

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	Advanced MRI Radiographer (Diagnostic)
<b>Band:</b>	6
<b>Base:</b>	Royal Surrey County Hospital
<b>Department / Portfolio:</b>	Radiology
<b>Reports to:</b>	MRI Superintendent Cross Sectional Imaging Superintendent
<b>Accountable for:</b>	Trainee MRI radiographers, Students

### 2. JOB PURPOSE

- Perform MRI Scans, unsupervised and to a very high standard. Provide an efficient and responsive service to patients and users of the service.
- Supervise senior radiographers in MRI scanner, train and support junior radiographers and support ancillary staff and students, as required.
- Promote excellent working relations with staff across the Trust.
- To effectively contribute towards the delivery of a patient focused service.

### 3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

1. To perform MRI examinations at a constantly high technical and professional standard of work, and to evaluate the clinical quality of images produced having first assessed the clinical requirements and sought any guidance required, for example; when requests fall outside departmental protocol and / or personal experience.
2. Organise own workload within MRI and work within own professional scope of practice.
3. To perform MRI examinations and associated extended professional practices, following the departmental protocols.
4. Prioritisation of service, dealing with unforeseen circumstances to maintain service.
5. Maintain accurate patient records to reflect the service provided and meet professional standards, including accurate maintenance and updating of patient records. This will involve effective use of computerised radiology information systems (RIS) & PACS.
6. Undertake cannulation and administer intravenous injections of contrast media under protocol, following training in appropriate areas. Ensure



resuscitation training is up to date, I.V competency skills are regularly assessed and records are maintained.

7. Administer I.V. contrast media using a pressure injector.
8. Deliver training to other personnel, including senior radiographic staff & under graduate students, as appropriate to the service.
9. To supervise, support and instruct colleagues within the MR unit including student practitioners in M.R.I scanning; assist in the supervision and clinical instruction of undergraduate student radiographers and undertake formalised assessments and document findings in accordance with university requirements.
10. Assist in the clinical instruction, supervision and assessment of student radiographers in conjunction with the training coordinators (for the universities).
11. Ensure optimal use of specialist, highly complex equipment associated in the production of MRI Scans.
12. Provide patient care and monitoring of condition during MRI procedures.
13. To liaise with the M.R.I Team, Radiologists and other clinicians / managers to ensure the provision of a professional MRI imaging service to patients in a safe, clinical environment.
14. To provide practical assistance (clinical) to multidisciplinary team members, adapting techniques and MR imaging according to circumstances and clinical requirements.
15. Ensure all persons entering controlled area have completed an MRI safety checklist and have removed all personal belongings, which may either be hazardous in the area of strong magnetic field or might be damaged by it.
16. Ensure patient safety by requesting, interpreting and reporting orbital radiographs to exclude metallic foreign bodies prior to MRI scan; as per departmental policy.
17. To promote a patient focused MRI imaging service in a caring environment and facilitate collaborative working relationships with all other departments within the trust.
18. To assist in the development of service initiatives and improvements in the Magnetic Resonance Imaging unit, keep abreast of developments within department, organisation and wider healthcare community and apply to MRI service where applicable.
19. Collaborate with radiologists to ensure that images are presented for reporting purposes in a timely and accurate manor.



20. Be accountable for one's own professional actions and the actions of radiographic and other non-medical staff within their professional guidelines.
21. Undertake and oversee planning and administrative processes associated with MRI examinations.
22. Ensure patients valuables are safely locked away, once removed prior to MRI examination.
23. Ensure that urgent findings are communicated to referrers.
24. Demonstrate, maintain and update skills and knowledge of evolving practice and legislative requirements.
25. Attend multi disciplinary team meetings to improve patient service.
26. Undertake specialist training as appropriate to the post.
27. Must be willing to do flexible working if deemed necessary for the smooth operation of the department including involvement in any future developments in out of hour on call services as required.
28. Undertake any duties assigned by the cross-sectional imaging manager as commensurate with the post.

#### **Clinical Governance:**

29. Ensure all infection control standards are adhered to & high levels of cleanliness are maintained. Take precautionary actions to reduce the spread of hospital acquired infections.
30. Responsible for delivering magnetic safety training where applicable
31. Ensure that equipment faults are reported and appropriately inform Cross-sectional imaging manager if equipment is likely to be out of action for a significant period or if service provision is likely to be compromised. Ensure records surrounding such events are maintained.
32. Must be up to date with mandatory training for Infection control, Manual handling, CPR and fire, health and safety.
33. Responsible for the implementation of MRI specific safety rules and procedures (quench, fire, cardiac arrest) within a framework of local rules.
34. Participate in the Magnetic Resonance Imaging Quality Assurance programme and routine equipment testing, as required.
35. Comply with the implementation of National standards and policies such as:



- Health & Safety, including risk assessment and COSHH
- MHRA – Medicines and Healthcare products Regulatory Agency for MRI

36. Observe and apply Trust policies, departmental protocols, care group risk management strategy, data protection, Equal opportunities and Codes of practice.

37. Participate in audit and clinical governance plans for M.R.I services.

38. Participate in the appraisal system.

39. Promote individuals equality, diversity and legal entitlements within the workplace.

### **Service Delivery and Development**

40. Participate in role extension / enrichment opportunities and develop the appropriate skills to utilize to maximum advantage the digital technology (CR, RIS and PACS) implementations.

41. Be aware of National guidelines and ensure timely appointments are made for specialised procedures within the various patient pathways.

42. Be willing to embrace change and learn new techniques outside the current scope of practice to further enhance the role and provide additional services within the department.

### **Communication and Relationships:**

43. Establish and maintain effective communication with various groups on complex matters resolving issues in a range of situations

44. Explain complex investigations to patients, where there may be barriers to understanding, and encouragement with the imaging procedure is required

45. Liaise with other departments within the trust and various external sources in order to provide a quality service to patients and clinicians.

### **Equipment:**

Ensure safe use of specialist complex equipment (in excess £30,000) associated with the production of Magnetic Resonance Imaging, in own use and be involved, in the training requirements of Radiographers in the safe use of this equipment.

Operate advanced software on specialised radiological equipment, requiring excellent hand-eye co-ordination, e.g. image reformatting and dynamic imaging.

## **4. KEY WORKING RELATIONSHIPS AND COMMUNICATION**



Internal to the Trust	External to the Trust
Multi-disciplinary teams Working groups	Private MRI unit Patients, relatives

## 5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:

Cross-sectional Imaging Manager (Diagnostic)

MRI Superintendent Radiographer

**Advanced M.R.I Radiographers (Diagnostic)**

## 6. OTHER RESPONSIBILITIES

### Management

To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post.

### Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

### Confidentiality

All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

### Equal Opportunities





- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:
  - To take reasonable care of ourselves and others at work; and
  - To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.

### Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

### Infection Control



Infection Prevention and Control is the responsibility of all Trust staff. All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

### **Our vision, mission and values**

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

#### **Our Mission**

Together we deliver compassionate, safe care every day.

#### **Our Vision**

To provide nationally celebrated, community focused health and care.

#### **Our values are:**

- **Continuously improving**  
Continuously improving is not just a value.  
It's what unlocks our innovation.
- **Excelling together**  
Excelling together is not just a value.  
It's what we do every day.
- **Caring together**  
Caring together is not just a value.  
It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value.  
It's what keeps our services safe.

### **7. RIDER CLAUSE**

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

**Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.**





**Royal Surrey**  
NHS Foundation Trust



**WORLD CLASS CARE  
FOR OUR COMMUNITY**



## PERSON SPECIFICATION

**POST: Advanced MRI Radiographer**

**BAND: 6**

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
<b>Values and Behaviours</b>			
<b>ESSENTIAL CRITERIA FOR ALL POSTS</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes.	✓		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care.	✓		A/I
Value diversity and difference, operates with integrity and openness.	✓		A/I
Treating others with compassion, empathy and respect.	✓		A/I
Share information openly and effectively with patients, staff and relatives.	✓		A/I
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others.	✓		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation.	✓		A/I
Actively develops themselves and others.	✓		A/I
<b>Qualifications</b>			
Hold an appropriate professional qualification recognised by the college of radiographers – D.C.R or BSc in diagnostic radiography (3 year f/t degree).	✓		
Registered with HCPC .	✓		A/I
Portfolio with evidence of CPD.	✓		I
Certificate in competence in administering IV injections, or willingness to undertake.	✓		A/I
Attend specialist short courses/seminars.		✓	A/I
Post graduate certificate in MRI or equivalent experience.		✓	A/I
Certificate in competence in interpreting IOFB radiographs.		✓	A/I
<b>Knowledge and Experience</b>			
Experience at senior radiographer grade.	✓		A/I
Significant Experience MR scanning.	✓		A/I



Experience in Cardiac MRI.		✓	A/I
Knowledge of CR, PACS and RIS systems		✓	A/I
A thorough knowledge of MR developments		✓	A/I
Knowledge of local and National targets		✓	A/I
Experience on 3T		✓	A/I
Experience in standard setting/audit		✓	A/I
Has undertaken audit projects and acted on findings		✓	A/I
Knowledge of word processing and spreadsheet software	✓		A/I
Significant experience of performing independently a range of MR examinations of the whole body		✓	A/I
<b>Skills and Capabilities</b>			
Ability to perform independently a range of MR examinations of the whole body		✓	A/I
Understanding of the roles and responsibilities of MHRA	✓		A/I
Understanding of the roles and responsibilities of Quality Control and Quality Assurances of Radiology Equipment of MRI equipment	✓		A/I
Experience in and understanding of Adverse Incident and Risk management within the MRI environment	✓		A/I
Experience in MRI Research and Trails		✓	A/I
Awareness of the NHS Long Term Plan		✓	A/I
Ability to produce high quality MRI scans	✓		A/I
Ability to prioritise own workload	✓		A/I
Staff/student supervision and competency assessment	✓		A/I
Use own initiative and work without supervision	✓		A/I
Ability to manage priorities under pressure	✓		A/I
Good analytical solving skills	✓		A/I
Keyboard skills	✓		A/I
Basic I.T. skills, required to use specialist imaging equipment including complex post processing image manipulation packages	✓		A/I
Good organisational skills	✓		A/I
Ability to develop protocols for clinical imaging in order to support evidence based practice		✓	A/I
Presentation skills		✓	A/I
Experience in Research and practice development activities and or service improvement projects		✓	A/I
Accurate written and verbal communication skills	✓		A/I
Effective listening skills	✓		A/I
Effective organiser/prioritisation skills.	✓		A/I
Ability to work independently.	✓		A/I
<b>PERSONAL ATTRIBUTIONS</b>			
Other Used to working in a busy environment.	✓		A/I
Adaptability, flexibility and ability to cope with uncertainty.	✓		A/I

Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions.	✓		A/I
Professional calm and efficient manner.	✓		A/I
Demonstrates a strong desire to improve performance and make a difference by focusing on goals.	✓		A/I
Attention to detail.	✓		A/I
Highly motivated with ability to influence and inspire others.	✓		A/I