Work Experience Co-ordinator and to develop and maintain the project in line with G5 of the KSF outline (Service/Project Management)

To report complaints to line manager completing the necessary paperwork as required

Responsibility for Patient/Client Care

To provide diagnostic radiography for patients that require MRI examination taking account of their individual needs

The ability to develop a short term rapport with patients and to introduce yourself to the patient and/or their carers prior to commencing the examination

To ensure that the patient consents to the examination and to document this on CRIS

To follow the departmental procedure for reporting of safety incidents and assist with action plans to prevent a re-occurrence

To maintain accurate and timely records using the CRIS and PACS to enable clinical review and reporting

To support the delivery of Planned Care Services, and the achievement of Cancer and RTT targets, whether in a supportive role, or in terms of providing hand-on care

To apply national rules and guidance in relation to treating patients in a timely manner and chronologically, whether by clinical priority or in terms of length of wait

Physical Effort

Manual handling of patients and equipment is a requirement of the post. The use of the MRI docking tables may require additional physical effort

To move and position the relevant MRI coil required for patient examinations in safe manner.

Emotional Effort

There will be exposure to distressing, emotional and stressful conditions. The ability to work as a team with colleagues for support is an essential part of the role

The ability to adapt to changing situations and demands is required and also to assist junior staff with this aspect of the role.

Working Conditions

During clinical examinations the post holder may be subject to bodily fluids and hazardous waste which should be managed using infection control recommendations and policies

Working within a controlled radiation environment

Frequent exposure to electromagnetic fields with the potential to do significant harm

Constant VDU use

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

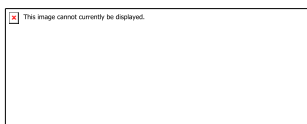
All staff are responsible for ensuring that they are familiar with and adhere to the Trust's Safeguarding Children and Adults policies, procedures and guidelines. All health

professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Job Title

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	<p>A' level or equivalent</p> <p>DCR/BSc Diagnostic Radiography</p> <p>HCPC registered</p> <p>Evidence of continuing professional development, including relevant MRI development</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
Knowledge, Skills, Training and Experience	<p><i>Either</i></p> <p>Extensive (at least 24 months) NHS experience preferably within crosssectional imaging, including areas of high acute demand</p> <p><i>Or</i></p> <p>Experience (at least 12 months at 0.5wte) of a range of standard MRI techniques to include Neuro, MSK and body imaging</p> <p>Broad experience of MRI techniques including body, breast, vascular and/or cardiac techniques</p> <p>Experience of advanced MRI techniques such as functional MRI, spectroscopy etc.</p> <p>At least 24 months experience working in a busy NHS environment</p> <p>Experience of Siemens MRI platform</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

	Able to diffuse conflict and mediate to ensure patients' need are met	✓		
	Good verbal English	✓		
	Proficient reading, writing and note taking in English language	✓		
	Participation in audit, including self-audit	✓		
	Evidence of MRI physics knowledge	✓		