

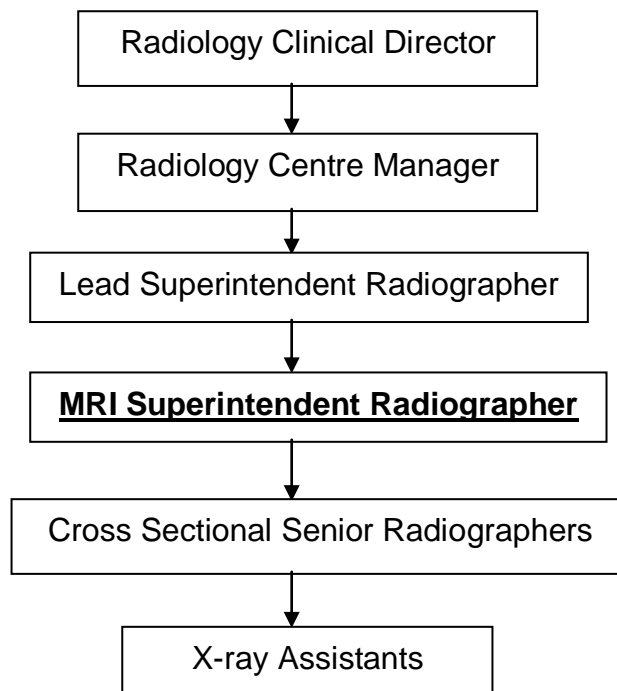
Radiology Centre – MRI Suite Job Description

Post Title	MRI Superintendent Radiographer
Band	7
Base	The Royal Shrewsbury Hospital
Department	Radiology
Responsible to	Lead Superintendent Radiographer

Post Summary

- To be an experienced radiographer in MRI imaging
- To manage and continually develop the MRI service, including the training of other staff in MRI procedures
- To liaise closely with the Band 7 MRI Radiographer at the Princess Royal Hospital, Telford to maintain an efficient cross site service for stakeholders
- To maintain targets
- To participate in MRI examinations
- To demonstrate leadership skills in line with the Trust Values

Organisational Position



Main Duties and Responsibilities

To support in the management and development of the SaTH MRI service to provide a quality service by utilising resources in an efficient and safe manner.

- To demonstrate leadership skills in line with the Trust values.
- To manage the day-to-day provision of the MRI service.
- To develop and promote the MRI service focusing on quality of service and optimising patient pathway within the service provision available.
- To supervise and train Radiographers and students in MRI technique.
- To be responsible for the safe operation of the MRI scanner and the safety
 - of personnel in the suite.
- To develop and maintain MRI examination protocols and guidelines ensuring consistency in service provision cross site.
- To manage the resources efficiently.
- To manage the MRI waiting list and report to the Radiology Centre Manager any problems or breaches of targets.
- To implement Trust and Radiology Centre policies and procedures.
- To maintain records to:
 - ensure safe operation of equipment,
 - record staff training,
 - assist budgetary control by undertaking internal modality management of staffing rosters, bank staff usage and overtime allocation,
- Record activity.
- To maintain the equipment performance and take relevant corrective action if faults are noted.
- To carry out staff appraisals and monitor sickness absence according to Trust policy
- To assist in the recruitment of new staff for the MRI suite
- To respond to verbal complaints from patients or carers.
- To participate in departmental audits.

Systems and Equipment

Need to use:

- Radiology information system
- Patient information system
- MRI Scanner
- Contrast Media Injectors
- Patient resuscitation equipment
- Patient handling and moving equipment (manual and motorised)
- All equipment that may come with a patient from the ward
- Quality Assurance equipment and programmes
- Image archiving devices
- MRI Compatible Equipment

Decisions, Judgements and Freedom to act

- Maintain the day-to-day running of the MRI suite without direct supervision.
- Make decisions on patient management to maintain smooth running of the work list and patient care.
- Write and implement protocols and guidelines applicable to MRI procedures in consultation with the Lead Superintendent Radiographers.
- Manage the work pattern for Radiographers, Students and Assistants in the MRI suite.

Communication and Relationships

- Work closely with Lead Superintendent Radiographer to ensure effective management of service.
- Work closely with the MRI Superintendent Radiographer at PRH to provide consistency in service and quality cross site.
- Liaise with all staff in the MRI suite.
- Liaise with all staff in the Radiology Department.
- Liaise with all staff in the Trust to maintain the service to patients and other staff.
- To deal with verbal complaints and patients/carers concerns.
- Be able to deal sympathetically with all patients especially the young, elderly and those with learning difficulties.
- Be able to prioritise their workload.
- Be able to manage staff to ensure effective cover of the MRI scanning service.
- Effectively liaise with service providers to ensure continuity of MRI cover.
- Provide monthly report to Lead Superintendent Radiographer to feed into KPI centre review.

Physical, Mental and Emotional Demands of the Post

- To handle emotive and challenging situations relating to patients, service users and staff, using influential negotiating and motivational skills to achieve desired outcomes.
- To cope with frequent interruptions whilst in periods of concentration.
- To regularly deal with a wide range of complex patient complaints and staff problems.
- Developed physical skills - Accuracy and dexterity are needed to position patients, give intravenous injections; narrow margin of error
- Occasional moderate effort for several short periods:
- OR
- Frequent moderate effort for short periods
 - Positioning, and manoeuvring of all patients.
 - Lifting, bending, stretching, and twisting.
 - Moving and positioning of expensive MRI coils for each patient examination.
 - Pushing of trolleys, beds and wheelchairs.
- Use of computer keyboard, mouse and VDU daily.
- Occasional distressing situations when working with the terminally ill, road accident victims or child abuse victims.
- Verbal aggression occasionally when dealing with patients, relatives or complaints.
- Occasional contact with angry, difficult, upset or drunk patients.
- Dealing with difficult and distressed patients their relatives and their emotional feelings.
- Dealing with children and patients with learning difficulties.
- Dealing with staff personal problems with empathy and understanding.

Working Conditions

- Working in an environment that is potentially hazardous if safe systems of work are not practised (magnetic field).
- To maintain a strong presence within the patient environment.
- To work in normal office conditions, including regular VDU work.
- To travel between all Trust sites.
- Verbal and physical aggression occasionally when dealing with patients or relatives
- Undertake a 1st line troubleshooting/repair to most types of complex expensive equipment.
- Have to deal with unpleasant bodily fluids and odours daily.
- Have to be aware of and deal with infectious diseases.

Health and Safety

As an employee of the Trust you have a responsibility to:

1. Take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
2. Co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
3. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

1. Ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
2. Be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
3. Maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
4. Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

1. Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
2. Disclosure of Information - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
3. Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

1. Participate in statutory and mandatory training as appropriate for the post; and
2. Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
3. Take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
4. Participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

1. We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
2. As an employee of the Trust you have a responsibility to ensure that:
 - a. You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - b. You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

Review

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description.

The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.

Job Description Agreement

I have read and understood the duties that are expected of me.

Manager Name	Post holder Name
Signature	Signature
Date	Date