Job Description

1. Job Details
Job title: Superintendent Radiographer (MRI)
School/Support Department: Molecular and Clinical medicine.
Unit (if applicable): SHEFC Brain Imaging Research Centre for Scotland
Division of Clinical Neurosciences
Line manager: Director of Brain Imaging Centre

2. Job Purpose
Responsible for maintaining clinical and professional standards, whilst providing comprehensive and effective day-to-day management of the radiographic service in the SHEFC Brain Imaging Research Centre for Scotland. Provision of an ongoing programme of service development and responsible for the safe use and performance of the MRI Scanner and auxiliary equipment within the unit.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>No.</th>
<th>Responsibility</th>
<th>Approx. % of time</th>
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<tbody>
<tr>
<td>1.</td>
<td>To lead clinical practice, develop and maintain standards, ensuring that all practice adheres to current legislation. Assist in the Day to day running and overall management of facility with the facility co-ordinator. Manage radiographic staff rotas, motivate and support the radiographic staff</td>
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<td>2.</td>
<td>Promote quality initiatives and monitor the quality of patient care and agreed clinical and professional standards for MRI within the unit. Utilise resources effectively and efficiently to meet present and anticipated work levels. This includes the use of flexible working hours to meet service needs.</td>
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<td>3.</td>
<td>Manage service improvement for the dept. Contribute and liaise with managers/consultants from other disciplines to meet the changing needs of the unit.</td>
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<td>4.</td>
<td>Perform MR scans according to the specified protocol and ensure that these are carried out to the highest standard. Develop and update protocols and procedures as required.</td>
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<td>5.</td>
<td>Ensure that a) image processing, b) data transfer and c) archiving are performed in a timely fashion and kept rigorously accurate and up to date.</td>
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<td>6.</td>
<td>To communicate effectively with all disciplines of staff, delegate appropriate tasks, and supervise senior Radiographers.</td>
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<td>7.</td>
<td>To ensure appropriate infection control measures are utilised where necessary. Paying particular attention to personal protection as well as the management of equipment and linens. To perform remedial measures required following Risk Assessments and Health and Safety Checks, providing a safe environment at all times for patients and staff.</td>
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<td>8.</td>
<td>To operate advanced software on specialised equipment and provide training for other staff members.</td>
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<td>9.</td>
<td>To actively seek to further advance his/her own knowledge within the profession and to keep abreast of current changes in practice and techniques</td>
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<td>10.</td>
<td>Ensure the local Rules for the Protection of Persons against electromagnetic fields Associated with Magnetic Resonance Imaging equipment are adhered to. Comply with the Society of Radiographers Code of Professional conduct and Health Professions Council ‘Standards of Conduct’ performance and ethics. Ensure compliance with all Health and Safety procedures and Risk management procedures including COSHH, fire regulations and security.</td>
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11. Following appropriate training, participate in image analysis and provide training and support for other radiographic staff.

12. Ensure efficient communication between multiple users of the unit for rapid identification and correction of faults and therefore a smooth running unit.

13. To sit on the facility Core Management Committee and Scientific committee and represent the division and MR facility at appropriate meetings within the hospital and University.

14. To maintain optimum equipment performance, co-ordinating maintenance dates, repairs to breakdowns, and ensuring that first-line maintenance and quality checks are performed as necessary on a daily basis. Also ensuring records surrounding such events are maintained.

15. Prepare and perform intravenous cannulation and administer contrast media manually and using a pressure injector.

16. To disseminate information from clinical training courses as required.

17. Maintain an up-to-date CPD portfolio for Professional registration.

4. Planning and Organising
Teach, update and supervise staff in maintaining high standards of quality, and ensure all staff adheres to the safety guidelines while working within the unit on a daily basis. Appraise and monitor staff performance and formulate personal development plans including mandatory training in accordance with University procedure. React daily to problems and queries within and outside the unit. Plan work rotas for scanning, analysis and CPD. Advise and contribute to the procurement and commissioning of imaging equipment and consumables within the unit. Co-ordinate stock control and order as required consumables and other items required for scanning, archiving and administration. Organise all daily/weekly/monthly quality control scanning, including collation of data and presentation to the core management group.

5. Problem Solving
Be able to exercise personal responsibility and make decision in complex and unpredictable circumstances. Independently change protocols to suit the patient, situation or study. Participate in the design of new research projects including the image protocol and liaise with researchers accordingly.
Allocation of staff due to absence.

6. Decision Making
Be accountable for own professional actions, working independently and provide close supervision and training to all staff working in MRI. Act as nominated “Responsible Person” for the MRI unit. Responsible for day to day safety issues of all patients and personnel who enter the MRI unit. Ensure written safety procedures, work instructions, emergency procedures and operating instructions are followed and available to all concerned. Contribute to the effective recruitment, selection, appointment and induction of MRI staff in accordance with agreed Personnel Policy and Procedures. Prioritisation of own work load. Prioritise and allocate work to staff and exercise quality control of output.

7. Key Contacts/Relationships
In Contact with researchers, physicists, engineers and other multidisciplinary teams, ensuring the unit is used effectively, appropriately and safely.

8. Knowledge, Skills and Experience Needed for the Job
At least three years of MRI experience, preferably with experience of advanced MRI techniques, and knowledge of image analysis. The appointee must be able to work independently, to a very high standard and to make decisions. They must be able to work within a multidisciplinary team, but have strong managerial ability. They must be highly motivated, with excellent oral and written communication skills and should also be able to demonstrate good technical knowledge and
continue to develop it. They must be able to work to short deadlines and have a flexible approach to workload, while providing a very high standard of service.

9. Dimensions
Direct and supervise the workload of 1 FTE and 1 PTE Senior Radiographer, and 1 rotational NHS radiographer from the department of clinical neurosciences. Also supervise researchers who utilise the scanner.

10. Job Context and any other relevant information
Maintain knowledge of technological and technical advances in methods of MRI. Working in a very wide ranging, rapidly changing technical field.