

Job title:	MRI Superintendent Radiographer
Division:	Imaging
Board/corporate function:	Surgery and Cancer Board
Salary band:	Band 8a
Responsible to:	Operational Superintendent Radiographer
Accountable to:	General Manager Radiology
Hours per week:	37.5
Location:	UCLH

University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital
(incorporating the Elizabeth Garrett Anderson Wing and Grafton Building)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospitals at Westmoreland Street

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

The Surgery & Cancer Board, led by the Medical Director, incorporates the specialties of Cancer, Surgery, Imaging and Theatres.

Imaging Department

The Imaging Department at UCH is situated on the lower ground floor for ultrasound, plain film, outpatient CT & MRI and fluoroscopy; the second floor for inpatient CT & MRI, interventional radiology, vascular and endoscopy, and the ground floor for A&E.

The Imaging Department at Macmillan Cancer Centre is situated on the lower ground floor for X-ray, CT & MRI (research) and the second floor for Breast Imaging which includes Ultrasound.

The Imaging Department at Westmoreland Street is situated on the lower ground floor for X-ray, fluoroscopy, CT & MRI and the second floor for Ultrasound.

The Imaging Department at Grafton Way is situated on the ground floor for X-ray, CT, MRI & Ultrasound.

The post holder will be responsible for cross site MRI services. The MRI department consists of four 1.5T scanners and four 3T scanners (one research). In addition the role includes research imaging responsibility liaising with other radiographers, ward staff, radiologists, administration staff, engineers, visitors and staff from other departments.

Job Purpose

During clinical time, the post-holder will work as a specialist diagnostic practitioner in MRI Radiology and be responsible for a variable caseload of patients. Patients will present with a full range of complex conditions and the post holder will be responsible for carrying out the appropriate diagnostic procedures to support the diagnosis of complex conditions. The post holder will provide direct line management, expertise and leadership for a team of staff. They will be a point of contact for the MR team providing support and leadership to ensure optimum efficiency and quality within the MR Imaging service. The post requires close working with the Operational Superintendent and other Superintendents to ensure provision of an efficient & responsive MR Radiology service. The post holder will participate in Radiology manager on-call rota to provide a senior point of contact for support of the out of hours radiographic team in the Radiology department.

Key Results Areas

The post holder is required:

- To lead and develop the MR Imaging and be responsible for delivering the service.
- To perform or supervise a wide range of imaging procedures including complex examinations with a wide variety of patient presentations, to a high clinical standard, prioritising patients to ensure optimum efficiency and service quality.
- To work closely with the senior professional staff, other Specialty Superintendent colleagues, medical and nursing staff to ensure provision of an efficient and responsive MRI service.
- To operate a variety of Information technology systems to a high level, including the Picture Archiving and Communication System (PACS) and Radiology Information System (RIS) and ensure that all data inputs are accurately recorded in order to maintain the integrity of data for both patients and the service.
- To provide line management to a team of staff.
- To supervise, support and assist students, the multi-disciplinary team and other staff in service delivery and personal development ensuring that their professional development is maintained and extended to improve their individual practice and that of the service.

Main Duties and Responsibilities

Clinical Responsibilities

- Ensure that all referrals are evaluated and prioritised according to Departmental protocol and clinical information.
- Ensure that the protocol used for an examination is suitably matched to the clinical indications for the procedure.
- Liaise with referring clinicians to clarify or discuss requests for complex diagnostic or therapeutic procedures.
- Act as a point of highly specialist advice for referrers, other clinical staff, patients and their relatives in the modality / service.
- Ensure that patients, relatives and staff are appropriately informed and reassured of any discussions relating to patient procedures.
- Act as patient advocate in local issues.
- Assess the physical, mental and communication abilities and needs of individual patients and respond appropriately.

- Answer all questions and concerns of the patients, providing them with appropriate responses, putting the patient's condition into the context of the diagnostic/therapeutic procedure.
- Document that patients have consented to procedures and to issue and ensure they understand any instructions they need to follow.
- Enter accurate patient examination data into Imaging Information Systems e.g. RIS and PACS.
- Accurately position patients for the appropriate examinations, taking into account their abilities, needs and limitations.
- Appropriately adapt standard technique to ensure that diagnostic/therapeutic procedures are undertaken appropriately for patients with limited capabilities of any kind.
- Undertake the more complex procedures (e.g. MRI guided ablation / biopsy), utilising skills, knowledge and experience and/or modifying scanning parameters.
- Participate in patient monitoring or administration of oxygen.
- Assess outcomes following procedures, and ensure that any necessary additional procedures are undertaken within a single patient attendance where possible.
- Assess and respond to adverse treatment responses.
- Visually be able to discriminate subtle differences between images to ensure there are no artefacts.
- Ensure that unexpected abnormalities seen are brought to the attention of the medical staff of the department, and the referring clinician, and that the patient is managed in an appropriate and supportive manner.
- Take responsibility for the patients diagnostic/therapeutic procedure, to ensure images are of quality and standard needed for clinical report.
- Work unsupervised as required and be accountable for their own professional actions and seek advice of senior professional staff or Clinicians where required.
- Interpret, diagnose and provide a clinical report on outcomes of procedures, according to qualifications.
- Participate in peer review audit of report accuracy.

Operational Responsibilities

- Act as a practitioner/operator under the regulations.
- Operate accurately and safely highly complex equipment, requiring a high degree of manual dexterity.

- Operate advanced software requiring excellent hand eye coordination as drawing and positioning of region of interest will directly determine the patient's clinical report.
- Ensure that all the documentation relating to a procedure is appropriately organised to ensure rapid and accurate transit through the administrative and clerical systems of the Department.
- Ensure that all data inputs are accurately recorded in order to maintain the integrity of data for both patients and service.
- Use the equipment in the department safely and effectively, ensuring adherence to the manual handling regulations at all times.
- Perform regular QA checks on equipment, document and interpret results and recognise trends, and propose action needed to effect change.
- Clearly label, or remove from circulation, any faulty equipment to mitigate the risk of its continued use.
- Make initial investigations into equipment failures, and communicate details of the problem, effectively according to local protocol.
- Ensure that any documentation relating to routine servicing or equipment breakdown is correctly filed, and the information disseminated appropriately.
- Monitor and report deficits in the data integrity of the Imaging Information systems i.e. RIS and PACS.
- Maintain a safe, clean and tidy work environment. To ensure there are adequate supplies of stock in clinical areas.
- Participate in departmental activities such as Health and Safety, Audit, Clinical Governance, and investigation of Adverse Incidents and complaints.
- Advise on forward planning in relation to changes in workload, techniques or procedures, and the purchase and installation of new equipment.
- Lead staff meetings, grade meetings and Department meetings.
- Contribute to the equipment procurement programme for the Directorate.
- Monitor the implementation and observance of departmental local rules and systems of work and report any problems
- Undertake appropriate MRI safety monitoring both of self and environment.

Managerial Responsibilities

- Supervise, support and assist qualified radiographers, clinical staff such as technologists, assistant practitioners, student radiographers and other staff in service delivery and personal development.
- Organise the clinical workload in line with clinical priorities.
- React swiftly and appropriately to changing circumstances relating to patient condition, staffing or workload.
- Ensure that all information relating to rota changes are appropriately communicated to the appropriate person.
- Provide line management and leadership for a team in their area of responsibility.

- Monitor and manage staff performance through discussions and annual appraisals.
- Manage disciplinary and grievance matters in accordance with Trust guidelines
- Delegate authority to appropriate staff and exercise adequate control to ensure that the delegated authority is effective and appropriate.
- Lead on recruitment, selection, induction and retention of staff, ensuring compliance with Equal Opportunities and Trust procedures
- To respond to and investigate complaints, both written and verbal.
- Keep the appropriate senior staff informed on all matters relating directly or indirectly to the staff and service.
- To communicate at an appropriate level with clinicians to ensure that equipment and staff availability is appropriately co-ordinated, particularly in respect to the out of hours service.
- To deputise effectively for senior staff.
- Take responsibility for the safe operation of expensive and highly technical equipment by staff.

Service Improvement

- Evaluate, lead on the development of the service, propose and implement changes.
- Develop and propose new policies and procedures for the department aligned with quality, efficiency and productivity (QEP) aims.
- Implement new policies within the department and monitor their effectiveness.
- In liaison with the relevant staff, maintain and update protocols.
- Responsible for improving patient pathways within the Service.
- Audit image and data quality
- Evaluate and implement new technology and its clinical applications.
- Communicate effectively with users of the service, both within the hospital and externally, in order to ensure the provision of an efficient, timely and high quality service.

- Conduct examinations according to protocol for a wide range of clinical and research trials. To be responsible for correct information gathering and input related to these studies.
- Perform quality improvement analysis, document results, recognize trends and propose action required to effect change.
- Attend and contribute to QA meetings.

Training and Governance Responsibilities

- Take full advantage of any training opportunities which may present, and make known training needs to their line manager.
- Access competence of more junior staff.
- Ensure professional practice, and that of the Directorate, is maintained and extended through participation in Continuous Professional Development.
- Participate in the training of SpRs to operate, manipulate and analyse images on the workstations and ensure that they are adequately trained in the use of any piece of equipment before using it unsupervised.
- Develop and implement a formal training programme for new staff, ensuring that such training is adequately documented.
- Deliver formal teaching sessions both internal and external to the Directorate and Trust to a range of professional staff groups.
- Prepare and deliver presentations to the department, feeding back from study days, Postgraduate courses, and audit projects as appropriate
- Undertake the training courses associated with student assessment and assist students in the completion of their assessments, portfolios or any other work associated with their clinical training
- Assist in the training to other staff in areas of own experience and expertise.
- Assist in the clinical training and supervision of the Multi-disciplinary Team including the training of Specialist Registrars.
- Expand and update their professional skills and knowledge for their own Continuous Professional Development.
- Attend all mandatory training, as required by the Trust.
- Ensure a high standard of patient care and participate in the monitoring of standards.
- Lead or participate in any audit projects the department is undertaking.

- Actively participate in the technical and patient focused aspects of the Audit programme.
- Constantly evaluate the systems of work to ensure that competency can be measured and proven.
- Monitor and report the performance of the service and attend Performance Meetings as required.
- Assess and implement sound evidence based practice in order to ensure that service and delivery are of the highest quality.
- Report and undertake initial investigation into Clinical and non Clinical incidents in line with both Trust and Departmental policies.
- Assist in the implementation of the QA policy and clinical governance to ensure that the agreed quality standards are met and maintained.

General

To understand and abide by the “Standards of conduct, performance and ethics” (January 2016) issued by the Health & Care Professions Council, “Code of Professional Conduct” (July 2013) issued by Society of Radiographers.

To adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.

To comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times.

To take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure.

To take personal responsibility for ensuring that UCLH resources are used efficiently and with minimum wastage and to comply with the Trust's Standing Financial Instructions (SFIs).

To comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps.

To be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act.

To maintain confidentiality at all times.

Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

You will be expected to actively participate in annual appraisals and set objectives in conjunction with your manager. Performance will be monitored against set objectives.

Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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Person Specification

8a MRI Superintendent Radiographer

Dept/Ward: Imaging

REQUIREMENTS	HOW WILL CRITERIA BE ASSESSED? APPLICATION / TEST / INTERVIEW / REFERENCES				
	ESSENTIAL / DESIRABLE*	A	T	I	R
<u>Knowledge & Qualifications</u>					
BSc or Diploma in appropriate area of practice	E	√			
HPC/IPEM State Registration	E	√			
Portfolio of evidence of Continuing Professional Development including post graduate specialist training equivalent to Master's level	E	√			
Evidence that knowledge of general techniques is up to date.	E	√		√	
Evidence of the ability to critically analyse images	E	√			
PGCert/diploma in MRI	D	√			
<u>Experience</u>					
Demonstrable evidence of a wide range of general radiographic experience and techniques	E	√			
Evidence of extensive experience in specialised MRI Radiology	E	√		√	
Evidence of participation in Clinical Governance and Quality Assurance at department level.	E			√	
Experience of supervising and assessing junior staff and students.	E	√		√	
Evidence of first line management experience.	E	√		√	
<u>Skills & Abilities</u>					
Excellent written communication skills	E	√			
Excellent verbal communication skills	E		√	√	

REQUIREMENTS CONT.....	HOW WILL CRITERIA BE ASSESSED? APPLICATION / TEST / INTERVIEW / REFERENCES				
	ESSENTIAL / DESIRABLE*	A	T	I	R
Demonstrate awareness of responsibility to and advocacy for patients	E			√	
Demonstrates professional approach, in demeanour, appearance and time keeping	E			√	
Ability to use own initiative, solve problems and make decisions.	E			√	
Evidence of organisational skills.	E			√	
Ability to motivate self and others.	E			√	
Tact and diplomacy	E			√	
Ability to safely use a wide range of manual handling equipment as provided by the Trust	E			√	
Ability to remain calm and effectively manage under pressure.	E			√	
Evidence of experience in research and audit.	E	√		√	
Evidence of effective teaching skills.	E			√	
Evidence of experience in the supervision, training and assessment of students to a required standard.	E	√		√	
Evidence of multi-disciplinary team working and a knowledge of the issues involved with such working.	E	√		√	
Evidence of the ability to teach and train a range of staff groups.	E	√		√	
Awareness of implications of current legislation on departmental practice.	E	√		√	
Demonstration of understanding of change management	E	√		√	
Ability to view monitor screens for extended periods of time	E	√			

A= Application Form

I= Interview

R-References

T/P=Test/Presentation