

Job Description

Job Title: Senior Radiographer MRI	Band: 6
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Responsible to: Head of Radiography
Contact with: Patients, Carers, visitors, multi-disciplinary team, other healthcare professionals, non-clinical staff and departmental management team

Principal objectives

- Undertakes all Diagnostic Imaging and MRI scans according to agreed protocols.
- Supports the MRI Lead Radiographer in the effective and efficient management of the department
- Assist the MRI Lead radiographer with the management of waiting lists for all referrals on a daily basis to ensure national and local waiting time standards are met.
- To undertake MRI scans and other diagnostic imaging examinations to a high professional standard
- Supports the MRI lead with reviewing policies and competency frameworks.
- Assist the MRI lead in ensuring staff receive the appropriate training to safely and effectively work in the MRI department
- Support the MRI lead, radiologist and other area leads to ensure effective and efficient organisation of the workload across the service.
- Develop and maintain good, effective channels of communication with the multi-disciplinary team.
- Supervise radiographic, and support staff including undergraduates on clinical placement.
- Contracted hours will be worked across a 7 day period.
- Participates in 24 hour departmental work rota and standby duty rosters.
- Ensure adherence to MRI Safety Guidelines and report breaches using the DATIX incident reporting system to appropriate senior staff.

Key Responsibilities:

- Undertakes all MRI procedures to a high standard, ensuring optimum patient care and in compliance with safety regulations for MRI to include health and safety, quench policy fire and cardiac arrest policies in a strong magnetic field.
- Performs verbal and written MRI safety checks on patients, visitors and hospital staff to ensure that no hazardous materials enter the scanning room.
- Responsible for radiofrequency and coil safety and use of MRI compatible equipment.
- Responsible for the physiological monitoring of sedated adults and children undergoing MRI procedures.
- Undertakes ECG monitoring of patients with implantable cardiac rhythm management devices whilst undergoing Magnetic Resonance Imaging.
- Maintains patient safety, privacy and dignity.
- Complies with Infection Control policies e.g. management of body fluids, MRSA etc.
- Communicates on appropriate level to patients and carers offering emotional support as required
- Communicates with anxious and claustrophobic patients and uses appropriate techniques and reassurance as required.
- Checks for patient allergies. Recognises and monitors possible adverse reactions that can occur after administration of MRI contrast media.
- Performs IV injections and cannulation as necessary and also uses electronic pump injector as required.
- Ensures patients are kept fully informed throughout their visit and that they leave the department with sufficient information to permit a follow up of their examination.
- Ensures correct documentation received and satisfactorily completed with regard to patient and technical details. Checks that requests are suitably signed and comply with IR(ME)R 2017.
- Enters and maintains correct and complete patient information on radiology (CRIS) and patient administration IT systems and department digital systems e.g. MRI systems.
- Complies with the Data Protection Act.
- Undertakes safe moving and handling of patients from babies to obese patients including lateral transfers from bed to table, rolling onto side and sitting forwards in bed, standing and walking.
- Safely manoeuvres heavy and awkward equipment e.g. mobile image intensifiers, mobile x-ray machines, beds, trolleys and wheelchairs.
- Participates in extended day arrangements and emergency scans out of hours, to include lone working in often stressful conditions with an unpredictable workload.
- Participates in formal appraisal scheme and agrees a personal development plan.
- Ensures cleanliness, correct function and routine daily maintenance of MRI equipment and accessories.
- Undertakes and ensures that agreed quality assurance checks of equipment, facilities and protective materials are completed.
- Troubleshoots are required and problem solves when appropriate.
- Reports faults directly to equipment manufacturer and carries out MRI specific quality checks on equipment and accessories.

Management

- To work with Trust and Directorate policies and guidelines.
- Participate in adverse incident management e.g. clinical reporting.
- Liaise with peers of all professional groups, radiologists and other medical officers and technical staff in the delivery of high quality patient care.
- Supervises junior radiographers, imaging assistants, porters and clerical staff as required.
- Checks requests with radiologists. Prioritises and vets requests for inpatient and outpatient referrals on a daily basis and arranges the booking of appointments, ensuring adequate skill mix.
- Deals with all telephone enquiries in a professional and effective manner, to include anxious patients, waiting list enquiries and complaints.
- Contributes directly to ongoing development of the imaging service.
- Participates in ongoing training and education of qualified radiographers to include theoretical and practical training of radiographers entering MRI.
- Contributes to the theoretical training of other professional colleagues to include nurses, physiotherapists and medical students.
- Supervises visits other visitors (e.g. schools, work experience students) and contributes to their education in the form of tutorials e.g. MRI physics

- Participates in regular meetings with Consultant Radiologists to discuss protocols and contributes to clinical audit.
- Helps to organise and contributes to theoretical and practical training of student radiographers including mentoring.
- Undertakes and records own Continuing Professional Development.
- Undertakes specialist MRI training required to maintain competence and develop skills.
- Carries out organisational and managerial tasks appropriate to grade.
- Deputises of Lead radiographer in their absence, co-ordinating area of work, weekly area rota.

General

- As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).
- If you have responsibility for a budget, you are expected to operate within this and under the Trust's standing financial instructions (available on the Intranet site) at all times.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To conduct annual Performance Development Reviews, incorporating talent management reviews (if applicable) and progress reviews for staff in your charge and, through this process, identify and facilitate development opportunities to improve the performance of the individual and the Trust.
- Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
- Ensure that Departmental Induction training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Karen Chamberlain – MRI Lead

Date:

July 2021

Person Specification

Job Title: MRI Radiographer

Band: 6

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Wide range of experience in all facets of radiography • Proven post graduate experience of MRI scanning. • Ability to demonstrate a good level of competence and understanding of a range of MRI scan procedures • Proven post graduate experience equivalent to post graduate level of education e.g. experience of multi-disciplinary staff supervision • Current, good working knowledge of all aspects of MR imaging and sub-specialist areas such MR Angiography, Paediatrics, Trauma and multi parametric imaging. • Staff training including staff/student mentoring and supervision • Deputising for area leads in their absence • Current experience of out of hours working • Up to date mandatory training records 	<ul style="list-style-type: none"> • Experience of Cardiac MR Imaging • Evidence of post graduate training such as experience or certification in a specific modality, management or supervisory role, involvement with working groups, Health and Safety, equipment installation, change management supervision and mentoring of staff and students • Trained to undertake PDR reviews
Qualifications	<ul style="list-style-type: none"> • BSc (Hons) Diagnostic Radiography or equivalent • HCPC registered radiographer (mandatory CPD portfolio of evidence supporting registration) 	<ul style="list-style-type: none"> • Radiation Protection Supervisor certificate • Evidence of post graduate training e.g. experience or certification in a specific modality or management / supervision role • Cannulation qualification or experience
Knowledge	<ul style="list-style-type: none"> • Knowledge of current issues with radiography profession and health developments/ targets and local initiatives in the Trust • Knowledge of CQC Standards for Health, and governance issues, including Radiation Protection training updates, IR(MER) & IRR requirements • Continuing Professional Development portfolio, evidence 	

	<p>proving competency to practice and supporting continued HCPC Registration including MRI scanning as documented in HCPC Standards.</p> <ul style="list-style-type: none"> • IT literate including experience using PACS and radiology systems and software 	
Personal Skills	<ul style="list-style-type: none"> • Good communication and organisation skills • Ability to work under pressure adapting to peaks in service demands • High radiographic standards and technical ability • Self-motivated and committed with high professional standards • Ability to work within a team environment and single-handed • Ability to act on own initiative and take responsibility/accountability for decisions • Ability to work collaboratively with other healthcare professionals in wider multi-disciplinary team and in satellite unit 	<ul style="list-style-type: none"> • Flexible and adaptable • Departmental group work