

## Job Description

Job Details	
Job Title:	MRI Radiographer
Directorate:	Assessment & Diagnostics
Department/Ward:	Radiology
Location:	Queen Elizabeth Hospital (& satellite units as required)
Pay Band:	Band 6

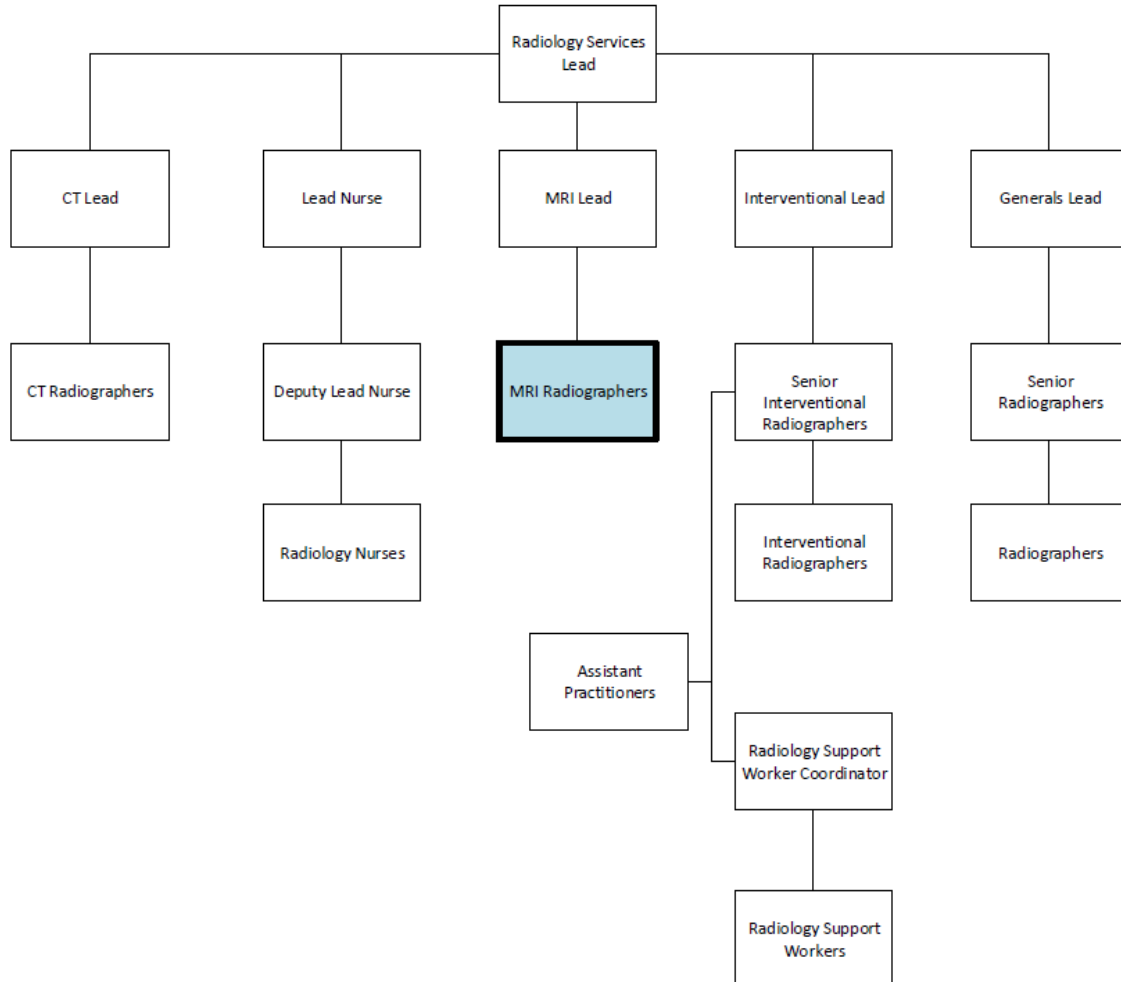
Main Purpose of the Job
<p>The post holder will assist in the provision of a high quality magnetic resonance imaging service by performing clinical imaging duties within the Radiology Department and supporting the Department in providing a timely radiographic service.</p> <p>The post holder will be flexible in their approach as the Radiology Department is constantly changing so that it can provide a service that meets Local and National Modernisation Agendas.</p>

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

Dimensions	
<ul style="list-style-type: none"> <li>▪ To perform MRI clinical imaging duties.</li> <li>▪ To report operational issues, contribute to service development and promote good working relations within the Trust.</li> <li>▪ To deal with difficult situations operationally that may arise.</li> <li>▪ To support the Radiology Services Manager in delivering a first class service.</li> <li>▪ To train and supervise staff in the optimal use of equipment in order to meet service demands.</li> <li>▪ To organise and prioritise their workload and that of junior staff working in their clinical area.</li> <li>▪ To contribute to the Department's delivery of a timely, high quality MRI service</li> <li>▪ To adapt skills and knowledge, in response to technological advancements that enhance overall patient care.</li> <li>▪ To act as the first line management for radiographers and undertake a supervisory role over the band 5 &amp; 6 radiographers in training and students.</li> <li>▪ Responsible for the personal safety of themselves, patients, visitors and staff, both internal (e.g. crash team, pharmacist) and external (e.g. fire officers, MRI physicists, engineers) to the Trust, in the potentially hazardous environment of the magnetic field.</li> <li>▪ Participate in and help develop the service generally and MRI in particular.</li> <li>▪ Have the freedom/discretion to make independent clinical decisions under broad professional guidelines.</li> <li>▪ Be accountable for own professional actions and conduct.</li> <li>▪ Monitor and develop policies and procedures within the department and ensure that safety measures are maintained.</li> <li>▪ To act as referrer under the IR(ME)R in the protocol led requesting of pre-examination orbit radiographs.</li> <li>▪ Report on intra-ocular foreign body referrals to identify any foreign particles in the orbits which contra indicate scanning.</li> <li>▪ Be prepared to work extended days on a shift basis as required by the service.</li> <li>▪ Contribute to the department attaining and maintaining accreditation.</li> </ul>	

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

## Organisation Chart



## Communications and Relationships

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

- To attend and contribute to team briefings and staff meetings at regular intervals to facilitate the dissemination of Trust, Hospital and Departmental policies and procedures.
- To disseminate management decisions and other information to junior staff.
- To maintain and update documentation on protocols, policies and procedures as required.
- To maintain a good working relationship with other members of the profession, the multi-disciplinary radiology team and other professionals external to the Radiology Department.
- To discuss the urgency and appropriateness of MRI examination requests with a variety of professionals, medical or otherwise, authorised as referrers in line with local referral pathways from within the Queen Elizabeth Hospital.
- To communicate with referring clinicians and patients with respect to previous medical history, surgical intervention and underlying medical conditions to ensure the safety and compatibility of the examination.
- To be approachable as first line management for junior colleagues.
- To motivate and encourage staff in training students, highlighting where necessary areas of weakness where improvement is required.
- To effectively communicate often complicated or unpleasant procedural information to patients, parents, guardians and carers.
- To encourage co-operation from patients of all ages and ethnic origins and where other significant barriers to understanding such as, mental and physical disabilities, dementia, hearing or sight impairment, disease processes and drug or alcohol affected behaviours, are often found in addition to apprehension in the face of a potentially unfavourable outcome.
- To develop counselling and persuasive skills that reassures patients and carers in the potentially intimidating environment of MRI and encourages them to overcome fear or claustrophobia.
- To ensure patient confidentiality

#### Knowledge, Skills, Training and Experience

4

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

- To have achieved a BSc in Radiography, DCR or equivalent and hold HCPC registration.
- To have extensive post-qualification clinical experience in MRI and in-depth technical knowledge.
- To participate in at least one specialist area (MRI) and have attained a level of technical ability through theoretical training or relevant clinical experience to be able to deliver a high-class service.
- To facilitate the induction of new staff into the specialist area and any relevant training updates.
- To be competent in venepuncture and the protocol led administration of certain intravenous (IV) drugs and/or contrast media.
- To have sufficient knowledge and experience to make independent decisions within departmental guidelines and subsequent to examination findings have the autonomy to undertake any further sequences they deem appropriate. With respect to MRI safety, the decision on the compatibility of the scan lies with the radiographer.
- To have the ability to use a range of strategies to independently solve problems in both clinical and non-clinical scenarios with varying time, resource and budgetary constraints within professional remit.
- To be confident in identifying situations where advice and guidance is required and be aware of the methods of obtaining this.
- To cope with a high volume workload with multiple interruptions, unpredictable patient and colleague demands and an undifferentiated case mix.

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

### Analytical and Judgmental Skills

- Applying IRR99 (Ionising Radiation Regulations), IR(ME)R (Ionising Radiations(Medical Exposure) Regulations and MR safety regulations and local rules appropriately and in context.
- To undertake clinical supervision of junior staff within the working environment.
- To undertake the supervision, mentoring and practical training of student radiographers and assistant practitioners.
- To be involved in the appraisal of staff either informally via feedback and guidance, or formally with the Trust appraisal system.
- To keep an up to date development record that is relative to the objectives set at appraisal.
- To show evidence of continued professional development (CPD) and implement best/evidence based practice into the clinical setting.
- To attend lectures and courses organised by the department and Trust as appropriate and when required.
- To feedback the experience of any short courses and lectures to the rest of the department.
- To embrace change and learn new techniques outside current scope to assist with service development within given protocols and after appropriate training.
- To support senior staff in resolving daily issues / problems to meet the needs of the service.
- To undertake a clinical lead role as appropriate and deputise for a band 7 member of the team when required.

### Planning and Organisational Skills

- To be responsible for self-directed study, research and Clinical Governance (Safecare) and therefore be in a position to critically evaluate current areas of clinical practice, generate new solutions to changing demands and ensure the promotion of best practice.
- To disseminate knowledge via lecturing, CPD tutorials and other relevant means.
- To develop and maintain key working relationships with colleagues and professionals in the Trauma and Orthopaedic Services and attend and contribute to their meetings.
- To vet and prioritise examination requests in accordance with clinical need and the department capacity.
- To effectively manage own workload and assist others to manage theirs.

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

### Physical Skills

- To have the manual dexterity and skill to manipulate digital data
- To have good hand eye coordination to deliver IV injections

### Patient/Client care:

- To observe and ensure others observe MRI specific procedures for the evacuation of patients and staff prior to CPR or in the event of fire, helium quench, large metal projectile etc. due to the incompatibility of standard emergency equipment and the dangers of the magnetic field
- To work according to the Health and Safety at Work Act.
- To observe and ensure others observe the local rules appertaining to COSHH.
- To ensure adherence by self and others, to local protocols appertaining to the manual handling of loads (with particular reference to the movement of patients), so reducing the risk of injury to both the patient and staff.
- To observe local policy and national recommendations with regards Infection Control.
- To take all reasonable precautions to maintain the security of patients and staff within the hospital.
- To ensure that all hospital safety policies and fire regulations are observed and to report any potential hazard as part of the monitoring and control of safe working practices.
- To investigate all complaints and untoward incidents within your area, and others when required to by the Service Manager, Deputy Manager or Lead Radiographer.
- To attend any statutory or mandatory training in line with the Trusts legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.
- Establish and maintain communication with staff and patients on routine operational matters and overcoming any differences in communication between those involved
- Assist in monitoring and protecting groups and individuals whose health & well-being may be at risk with respect to MR safety.
- To encourage co-operation from patients of all ages and ethnic origins and where other significant barriers to understanding such as, mental and physical disabilities, hearing or sight impairment, disease processes and drug or alcohol affected behaviors, are often found in addition to apprehension in the face of a potentially unfavorable outcome.

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

Policy and Service Development:
<ul style="list-style-type: none"> <li>▪ To work in accordance with Local and Trust policies.</li> <li>▪ To make constructive suggestions and recommendations on service delivery and clinical practice within own environment.</li> <li>▪ To contribute in the implementation of any resultant changes.</li> <li>▪ To observe and analyse the impact any change has on the service as a whole.</li> </ul>

Financial and Physical Resources e.g. budget, stock and equipment:
<ul style="list-style-type: none"> <li>▪ Make constructive suggestions to service improvements with own working environment.</li> <li>▪ Make efficient use of resources.</li> <li>▪ To take all reasonable precautions to maintain security of patients and staff within the hospital.</li> <li>▪ To ensure that all hospital safety policies and fire regulations are observed and to report any potential hazard as part of the monitoring and control.</li> <li>▪ To use Trust equipment at all times with care and to immediately report any technical problems experienced in the use of the equipment to ones line manager.</li> <li>▪ All equipment is to be kept clean and all accessory equipment must be kept tidy.</li> </ul>

Human Resources
<ul style="list-style-type: none"> <li>▪ To undertake supervision and practical training of student radiographers, Assistant Practitioners, Radiology Support Workers and trainee MRI radiographers where required.</li> </ul>

Information Resources:
<ul style="list-style-type: none"> <li>▪ Ensure Accurate data entry into RIS (Radiology Information System), PACS and other Trust IT systems as appropriate.</li> </ul>

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022



#### Research and Development:

- Assist with Research and Development, when required.
- Undertake clinical and non-clinical audit in conjunction with other Safecare activities.

#### Freedom to Act

- To act in accordance with Trust and National policies and guidance.
- To act in accordance with national legislation

#### Mental Effort

- To maintain a high level of concentration during busy periods and when interruptions may be likely.

#### Emotional Effort

- To be able to encourage co-operation from patients of all ages and ethnic origins and where other significant barriers to understanding such as, mental and physical disabilities, hearing or sight impairment, disease processes and drug or alcohol affected behaviors, are often found in addition to apprehension in the face of a potentially unfavorable outcome.
- To show empathy to patients when in pain &/or in distressing circumstances.

#### Working Conditions

- To be able to work in varied environments where there may be exposure to hazardous bodily fluids.

#### CONTROL OF INFECTION

All Trust staff have a duty to provide a safe environment by considering adherence to infection prevention and control as an integral part of their roles and responsibilities. The individual roles and responsibilities for staff are outlined in the Trust's Control of Infection policy (IC 1). There should be specific discussion of

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

control of infection within the KSF/Appraisal process and as a minimum all staff must demonstrate good hand hygiene and practice and support the Clean Your Hands Campaign.

#### PRIVACY & DIGNITY & RESPECT AND EQUALITY OF OPPORTUNITY

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behavior.

#### PROFESSIONAL CODE OF CONDUCT

To abide by the Code of Practice of Professional body as published by the relevant regulatory body (if appropriate).

Signed:	(Job Holder)
Date:	
Signed:	(Manager/Head of Service)
Date:	

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

## Appendix 1

**Note to Managers: - Please complete this form clearly, providing as much information as possible to candidates.**

### **Risk Assessment Indicators for the post**

	<b>DUTIES AND RISK FACTORS OF THE POST</b>	<b>Yes</b>	<b>No</b>
1.	Exposure Prone Procedures (EPP's)*	<input type="checkbox"/> v	<input type="checkbox"/>
2.	Manual Handling Operations	<input type="checkbox"/> v	<input type="checkbox"/>
3.	Dust, Dirt, Smells	<input type="checkbox"/>	<input type="checkbox"/>
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	<input type="checkbox"/> v	<input type="checkbox"/>
5.	Patient Contact	<input type="checkbox"/> v	<input type="checkbox"/>
6.	Babies/Children Contact	<input type="checkbox"/> v	<input type="checkbox"/>
7.	Food handling / Preparation	<input type="checkbox"/>	<input type="checkbox"/>
8.	Driving	<input type="checkbox"/>	<input type="checkbox"/>
9.	Fork Lift Truck Driving	<input type="checkbox"/>	<input type="checkbox"/>
10.	User of Display Screen Equipment	<input type="checkbox"/> v	<input type="checkbox"/>
11.	Noise	<input type="checkbox"/>	<input type="checkbox"/>
12.	Infestation	<input type="checkbox"/>	<input type="checkbox"/>
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	<input type="checkbox"/> v	<input type="checkbox"/>
14.	Excessive Cold	<input type="checkbox"/>	<input type="checkbox"/>
15.	Excessive Heat	<input type="checkbox"/>	<input type="checkbox"/>
16.	Inclement weather	<input type="checkbox"/>	<input type="checkbox"/>
17.	Radiation	<input type="checkbox"/> v	<input type="checkbox"/>
18.	Laser Use	<input type="checkbox"/>	<input type="checkbox"/>
19.	Working at Heights over 2 metres	<input type="checkbox"/>	<input type="checkbox"/>
20.	Confined Spaces	<input type="checkbox"/>	<input type="checkbox"/>
21.	Vibration i.e. Power Tools	<input type="checkbox"/>	<input type="checkbox"/>
22.	Using machinery with moving/exposed parts	<input type="checkbox"/>	<input type="checkbox"/>
23.	Shift work	<input type="checkbox"/> v	<input type="checkbox"/>
24.	Use of latex products	<input type="checkbox"/>	<input type="checkbox"/>
25.	Physical violence / aggression	<input type="checkbox"/> v	<input type="checkbox"/>
26.	Any other hazards please specify	<input type="checkbox"/>	<input type="checkbox"/>
27.	<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>

11

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022

If any hazard is identified above please give details below.

Hazards Identified:-

\*Definition of Exposure Prone Procedures (EPP's)

*Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.*

Author: MRI Lead	Issue date: March 2015
Issue: 3	Last Reviewed: August 2019
	Next Review: August 2022