

The ROYAL MARSDEN
NHS Foundation Trust

Senior MRI Radiographer Chelsea



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NHS

At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.



Life demands excellence



Dear candidate,

Thank you for applying to join the Clinical Services team at The Royal Marsden.

This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our ground breaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the heart of the organisation are our dedicated staff. Their exceptional commitment and professionalism is commented on by so many of our patients.

The Clinical Services Division provides an incredibly diverse set of services to our patients. Although some of these services are hidden away from our immediate view, they are essential to the smooth running of our patient pathways, and often make vital contributions to the Trust's Research Strategy.

I wish you every success with your application to join our team, and be part of this amazing work.

Best wishes,

A handwritten signature in black ink, appearing to be 'Sofia Colas'.

Sofia Colas
Divisional Director, Clinical Services

Job title

MRI Radiographer Chelsea

Directorate

Clinical Services

Grade

Band 7

Hours of work

37.5 hours per week – ability to work routinely Monday – Friday 8am -8pm and weekends 8am -5.15pm depending on service needs and rota

Location

Diagnostic Radiology Chelsea and to rotate to the RM Cavendish square site as and when required

Reports to

MRI Superintendent, Chelsea

Accountable to

Chelsea Operational lead and Radiology Services Manager

Liaises with

All members of the Radiology department (MRI superintendent, Consultants, Junior doctors, radiographers, nursing and admin staff).

- Referring clinical teams.
- Private Patient Care
- Patients and their families / carers.
- The Diagnostic Radiology Senior Management Team

1. Job Purpose

Background

The Royal Marsden is the UK's leading comprehensive cancer centre and is recognised worldwide for the quality of its services, research and development of new treatments. The MRI service exists to provide good quality imaging and support to clinicians in the provision of diagnosis, follow up and treatment planning for their patients. The MRI service has 3 scanners on the chelsea site . 2 x 1.5T and 1x 3T MRI. The Imaging department also works within a high quality management system and has been awarded UKAS QSI Accreditation since February 2018.

Overview of Post

The post holder will be expected to be flexible in their approach as the department will operate between 8am to 8 pm Monday to Friday and weekends 8am- 5.15 pm .

The post holder will work as part of the MRI and cross sectional team liaising with Radiologists and Clinicians in charge of a patient. She/he will work as part of the multi-disciplinary team liaising with clinical nurse specialists, ward staff and other departmental staff. She/he will also liaise with internal and external agencies.

It is essential that the post holder will have significant post graduate experience in MRI. This post requires good analytical, organisational, communication and computer skills. The key working

relationships will be with other MRI & CT radiographers, MRI superintendents on both Chelsea & Sutton sites, radiology clerical and admin staff, clinical scientists, consultant radiologists and clinical referrers

Key areas of responsibility

- **1. Clinical – MRI**

- To perform clinical MRI scans to produce diagnostic information appropriately as required by current protocols.
- To maintain the highest standard of practical and theoretical knowledge to ensure a standard of excellence in MRI techniques, so that protocols may be modified in an appropriate manner in view of clinical indications, imaging findings or patient condition and problems in image quality are recognized and acted upon.
- To be aware of COSHH and Health and Safety at Work Act and ensure their guidelines are followed. To be fully aware of the potential hazards of working in an area of strong magnetic field and to be familiar with the safety guidelines issued by the Medical Devices Agency 2002.
- To be fully aware of the potential bio-effects of MRI and to ensure that the scanner is operated within safe limits at all times. To act at all times with consideration for the safety and welfare of patients.
- To ensure that adequate protection is given to self, patients and other staff as laid out in the Local Rules for protection of persons in MRI and the Ionising Radiation Regulations.
- To be familiar with and implement safety procedures (quench, fire, cardiac arrest) which are specific to the MR environment.
- To ensure that all persons entering the scanner examination room have completed an MRI safety checklist and have removed all personal belongings, which might either be hazardous in the area of strong magnetic field or might be damaged by it.
- To ensure that, once removed, patients' valuables are safely locked away.
- To be physically able to move moderately heavy items of equipment (e.g. surface coils) throughout the working day.
- To physically position the patient for a range of MR examinations, to ensure that image quality, patient comfort and patient safety are maintained at all times, whilst taking into account patient limitations and adapting standard techniques where necessary.
- To assess specific communication needs of individual patients. To anticipate where communication difficulties might make completion of the safety checklist impossible and to implement alternative methods to ensure that patient safety is maintained.
- In particular, to be sensitive to patient anxiety regarding the claustrophobic nature of the MR scanner and to be able to help patients overcome their anxiety so that the examination can be performed.
- To operate advanced software on the MR scanner, requiring excellent hand-eye co-ordination, e.g. bolus chasing, image reformatting and dynamic imaging.
- Where imaging reveals a pathology which requires urgent medical review of the patient, bring such findings to the attention of a radiologist. In the absence of a radiologist, notify the referring clinician of the scan findings.

- **2. Research**

- To assist in the delivery of all imaging projects within the MRI unit
- Data logs will be kept for patients in purely MRI based studies. The post-holder will be responsible for the meticulous recording and storage of research trial data i.e. ethics numbers and consent details, so that they are available on request. He / she must work closely with the Clinical and Research Superintendent Radiographer and research teams to ensure that research databases are maintained and that information is readily available on request.
- To present data at departmental seminars. Studies in which the radiographer has been particularly involved will be presented by the post-holder at national and international meetings.
- Audit of cases studied will be done regularly on a monthly basis.
- Good clinical practice (GCP) is an essential part of this role and training in ethical practices will be provided.

- To keep up to date with current and research trends in MRI and oncological imaging and to undertake self-directed learning relevant to the projects assigned to them.
- **3. Operational**
 - To present a professional approach in conduct, appearance and punctuality.
 - To communicate effectively and empathetically with patients and their escorts prior to, during and after an examination. Patient presentation will include the unconscious, uncooperative, incapacitated, incompetent, disorientated and those with physical and mental disabilities.
 - To maintain high standards of patient care through good clinical practice.
 - To maintain patient dignity and privacy and confidentiality.
 - To attend annual mandatory training and updates organised by the trust.
 - To ensure safe use of imaging equipment.
 - To maintain equipment in accordance with manufacturers guidelines.
 - To troubleshoot any equipment faults, resolving where possible, and seeking advice if necessary.
 - To maintain high degree of accuracy when imaging patients.
 - The post holder will be encouraged to propose changes to current working practices.
 - To participate in Continuing Professional Development (CPD) activities.
 - To contribute and participate in departmental audit.
 - To comply with all trust policies.
 - To be familiar with health and safety guidelines related to imaging.
 - To report any clinical, non-clinical and radiation incidents in line with Trust and Departmental Risk Management policies.
- **4. Clerical**
 - To receive, welcome and instruct patients attending for investigations.
 - To act as point of contact for users of the diagnostic imaging service dealing with colleagues, patients, carers and relatives in a helpful, reassuring and friendly manner.
 - To ensure previous imaging is available for comparison.
 - To carry out clerical duties as and when required.
 - To ensure that clerical staff are alerted to the requirement of urgent reports.
- **5. Managerial**
 - To assist in the education and training of staff and visitors to the department of MR safety issues, examinations/procedures.
 - To deputise for the modality Superintendent Radiographer in their absence.
 - To re-schedule patients in the event of total equipment breakdown.
 - To liaise with outside agencies, including service engineers and other hospitals.
 - Co-ordinate work area, allocate work and provide clinical guidance
 - To plan and prioritise patient workload based on clinical urgency.
 - Ensure staff are appraised annually, have clear objectives which link to department, division/directorate or corporate objectives and a personal development plan.
 - Observe and continually promote equal opportunities in compliance with the Trust's policies on Equality and Diversity and Dignity at Work.
 - Observe and comply with the Trust's policies and procedures for Health and Safety ensuring the environment in which you and your staff work is safe, clean and tidy

3. General Data Protection Regulation

- 3.1 You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you

could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer

4. Safeguarding and Wellbeing of Children and Vulnerable Adults

- 4.1 The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. All staff are expected to be aware of national, organisational and departmental policies and procedures on safeguarding and promotion of the wellbeing of children and vulnerable adults and should be able to communicate this to others

5. Health and Safety

- 5.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

6. Customer Service Excellence

- 6.1 All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

7. Emergency Planning

- 7.1 In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic

8. Equality and Diversity Policy

- 8.1 The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation

9. No Smoking Policy

- 9.1 There is a no smoking policy at this Trust

10. Review of this Job description

- 10.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization

11. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
Education/Qualifications		
State registration DCR/BSc in Radiography Cannulation certificate or Completed workbook Significant recent post graduate experience in MRI Post Graduate certificate in MRI	Essential Essential Essential Essential Desirable	Application form / interview
Experience		
Management Evidence of good organisation and communication Evidence of leadership and team building Experience in supervision of diagnostic radiographer staff in MRI	Essential Essential Desirable	Application form / interview / references
Skills Abilities/knowledge		
Articulate Ability to express themselves clearly in English Literate Ability to write clearly and concisely in English Ability to use word processing software and IT systems Interpersonal Evidence of working within a team	Essential Essential Essential Essential	Application form / interview / references
Other Requirements		
Ambitious Evidence of personal development, enthusiasm and initiative. Evidence of CPD in MRI Creative Innovative, challenging Assertive Confident, diplomatic, flexible Fitness Satisfactory health record	Essential Essential Essential Essential	Application form / interview / references Interview/OH

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.