



Job Description

Job title:	MRI Radiographer Advanced
Division:	Imaging
Board/corporate function:	Surgery & Cancer
Salary band:	Band 7
Responsible to:	MRI Superintendent Radiographer
Accountable to:	Service Manager
Hours per week:	37.5
Location:	University College Hospital

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 Way 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 Imaging Department at Royal National ENT & Eastman Dental Hospitals is situated on level 1 for dental X-rays and basement level 2 for MRI, Ultrasound & CBCT scanners.

The MRI Imaging department consists of four 1.5T scanners and three 3T scanners. The post holders will be rotated through the MRI scanners.

Job Purpose

The post holder will work as a specialist diagnostic practitioner in MRI 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 supervise, support and assist students and junior radiographers in service delivery and personal development.

Key Working Relationships

The post-holder will be expected to deal with patients and clinicians in a professional manner; liaise with radiographers working on the other MRI scanners; booking staff; physicists, engineers and technical staff; internal and external clients utilising the service.

Key Results Areas

The post-holder is required:

- To undertake a specialist practitioner role for a defined area of the modality/service.
- To perform a wide range of specialised MRI procedures across a variety of complex clinical presentations and pathologies, to a required standard.

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- To participate in the extended working day of the service and on-call rota.
- To prioritise patients to ensure optimum efficiency and service quality.
- To provide timely professional support to colleagues; radiographic, radiological, nursing and all other staff groups.
- To propose changes and work with other members of the multi-disciplinary team to implement improvements and development of the service.
- To operate a variety of Information technology systems to a high level, including the Picture Archiving and Communication System (PACS) and Electronic Health Record System (EHRS) and ensure that all data inputs are accurately recorded in order to maintain the integrity of data for both patients and the service.
- To supervise, support and assist student radiographers, radiographers and other staff in service delivery and personal development.
- To ensure that their professional practice, and that of the Directorate, is maintained and extended through participation in Continuous Professional Development.
- To participate in departmental activities such as Health and Safety, Audit, Clinical Governance, and investigation of Adverse Incidents and complaints.
- To deputise for a service or modality lead, in their absence

Main Duties and Responsibilities

Clinical Responsibilities

- To liaise with referring clinicians to clarify or discuss requests for MRI examinations.
- To act as a point of highly specialist advice for referrers, other clinical staff, patients and their relatives.
- To ensure a high standard of patient care, and participate in the monitoring of standards.
- To prioritise patients to ensure optimum efficiency and service quality.
- To delegate and prioritise patient cases within the team.
- To ensure that the protocol used for an examination is suitably matched to the clinical indications for the procedure.
- To ensure that any person entering the MRI scanner is appropriately safety checked in accordance with departmental policy.
- To ensure that patients, relatives and staff are appropriately informed and reassured of any discussions relating to patient procedures.
- To assess the physical, mental and communication abilities and needs of individual patients and respond appropriately.
- To accurately position patients for the appropriate examinations, taking into account their abilities, needs and limitations.
- To assist in radiological procedures, utilising their nursing skills, knowledge and experience.
- To appropriately adapt their standard technique to ensure that diagnostic images are obtained from patients with limited capabilities of any kind.

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- To answer all questions and concerns of the patients, providing them with appropriate responses, putting the patient's condition into the context of the procedure.
- To document that patients have consented to procedures and to issue and ensure they understand any instructions they need to follow.
- To seek advice from colleagues and senior radiographic or medical staff when required.
- To undertake IV injections once/if appropriately trained.
- To enter accurate patient examination data into Imaging Information Systems e.g. EHRS and PACS.
- To operate accurately and safely complex MRI equipment.
- To fully assess the images produced following examination, and ensure that any necessary additional examinations are undertaken within a single patient attendance where possible.
- To 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.
- To ensure that all the documentation relating to an examination is appropriately organised to ensure rapid and accurate transit through the Administrative and Clerical systems of the Directorate.
- To undertake the more highly specialist MRI procedures, utilising skills, knowledge and experience.
- To participate in patient monitoring or administration of oxygen.
- To assess and respond to adverse treatment responses.
- To visually discriminate subtle differences between images to ensure there are no artefacts.
- To take responsibility for the patients imaging procedure, to ensure images are of quality and standard needed for clinical report.
- To work unsupervised, seeking advice of Superintendent or Clinicians when needed.

Operational Responsibilities

- To use the equipment in the department safely and effectively, ensuring adherence to the Manual Handling regulations at all times.
- To ensure that any equipment faults are brought to the attention of the appropriate Superintendent or senior member of staff, in a timely fashion.
- To clearly label, or remove from circulation, any faulty equipment to mitigate the risk of its continued use.
- To make initial investigations into equipment failures, and communicate details of the problem effectively to the manufacturer and the appropriate Superintendent Radiographer.
- To ensure that any documentation relating to routine servicing or equipment breakdown is correctly filed, and the information disseminated appropriately.

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- To 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.
- To report Clinical and non-Clinical Incidents in line with both Trust and Directorate policies.
- To organise the clinical workload in line with clinical priorities.
- To participate in extended hours across Trust sites and the on-call rota.
- To react swiftly and appropriately to changing circumstances relating to patient condition, staffing or workload.
- To operate advanced software requiring excellent hand eye coordination as drawing and positioning of region of interest will directly determine the patient's clinical report.
- To undertake regular equipment testing, ensuring appropriate recording, documentation and interpretation of results.
- To maintain a safe, clean and tidy work environment, ensuring there are adequate supplies of stock in clinical areas.
- To attend and participate in staff meetings, grade meetings and Directorate meetings as required.

Managerial Responsibilities

- To assist junior staff in dealing with what they consider complex or contentious or highly distressing patient situations.
- To supervise, support and assist students, radiographers and other staff in service delivery and personal development.
- To participate in the induction of new starters.
- To undertake a supervisory responsibility for a defined, specialist area of the service.
Support and deputise for a Superintendent Radiographer in their absence.
- To attend QA meetings as appropriate.
- To communicate at an appropriate level with clinicians to ensure that equipment and staff availability is appropriately co-ordinated.

Service Improvement

- Propose new procedures and protocols for the department aligned with quality, efficiency and productivity (QEP) aims.
- Implement new policies within the department and monitor their effectiveness.
- 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.
- Reflect on systems of work and communicate areas of deficit or potential advancement.
- Audit image and data quality.
- Evaluate and implement new technology and its clinical applications.

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- Conduct examinations according to protocol for a wide range of clinical and research trials. Be responsible for correct information gathering and input related to these studies.
- Perform reject analysis, and document the results.
- Attend and contribute to QA and audit meetings.

Training and Governance Responsibilities

- Ensure adequate training in the use of any piece of equipment before using it unsupervised.
- Take full advantage of any training opportunities which may present, and make known their training needs to their line manager.
- Assess competence of more junior staff.
- Identify training and development needs of junior staff and encourage development of organisational and supervisory skills.
- Provide training in specialist area to all levels of staff.
- Assist in the training of students and all staff in disciplines of radiography i.e. in the completion of student assessments, portfolios, use of clinical equipment or any other work associated with their clinical training.
- Assist in the training to other radiographers in areas of own experience and expertise.
- Ensure professional practice, and that of the Directorate, is maintained and extended through participation in Continuous Professional Development.
- Participate in the training of SpRs in the operation, and analysis of images on the workstations and ensure that they are adequately trained in the use of any piece of equipment before using it unsupervised.
- Be an active member of the in-house training scheme. To prepare and present presentations to staff.
- 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.
- Actively participate in the technical and patient focused aspects of the Audit programme.
- Perform reject analysis, document results, recognize trends and propose action required to effect change.
- To undertake any reasonable duties as and when required by service needs, or the Directorate Management team.



General

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.

To understand and abide by the "Standards of Conduct, Performance and Ethics" (April 2003), the "Standards of Proficiency" (July 2003) issued by the Health Professions Council, and the "Statements for Professional Conduct" issued by the College of Radiographers, March 2002

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

REQUIREMENTS	HOW WILL CRITERIA BE ASSESSED? APPLICATION / TEST / INTERVIEW / REFERENCES				
	ESSENTIAL / DESIRABLE*	A	T	I	R
<u>Knowledge & Qualifications</u>					
BSc or Diploma in Radiography	E	√			
State Registration	E	√			
Portfolio of evidence of Continuing Professional Development including post graduate specialist training equivalent to Master's level	E	√		√	
Competency certificate for the administration of IV injections	E	√			
Evidence of knowledge of MR safety with the ability to investigate and assess implants	E	√		√	
Evidence of the ability to critically analyse MRI images	E		√	√	
<u>Experience</u>					
Demonstrable evidence of a wide range of MRI experience	E	√		√	
Evidence of significant experience in MRI imaging	E	√		√	
Evidence of experience in the supervision, training and assessment of students and junior radiographic staff to a required standard.	E	√		√	
Evidence of experience of first line management.	D	√		√	
<u>Skills and Abilities</u>					
Excellent written communication skills	E	√			
Excellent verbal communication skills	E			√	
Effective communication and interpersonal skills within a multidisciplinary team	E	√		√	

Demonstrate awareness of responsibility to and advocacy for patients.	E	√		√	
Very high personal and radiographic standards, with attention to detail	E		√	√	
Demonstrate enthusiasm and have the ability to motivate others	E	√		√	
Ability to work under pressure whilst subject to interruption	E			√	
Willingness to embrace new ideas and concepts	E	√		√	
Ability to use own initiative, solve problems and make decisions.	E			√	
Evidence of participation in QA Programme and maintenance of agreed standards.	E	√		√	
Evidence of participation in Clinical Audit	E	√		√	
Good Understanding of legislation relating to the post	E			√	

KSF Outline				
			Foundation Gateway (Subset Outline)	Second Gateway (Full Outline)
			Level	Level
Core Dimensions	1	Communication	3	3
	2	Personal and People Development	3	2
	3	Health, Safety and Security	2	2
	4	Service Improvement	2	2
	5	Quality	3	3
	6	Equality & Diversity	2	1
Specific Dimensions	HWB7	INTERVENTIONS AND TREATMENTS	3	3
	IK1	INFORMATION PROCESSING	1	1
	G6	PEOPLE MANAGEMENT	1	1