

**MANCHESTER FOUNDATION TRUST
JOB DESCRIPTION**

Job Title:	Principal MR Radiographer Adult Services
Division:	Imaging
Directorate:	Radiology
Base:	North Manchester General Hospital
Band:	8a

Organisational Relationships

Reports to:	Division of Imaging Modality lead for MRI
Managerially Accountable to:	Division of Imaging Modality lead for MRI

JOB PURPOSE

Lead on the management and co-ordination of the adult magnetic resonance (MR) service across the site specified to ensure a consistent approach to service delivery is used across both sites, patient flow is maximised and the resource is used efficiently and effectively. This includes close collaboration with the appointment booking team in the management of demand and waiting lists.

Training is a key aspect of the role and the post holder will lead on ensuring all staff working within the units are trained, competent and supported in delivering a high quality service. This includes managing the competency based clinical training programme for all new MR radiographers, identifying training needs for existing staff, supporting regular CPD opportunities and ensuring mandatory training is completed annually.

Management of MR protocols is a key aspect of the role and the post holder will need to work closely with each sub speciality consultant radiologist lead to plan and implement any protocol changes or developments required as new imaging techniques are introduced into the department.

Although the job base is North Manchester General Hospital the post holder will be expected to work and liaise closely with the site lead and the other trust MRI leads regarding both day to day and more strategic operational planning. They will take a lead role in service development and evaluate and implement change that will lead to improvements in service provision.

It is expected that 50% of duties of this post are in the delivery of direct clinical care and 50% in clinical managerial duties.

OUTLINE OF MAIN DUTIES

- Professional Leadership and Management
- Act as lead radiographer for the MR imaging service, seeking ways to develop the service. Provide expert support and leadership for the other senior radiographers and support staff working within the area.
- Via the site leads manage the day to day radiographic staffing levels within the departments, ensuring all areas have sufficient staff to provide the service.
- Work closely with the MR site leads to ensure a consistent approach to all aspects of the service across the division to ensure optimum efficiency and effective and supportive management at all times.
- In conjunction with the site leads, operations and waiting list managers, manage the demand and capacity for both OP and IP referrals. Ensure effective processes are in place to monitor the scheduling and prevention of cancellation of scans, initiating any action plans that will assist the service and meet corporate and government targets.
- Lead on the training of all staff within MR, including the clinical support staff, to ensure they are competent and supported in delivering a high quality service. This includes managing the competency based clinical training programme for all new MR radiographers, local induction for new starters, identifying training needs for existing staff, supporting regular CPD opportunities and ensuring mandatory training is completed annually.
- By effective management, support the clinical staff in ensuring the service delivery is patient focused and of highest quality. Take a leading role in the support of more junior colleagues, offering advice and support and ensuring both are always available when required.
- Set up effective communication channels to ensure that all staff working with the MR units are aware of any changes or problems that may have occurred. This particularly import for staff working on rotations to other areas.
- Use specialised knowledge to advise others on the effective delivery of service.
- Lead effective multidisciplinary teamwork, including liaison with medical, nursing, radiographic and portering staff regarding day-to-day prioritisation and organisation of the workload.
- Act as a key member of the Directorate service improvement team take a lead role in the development of the service. Consider possible new ways of working or organisational change that would improve the service delivered.
- Support the directorate in the achievement of the Trust out -patient standards by monitoring delays and keeping patients informed of any problems with the service
- Ensure patient feedback is available via the tracker system and act on the results to make further improvements.
- Participate in the recruitment process for new staff.

- Attend team brief meetings and organise information cascade to MR staff.
- Ensure staff are aware of how to find key information about the current quality and risk indicators such as complaints, risk register, risk assessments, reported incidents and action plans, DNA rates etc.
- Ensure all equipment is kept in good working order, is maintained regularly as required by and faults or hazards are reported to the appropriate service provider.
- In conjunction with the site leads manage the maintenance schedules for the equipment liaising with the suppliers to ensure minimum downtime. Ensure key areas are aware when the service is either unavailable or reduced, particularly when this is unplanned. Ensure the workload is re-organised in the event of equipment failure.
- Work closely with the MR advisor at CMPE, Christie Hospital, in ensuring local MR rules are up to date, training records are maintained and access is strictly controlled.
- Ensure equipment, work areas and accessories are clean and tidy. Be aware of all procedures to promote infection control and reduce cross contamination.
- Via the site leads liaise with the facilities department regarding any estate maintenance problems e.g. air conditioning, plumbing, lighting etc.
- Take a lead role in the procurement procedure of any new equipment, contributing to the specification and selection process as required. Continue to lead during the enabling, installation and commissioning processes, attending project meetings, advising estate staff and working closely with the project manager
- Work closely with the Adult Lead Radiographer in ensuring any relevant patient group directives are up to date and that all staff are aware of where to find them
- Assist in investigating complaints in line with Trust policy as required.
- Assist in the development and implementation of initiatives in response to National and local objectives
- Deputise for the NMGH site lead as appropriate when they are unavailable.

CLINICAL

- Take responsibility for the welfare and comfort of the patient whilst under the care of the radiology department, prior, during and post their examination. Ensure that they are kept informed of any factors, such as delays, that are likely to affect them.
- Ensure all patients have a full explanation of the examination and understand what is expected of them. Check the safety checklist has been completed and there are no contraindications for scanning. Advise patients regarding any further enquiries concerning their referral and the nature of the examination to be undertaken. Communicate effectively with patients who are anxious regarding the claustrophobic nature

- Liaise with the Consultant Radiologists and referring clinicians regarding the clinical justification of MR examinations in line with protocols.
- Use highly specialist knowledge to perform advanced MR imaging.
- Select the appropriate scanning protocol required to optimise the diagnostic examination as detailed in the justification information. Using detailed theoretical and practical knowledge of CT and MR to modify these protocols where appropriate, taking into consideration patient condition and/or clinical information required.
- Perform, train and advise on highly complex MR investigations
- Positively identify the patient prior to any imaging following Trust & directorate ID protocols. Ensure this is recorded on CRIS.
- Physically position the patient for a full range of MR examinations ensuring image quality, patient comfort and safety is maintained at all times.
- Following completion of the examination, carry out all image processing procedures to produce the highest quality diagnostic image. This may include digital reconstruction and other image analysis techniques on the diagnostic workstation.
- Review all scan images, discuss and give advice on any additional imaging procedures required to answer incidental findings. Ensure that urgent findings are discussed urgently with the appropriate radiologist so that action can be taken to alert the referring clinician.
- Inform patient when the examination is complete and ensure they are aware of where they need to go or where/when they will obtain their results.
- Archive all required images to PACS and check they have been received.
- Ensure the examination is allocated on CRIS to the appropriate worklist or individual radiologist.
- In order to maintain accuracy of clinical records, ensure that full patient and examination data is entered onto the CRIS patient management system.
- Act as a point of advice for referring medical staff
- Undertake the Trust IV therapy training programme to facilitate IV injections of MR contrast media and then, under departmental protocol, give IV injections as part of the examination. This includes the insertion of venflons prior to connection to the injector pump.

CLINICAL (HEALTH & SAFETY) – MR

- Be aware of the dangers and effects of high field MR and carry out examinations according to safe practice. Be familiar with the safety procedures concerning MR including magnet quenching, fire and cardiac arrest.
- Use detailed knowledge of MR safety issues and the hazards involved to ensure that all persons entering the MR scan room have completed a safety questionnaire and

removed all personal belongings which might be hazardous to or damaged by the strong magnetic field.

- Advise referring clinicians on the suitability of patients for MR scans with particular reference to patients with communication difficulties, internal cardiac/neurological devices and external mechanical devices.
- Be responsible for the appropriate use of MR surface coils ensuring patient safety is not compromised.

EDUCATION and DEVELOPMENT

- Maintain commitment to CPD, keeping up to date with the latest developments, as required for Clinical Governance. Ensure CPD portfolio is kept up to date.
- Ensure all mandatory training requirements are kept up to date
- Participate in the Directorate appraisal system as both an appraiser and appraisee.

CLINICAL GOVERNANCE

- Ensure that all specialist skills and knowledge are maintained as required by clinical governance.
- Ensure that Clinical Governance, Risk Management and Quality Assurance initiatives are achieved within both MR departments
- Be aware of and maintain quality standards, policies and procedures adopted within the Directorate.
- Participate in Clinical Effectiveness with particular respect to Quality, Audit and Risk Management programmes. Manage the QA programme for the suite ensuring regular QA testing is carried out as required by ionising radiation regulations.
- Observe the Data Protection Act.

GENERAL

- At all times, behave in a manner appropriate to the professional code of conduct of a State Registered Radiographer.
- Perform any other radiographic or allied duties as required by the directorate management team consistent with maintaining the efficient running of the Department.

GENERAL INFORMATION

- **Radiation Protection Regulations**

The post holder must familiarise themselves with the Local Rules and Directorate IR(ME)R protocols and ensure that they are strictly adhered to.

- **Health and Safety**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work.

- **Infection Control**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual

- **Security**

The post holder has a responsibility to ensure the preservation of all NHS property and resources.

- **Confidentiality**

The post holder must maintain confidentiality at all times in all aspects of work.

- **Equal Opportunities**

Manchester University Hospitals NHS Foundation Trust encourages Equal Opportunities and operates an Equal Opportunity Policy. All individuals regardless of race, ethnicity, nationality, gender or disability are encouraged to apply for all posts advertised.

- **Smoking**

The Trust operates a no Smoking Policy.

Team Briefing

The Trust operates a system of Team Briefing that is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing.

It is expected that all employees will attend the monthly briefing sessions.

This job description is a reflection of the current duties of the post and may be subject to change in the future following consultation with the post holder.



MANCHESTER FOUNDATION TRUST
DIVISION OF IMAGING
DIRECTORATE OF CLINICAL RADIOLOGY

PERSON SPECIFICATION
Principal MR Radiographer

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured by A – application I – Interview P – Presentation T – Test
Qualifications Give details of what qualifications are required at what level for the job essential or desirable	BSc in Diagnostic Radiography or DCR (R) State Registration with the Health care Professions Council	Special Interest Group MSc level qualification Management Qualification Teaching qualification e.g. PGCE or equivalent	A
Experience Give details of previous experience required specifying a time period essential or desirable	Extensive MRI experience as a Radiographer Extensive independent clinical practice in speciality. Extensive experience as a Senior Radiographer, experience of leading an area, supervising juniors. Team management skills.	Evidence of multi-modality knowledge. Understand recent developments in the NHS. Extensive experience of teaching and supervising undergraduate and qualified Radiographers and trainee Radiographers	A / I A / I

	<p>Excellent written and verbal communication skills.</p> <p>Evidence of continuing Professional Development.</p> <p>Ability to give effective feedback to and liaise with a wide range of individuals</p> <p>Ability to demonstrate an excellent understanding of the principles of Radiography/Sonography</p>		
<p>Knowledge and Skills Give the details of any specialist knowledge required.</p> <p>Give details of any specific skills required to undertake the job essential or desirable.</p>	<p>Ability to present information in a clear and logical manner.</p> <p>Ability to plan own time and that of others.</p> <p>Ability to work within a team.</p> <p>Ability to demonstrate planning, time management, organisational skills and the ability to complete a task.</p> <p>Ability to work within a defined role.</p> <p>Demonstrate effective leadership skills.</p> <p>Good housekeeping skills.</p> <p>Effective advocate for patients.</p> <p>Ability to work under pressure.</p> <p>To comprehend and work within the Trust's policies of data protection,</p>	<p>Awareness of cultural diversity.</p> <p>Disability awareness</p>	I / T

	<p>confidentiality, equal opportunities and Health and Safety to meet the differing needs of patients.</p> <p>To participate in the appraisal process.</p> <p>Ability to use own initiative.</p> <p>Have sufficient manual dexterity to operate a keyboard and navigate a mouse.</p> <p>Be able to operate VDU equipment both in image acquisition and data management.</p> <p>To be able to operate and move a full range of speciality specific equipment.</p>		
<p>Personal Attributes Describe any personal attributes required e.g. organisation skills, flexible, team worker, initiative etc. Essential or desirable.</p>	<p>Able to comply with the Trust's moving and handling guidelines subject to reasonable adjustment under the Disability Discrimination Act 1995.</p> <p>Flexible and adaptable to meet the needs of the service.</p> <p>Ability to demonstrate empathy and understanding in pressured or difficult situations with service users or staff.</p> <p>Ability to carry out moderate physical effort throughout the working day and carry out concurrent activities subject to reasonable adjustment under the</p>		A / I

	<p>Disability Discrimination Act 1995.</p> <p>Ability to commute between sites.</p> <p>Satisfactory sickness and absence record.</p> <p>Flexible and adaptable to meet the needs of the service.</p> <p>Ability to respond and adapt to constructive feedback and deliver the same where appropriate.</p>		
<p>Other</p> <p>Any other requirements e.g. car driver. Essential or desirable.</p>	<p>Ability to commute between sites</p>		