

Job Description

JOB TITLE	Superintendent Radiographer MRI
GRADE	Band 7
REPORTS TO	Clinical Manager
ACCOUNTABLE TO	General Manager, Imaging
DEPARTMENT	Imaging
DIVISION	CDCS
DATE	March 2024

1. To ensure the efficient and effective provision of a Diagnostic Imaging Service in the MRI department at RDH and on the mobile MRI scanners in UHDB; managing activity, resources, people and information to achieve agreed levels and standards of service delivery.
2. To ensure that the service and staff develop and maintain the highest possible standards of clinical care.
3. To carry out high quality diagnostic imaging examinations in a way that meets patients' needs within the Imaging Department.
4. To utilise specialist knowledge in provision of the MRI service.
5. To maintain and promote high professional standards to provide a high quality, efficient and effective diagnostic MRI service.
6. To be responsible for the day to day organisation of this section of the department and the mobile MRI service when scanners are located in the communities.
7. In conjunction with the MR Responsible person and MRI Clinical Manager, be responsible for maintaining MRI Safety, interpreting protocols and assessing the justification of Radiographic requests.
8. Be responsible for developing and implementing policies and procedures within the radiology department and ensuring all staff work within these guidelines.
9. To participate in the provision of the diagnostic imaging service on a daily shift basis
10. To assist the Superintendent Radiographer for education with the co-ordination and implementation of MR protocols
11. To maintain a high standard of patient care

Span and Scope of Responsibility

This is a professional Health Professions Council Registered clinical role to address diagnostic radiography service needs in an experienced and specialist capacity.

The post holder is responsible to the MRI Clinical Manager and the Deputy General Manager. Professional accountability is to the General Manager.

To liaise closely with the Clinical Managers to achieve the most efficient deployment of staff, and to achieve the Department's goal of continued staff development.

Responsible for the day to day organisation, management and supervision of their clinical team of Radiographers and Radiographic Assistants, designated to provide the Imaging Service in the MRI Department at RDH, CDC sites and on the mobile MRI scanners.

KEY RELATIONSHIPS

The MRI Superintendent Radiographer will work closely with:

- The Clinical managers, the MRI/CT Superintendents at Queens Hospital Burton and the MR/CT Superintendents based at RDH- in conjunction with staff resources on the mobile MR scanners.
- The MRI Superintendent for Education and Professional Development at UHDB.
- With the multi-disciplinary team in the Imaging Department
- With service users, eg. patients and their representatives, cross directorate interface meetings, consultants, and other medical staff
- With equipment suppliers, engineers, and representatives

KEY RESULT AREAS

To act as Superintendent Radiographer for MRI.

To be an active member of the Imaging Management operational team, assisting the MRI Clinical Manager for Compliance in working collaboratively with other Imaging Department heads of service to support and deliver operational and strategic MRI objectives which assist service delivery.

To maintain and promote high professional standards to new clinical staff/students to provide a high quality, efficient and effective diagnostic radiography service.

To be the link with Higher Education Institutions with regard to the delivery of undergraduate and pre-registration education for Imaging professions.

To be the point of contact for staff with regard to pre-registration training, training for unregistered roles, induction, preceptorship, and continuing professional development within the department.

To provide supervision and teaching of new clinical staff and students whilst in MRI in the development of skills in intricate or complicated imaging procedures and situations, this includes correct placement of staff and students to ensure all induction and educational requirements are met.

To assess patients and decide upon the most appropriate way to gain a successful imaging examination, adapting the technique to take account of the patient's, physical and mental condition.

To facilitate diverse strategies to enhance recruitment of Imaging Staff. To include the collection of feedback from students, trainees, new starters and those changing roles so as to allow ongoing review of the procedures and support in place for such staff and maximise the recruitment and retention of staff.

First line responsibility for the provision of continuing professional development opportunities for MRI Imaging department staff.

To develop continuing professional development opportunities which can be offered external to the department.

First line responsibility for the notification and recording of 'entitlement' to act as duty holders under IRMER for new staff and those whose roles change. (where appropriate)

Support the MRI Clinical Manager with the Operational Management and Administration of the Departments processes for induction, competence and medical devices training including recording on the departments QPulse electronic Quality Management System, and elsewhere.

To ensure the quality of service to patients remains high by collation of quality and performance indicator data relating to radiographic practice and staff experience.

To plan, organise and prioritise own workload and assist junior staff and student radiographers in organising their workload.

To undertake and ensure appraisals are performed and 1st line HR tasks are completed for members of the clinical line management team.

To contribute to policy development within the imaging directorate.

To encourage and practice accurate "first time right" radiography and strive to achieve quality assurance in all aspects of the radiology service.

To ensure that all clinical and other information records are fully and accurately completed including the Radiology computer system.

To receive and communicate highly complicated and sensitive information in order to maintain a quality efficient service for patients and staff.

Support MRI Clinical Managers and Superintendent Radiographers in the mentoring of clinical staff new to the department and clinical staff taking on new roles.

Support the Clinical Manager for MRI in the management of training on equipment and examination competence, ensuring clinical staff new to the department and clinical staff taking on new roles are adequately supervised and so ensure patient safety.

AHP/RDT/CDCS/609CP16

First line responsibility for induction and preceptorship in order to facilitate and ensure clinical staff new to the department and clinical staff taking on new roles receive an appropriate induction to all areas of the department relevant to their role.

DECISION MAKING

To coordinate with MRI Clinical Managers and Superintendent Radiographers with regard to student placements, trainees and other staff requiring supervision.

To assess diagnostic images for their achievement of radiographic quality and support junior staff in developing their decision making skills.

To support the MRI Clinical Manager in analysing data from the quality control/reject analysis programmes and in making decisions around requirements on how to improve examination quality, highlight equipment related quality issues which may initiate remedial action or suspend equipment from service or seek additional support and advice with regard to on-going management of quality assurance issues.

To assess patients and decide upon the most appropriate way to gain a successful imaging examination, adapting the technique to take account of the patient's physical and mental condition. Assist junior staff in making the assessment.

In conjunction with the Superintendent for Education and Professional Development be responsible for supervision and teaching of senior and junior radiographic staff and students in the development of skills in intricate or complicated imaging procedures and situations.

To plan, organise and prioritise own workload and assist in that of senior and junior radiographic staff in organising their workload.

To follow policies and protocols as defined by the local work area, Imaging Department, Trust or professional body.

To analyse radiographic requests to ensure appropriateness and justification of requests.

To contribute to policy development within the Imaging Department and to implement in own work area.

To ensure the quality of service to patients remains high and, where appropriate, provide feedback on proposals for improving services.

To be responsible for the care and comfort of the patient whilst they are in the Imaging Department and respecting their privacy, dignity and religious and cultural beliefs.

To train and supervise staff (radiographic and non-radiographic) enabling them to become fully conversant with the duties applicable to them.



AHP/RDT/CDCS/609CP16

To contribute to the development of training materials and protocol documents in specialist areas. To design training materials and protocol documents for specialist areas.

To encourage and practice accurate 'first time right' imaging and strive to achieve quality assurance in all aspects of the MRI service.

To be able to undertake the whole range of radiographic techniques within the specialist area, including manual handling in a safe and secure way, as required.

To ensure that all clinical and other information records are fully and accurately completed including the radiology computer system.

To ensure appropriate tidiness and efficiency is maintained in the work areas and assist other areas as necessary.

To provide support and advice on the management of the radiography IT systems, eg. PACS, CRIS, MRI including training, trouble shooting, problem solving, error reporting and liaising with IT specialists.

Perform IV injections of contrast agents and other drugs within scope of practice and within relevant PGD's.

Quality Assurance

To take part in the quality assurance programme for equipment for the section and undertake equipment testing and documentation following servicing, ensuring protocols are adhered to by all staff.

To monitor the performance of all associated equipment and report all potential and actual faults and hazards.

Liaise with equipment manufacturers/engineers to ensure servicing and repairs are made in a timely manner with minimum disruption to service.

Management of Staff

To be a professional role model for junior staff.

Take full responsibility for the management and supervision of the MRI section (which may include CT staff in the absence of the CT Superintendent), ensuring the safe and efficient provision of a range of imaging procedures to acceptable quality standards, delivered in a way which meets patients' needs.

To work with all radiographic staff to ensure an on-going professional education.

Supervise and support other members of the clinical team and ensure that they are appropriately appraised, trained, developed and managed in accordance with the Trust's Human Resources and Quality of Working Life policies.

AHP/RDT/CDCS/609CP16

Provide specialist expertise knowledge and expertise in area of responsibility in order to ensure the provision and development of an up to date imaging service and the provision of expert advice and assistance in difficult clinical cases.

Manage workload effectively by adjusting operational procedures, use of rooms and the distribution of staff, identifying and solving problems and liaising effectively with patients and other departments.

Line Manage and develop staff with consistency and fairness to achieve their personal objectives and those of the service.

Contribute to the setting, monitoring, and improvement of standards in relation to quality (eg. reject analysis).

To undertake appraisals using the performance management system.

In conjunction with the site superintendents or other source of professional expertise, monitor the professional competence and standards of clinical staff.

To promote and actively encourage an educational environment for staff and to contribute to Department wide training provision to ensure the continued development of staff.

To encourage inter-grade teaching.

Create and enhance effective working relationships between the clinical teams and service users.

To provide an environment of confidentiality for staff with regard to personal issues.

Promote the Trusts Vision and Values and Staff Rights and Responsibilities and the Directorate's Business Plan.

Communication

To adopt the appropriate communication style and method to gain a satisfactory imaging examination for all patients from all referral sources, eg. paediatric patients, psychiatric patients, those with special needs or those for whom English is not their first language.

To encourage and reassure all patients and carers to co-operate in imaging procedures in order to gain 'first time right' imaging examinations.

To ensure that effective systems of communication are in place and utilised.

To contribute ideas and suggestions for service development or patient issues.

To express any issues of concern to the appropriate manager.

To liaise with and maintain good working relationships with other disciplines within the Imaging Department/Assessment & Diagnostics Directorate and also with other hospital staff groups as appropriate.

AHP/RDT/CDCS/609CP16

To receive and communicate highly complicated and sensitive information in order to maintain a quality efficient service for patients and service users.

To receive and communicate highly sensitive, complicated or confidential information to staff.

Environment/Health and Safety

To adhere to and encourage other disciplines to acknowledge all Local Rules MRI Regulations (MHRA) paying particular attend to MRI Safety.

To take reasonable care for the health and safety of themselves, other staff, patients and visitors, with reference to the Health and Safety at Work Act 1974 and participate in risk management programmes.

Personal Development

Show evidence of continuing professional development and attend training courses as identified through the performance management programme.

To take part in audit and research undertaken within the department.

General

All employers are subject to the requirements of the Health and Safety at Work Act. The post-holder is required to ensure, as an employee, that his/her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of patient and staff records.

All employees must comply with the Trust's Equal Opportunities Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national origins, sex, marital status, age, disability or sexual orientation which cannot be shown to be justifiable.

This is an evolving post and it is therefore expected that the role will change with time. However, any significant changes to the role will be made following discussion between the post-holder and Imaging Services Manager/General Manager.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	<p>BSc Hons or equivalent.</p> <p>State registration.</p> <p>Substantial post registration practice, resulting in the broadening of expert knowledge and experience.</p> <p>Highly specialised knowledge in imaging, underpinned by theory and experience.</p>	<p>Post graduate qualification in MRI. Leadership and/or communication training.</p> <p>Portfolio demonstrating multiple CPD activities.</p> <p>Management Experience.</p>
Experience & Knowledge	<p>Expert knowledge in core practice imaging examinations, underpinned by theory and experience.</p> <p>Interpret Radiographic Images.</p> <p>Up to date breadth and knowledge of radiographic practice.</p>	<p>Experience in superintendent Radiographic role.</p> <p>Experience of organisation of CPD lectures, study days and short courses.</p> <p>Previous experience of supervision.</p>

	<p>Proven organisational skills.</p> <p>Proven problem-solving skills.</p> <p>Substantial post registration practice, resulting in the broadening of expert knowledge and experience.</p> <p>Advanced communication skills.</p> <p>Demonstration of high standards of technical skills.</p> <p>Experience and enthusiasm for training staff and students.</p> <p>Experience and enthusiasm for sharing knowledge, experience and for promoting quality and good governance.</p> <p>Progressive and successful attitude to own CPD.</p> <p>Experience of providing CPD opportunities to others.</p> <p>Management and prioritisation of workloads.</p> <p>Experience and expertise computerised and digital radiographic acquisition software.</p> <p>Ability to make independent decisions.</p>	
Skills and Ability	<p>Leadership skills supporting service delivery, guiding and leading junior staff to meet quality standards and targets.</p> <p>Ability to perform all required MRI examinations to a high standard and act as a source of expertise for junior staff.</p> <p>An ability to respond to new technology and procedures, adapting own techniques.</p> <p>Manipulation of complex MRI equipment and images and act as a source of expertise for junior staff</p>	

	<p>Ability to solve complex technical problems including issues around image quality or technical errors. To support junior staff in developing these skills.</p> <p>Ability to coordinate and motivate staff to deliver complex services with a high workload.</p> <p>Ability to work within a multidisciplinary team.</p>	
Communications and interpersonal skills	High level verbal and written communication skills demonstrating empathy, influence, negotiation, brevity and clarity.	
Values and Behaviours	<p>Calm and empathic personality</p> <p>Good organisational and logical thinking processes.</p> <p>Able to work as part of a team.</p> <p>Role model with a good work ethic.</p> <p>Able to manage and communicate highly sensitive patient related information.</p> <p>Be highly self-motivated.</p> <p>Able to work confidently under multi demand and significant pressures.</p>	Commitment to lifelong learning for self and supporting others to achieve the same.
Other requirements		

Person Specification

Communication and relationship skills (include internal/external contacts)

Able to communicate verbally with patients, medical staff, other health care professionals, support staff and external agencies e.g. engineers.

To be able to communicate complex technical information to students and staff in training and vary communication style to meet individual needs.

To respond appropriately to patient and carer needs, demonstrating empathy and understanding, e.g. terminally ill patients.

Ability to communicate clearly and concisely to a wide variety of patient groups, ranging from

children to the terminally ill.

To relay highly complicated specialist information to staff, patients and referrers (verbal and written).

To be able to move, coordinate patients' positions to achieve quality results.

To give and take direction and constructive criticism.

To have the ability to motivate and inspire other staff.

To be able to build a team through motivation and persuasion.

To be able to communicate with staff with tact and sensitivity.

Knowledge, training and experience

BSc Hons. or equivalent.

State registration.

Substantial post registration practice, resulting in the broadening of expert knowledge and experience.

Highly specialised knowledge of core imaging practice, underpinned by theory and experience.

Proven organisational skills.

Proven problem solving skills.

Analytical and judgemental skills

To have the ability to assess the professional practice of others, provide constructive criticism and monitor performance improvement in order to allow individuals and the department to achieve quality radiographic results.

Use personal and professional judgement and experience to deal appropriately with complicated operational issues including staff management.

Problem solving skills, e.g. interpreting and assessing requests where alternative/additional techniques or projections may be needed.

To have the ability to interpret clinical information to ensure correct technique performed.

To have the ability to assess practice, procedures or equipment and identify potential improvements.

To identify departmental issues which impact the on recruitment and retention of staff and advise on improvement.

Planning and organisational skills

Plan and organise own workload.

Liaise with Superintendents & Clinical Managers to ensure that appropriate monitoring of practice occurs in line with the principles of good governance.

Physical skills

Basic keyboard skills.

Enhanced IT knowledge in the use of PACS/RIS systems in MRI.

Advanced manipulation of MRI equipment and patients.

Moving and handling of patients.

Precise manipulation of digital images.

Responsibilities for patient / client care

Provide appropriate specialist radiographic service.

Clinical care of patient's safety and well-being.

Provide / ensure supervision of students and staff in training so as to maintain service quality and patient care.

Responsibilities for policy and service development

Implements policies and proposes changes which impact within and beyond the Imaging Service.

Responsibilities for financial and physical resources

To utilise high cost radiological equipment in a safe and effective way and support others in doing so.

To utilise accessory equipment in an appropriate and safe manner.

Responsibilities for human resources

Responsible for line management of their nominated staff group and development of staff including appraisals, appointments and disciplinary.

Teaching and devising training, induction, and preceptorship and continuing professional development programmes.

The assessment of students, trainees and new starters to ensure minimum standards of practice are met and performance improvement measures are implemented and completed if required.

Responsibilities for information resources

Respecting the rights of others.

Responsibilities for research and development

Undertake audit of own work in accordance with advanced practice guidelines for the department.

Participate in audit and research and contribute to as required by department.

Freedom to act

Work is managed rather than supervised – manager is available for support.

To take responsibility for professional actions and advise others on professional responsibilities.

To work within local and Trust guidelines and policies.

To work within the AHP code of conduct

Physical effort

Moving patients in accordance with the Trust manual handling policy in order to produce diagnostic images.

Occasional single-handed working.

Mental effort

Concentration during the supervision of others.

Concentration for long periods.

Attention to detail to ensure accurate procedures at all times.

Ability to respond to unexpected demands frequently resulting in change of task.

Emotional effort

Ability to cope with traumatic and emotional situations on a daily basis, i.e. working directly with acute trauma and terminally ill patients.

Ability to be empathetic and supportive to senior and junior staff.

Working conditions

To deal with blood and body fluid spills appropriately as required on a daily basis, ie. trauma/resuscitation room.

Ability to cope with aggressive and violent patients.

Knowledge of COSHH.

Physically demanding working conditions.

Constant use of VDU.

Knowledge of MRI local rules

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 14,000 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself.
- 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.
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".