

# Job Description: MRI Deputy Superintendent Radiographer

**Location:** 1 Welbeck Street, W1G 0AR

**Department:** Imaging and Diagnostics

**Reporting to:** Imaging and Diagnostics Centre Director

## About Welbeck:

Welbeck is a leading private healthcare provider based in London, bringing together a network of specialist centres of excellence under one roof. Located within Welbeck Street, Welbeck offers consultant-led care across a range of disciplines, combining advanced diagnostics, imaging, and treatment services in a modern, patient-focused environment.

## About The Role:

At Welbeck we are committed to empowering our teams, bringing together outstanding people, and doing work that matters in an inclusive environment. We believe a healthy working culture starts at the top and our workplace culture is the translation of our organisation's values.

You will work as part of a team ensuring compliance to Welbeck Imaging and Diagnostics Terms & Conditions.

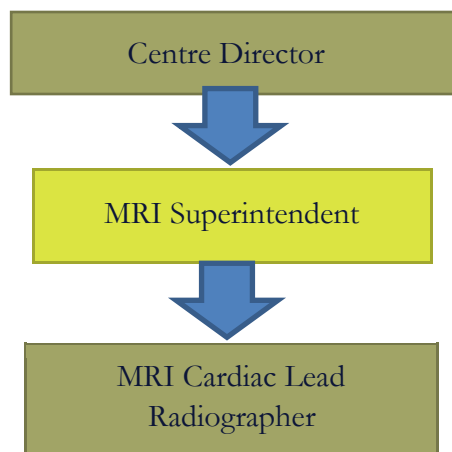
You will complete high quality MRI imaging with the adult and paediatric population.

Contribute to a patient focused service of the highest quality under the supervision of the MRI Superintendent.

- **Develop our clinical excellence:** work with the Imaging Centre Director and the modality leads to implement initiatives to improve patient experience.
- **Training & development:** exposure to opportunities to continually develop your knowledge.
- **Drive innovation:** under the guidance of the Centre Director and the MR and CT Leads, trial and adopt new innovations to improve outcomes, patient experience or efficiency.
- **Quality assurance & performance improvement:** ensuring the Centre's activities and records adhere to regulatory requirements; evaluate performance and develop action plans for improvement.

Commit to working in a culture of continuous improvement that focusses on quality and patient satisfaction.

- **Regulatory, governance & safety:** always adhere to appropriate processes to meet the requirements of any accreditation bodies. Assist in developing, supporting and implementing policies and procedures.
- **Drive innovation:** play a role in a radiography group that is looking to trial and adopt new innovations to improve outcomes, patient experience or efficiency.
- **Use cutting edge equipment:** you will have the opportunity to work with premium equipment to ensure the most effective service can be delivered.



## Key Responsibilities:

- To lead on all areas of MRI imaging including education, training and protocol/ image optimisation for the adult and paediatric patient group.
- To keep the team up to date on latest cardiac developments in practice
- Embed new scanning practices and protocols to continuously improve quality and efficiency
- To be an active member of the wider team of radiographers, scanning all areas of the body where required
- To work across all 4 MRI scanners, GE and Siemens at the highest level of knowledge and troubleshooting
- Have a flexible and pragmatic approach to your work with exceptional organisational skills that will enable the post holder to manage a varied workload and ensure safe clinical practices.
- To adhere to and promote MRI safety in the MRI environment.
- To perform imaging examinations with top quality patient care, demonstrating awareness of responsibility to and advocacy for patients.

- To independently assess and justify examinations by use of a medical referral.
- To perform a wide variety of MRI examinations including MRI , Musculoskeletal (MSK), Gynaecological, Gastrointestinal (GI), Neurological, Urological, Breast, Ear/Nose/Throat (ENT) and Whole body Imaging. Training will be provided if required.
- To administer drugs and contrast agents in line with Patient Group Directions (PGDs) and local protocols and policies.
- To deputise in the Superintendents' absence.
- Liaise closely with Consultant Radiologists/ Cardiologists and colleagues within the multi-disciplinary team.
- To evaluate the clinical quality of images produced and to make appropriate protocol adjustments/recommendations to maximise the clinical accuracy for the imaging reports.
- To accurately record data using CompuCare.
- To be proficient with PACS and image transfer portal (IEP)
- To ensure that high professional standards are maintained throughout the department, in terms of dress, technical quality and patient care.
- Take responsibility for own actions.
- Act in a professional and courteous manner at all times.
- To have a flexible approach to working patterns to meet the continuing needs of the service.
- To adapt to different settings within the professional area.
- To apply sound clinical reasoning skills as the basis for appropriate professional decision making and work autonomously
- To report all absences in keeping with the company policy.
- To vet and protocol exam requests
- Be responsible for the safe and competent use of equipment by the team.
- Ensure compliance of the 'Local Rules' within the department.
- Ensure and maintain a high level of health and safety standards including cleanliness and infection control.
- Communicate abnormal findings in accordance with Centre's SOP's
- To report all equipment faults to the equipment manufacturer or maintenance contract provider
- To ensure that any operational difficulties are reported to the MRI Superintendent immediately.
- To work under the guidance of the MRI Superintendent.
- To act as clinical mentor for diagnostic imaging staff as appropriate.
- To assist with the staff rota and ensure the hours are reconciled monthly on the dedicated portal.
- Approval of annual Leave for the MRI staff.
- To work effectively in a high-pressure environment.

- To participate in the Monday – Saturday and on call rota. The rota may change to meet continued service delivery.
- Commitment to MR Safety and works closely with the MR Safety Officer
- To cultivate an inclusive working environment

## Quality Care & Governance

- To be part of the governance schedule at OneWelbeck Imaging and Diagnostics
- To establish and maintain close and harmonious relationships with all staff to ensure an effective exchange of information.
- To communicate complex information to patients, relatives and other care workers where persuasive or reassurance skills are required.
- To communicate with colleagues, managers, medical and support staff at all times.
- To communicate effectively with all patients including those that are anxious and claustrophobic
- To advance level of skills and knowledge in line with the expectations and requirements of the department.
- To demonstrate an ability to reflect on practice and keep abreast of developments in imaging techniques and maintain a professional portfolio of continuing professional development.
- To undertake competency assessments within the department.
- To recognise potential risk and conduct risk assessments.
- To undertake professional audits as necessary, and to present outcomes at audit meetings.
- Apply and promote the wider safeguarding agenda in relation to vulnerable adults and children.
- Attend meetings within and external to Imaging and Diagnostics as delegated by Senior Leadership group.
- Excellent communication skills
- Manage, defuse, and respond appropriately to verbal complaints and situations of conflict and aggression through knowledge, training, experience, and escalation.
- Adhere to all General data protection regulations GDPR.
- **To deal with initial complaints from patients, carers or other professionals and refer where necessary to the appropriate MRI Superintendent and CT/General X-ray Superintendent.**
- To observe the company policy for reporting incidents in a timely manner
- To execute and implement incident action plans.
- To develop protocols and update SOP's

## Values & Behaviours:

- Demonstrate commitment to quality of care, promoting high standards and consistently improving patient outcomes.
- Demonstrate skill to work as a committed and valued member of the team Value diversity and difference, operates with integrity and openness.
- Treat others with compassion, empathy and respect.
- Share information openly and effectively with patients, staff and relatives.
- Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others.
- Uses evidence-based practice to make improvements, increase efficiency and seeks out innovation.
- Actively develops themselves and others.
- Commitment to MR Safety and works closely with the MR Safety Officer

## Additional Information

This job description is designed to assist post holders with understanding what is expected of them in their role. Welbeck Imaging and Diagnostics may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Centre policies, procedures and guidelines relating to their employment regardless of their position within the Centre.

## About You

| Qualifications, Accreditations, Education    | Essential | Evidence |
|----------------------------------------------|-----------|----------|
| BSc (Hons) Radiography                       | √         | A/I/T    |
| DCR (R) or accepted international equivalent | √         | A/I/T    |
| HCPC registration                            | √         |          |
| Experience                                   | Essential | Evidence |
| Minimum 3 years MRI experience               | √         | A/I/T    |
| Experience in Cardiac MRI                    | √         | A/I/T    |
| Cannulation experience (desirable)           |           | A/I/T    |

|                                                                                                                                                                           |                  |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| Experience of working unsupervised                                                                                                                                        | √                | A/I/T           |
| Exposure to specialist MRI techniques                                                                                                                                     | √                | A/I/T           |
| Extensive clinical and technical knowledge in MRI including specialist techniques                                                                                         | √                | A/I/T           |
| <b>Knowledge and Skills</b>                                                                                                                                               | <b>Essential</b> | <b>Evidence</b> |
| Ability to work as part of a team                                                                                                                                         | √                | A/I/T           |
| Ability to cope with work pressures and manage time effectively                                                                                                           | √                | A/I/T           |
| Ability to make prompt decisions based on knowledge, experience, and circumstances                                                                                        | √                | A/I/T           |
| Ability to work using own initiative but also know when to seek assistance and guidance                                                                                   | √                | A/I/T           |
| Demonstrate effective verbal and written communication skills                                                                                                             | √                | A/I/T           |
| Computer and Keyboard skills                                                                                                                                              | √                | A/I/T           |
| Keep all records up to date in clear, accurate and concise manner on a day-to-day basis                                                                                   | √                | A/I/T           |
| Evidence of ability to assess the needs of a patient                                                                                                                      | √                | A/I/T           |
| Willing to work flexible hours and participate in the out of hours duties roster                                                                                          | √                | A/I/T           |
| Able to demonstrate a sound clinical knowledge of radiographic procedures, including:<br>-MRI Safety<br>-H&S<br>-Quality Control<br>-Quality Assurance<br>-Clinical Audit | √                | A/I/T           |
| Ability to prioritise own workload                                                                                                                                        | √                | A/I/T           |
| Ability and commitment to perform IV cannulation and administer drugs (Desirable)                                                                                         |                  | A/I/T           |
| Good analytical and problem – solving skills                                                                                                                              | √                |                 |
| <b>Personal Abilities</b>                                                                                                                                                 | <b>Essential</b> | <b>Evidence</b> |
| Effective communication in a wide range of situation in writing, person or by telephone                                                                                   | √                | A/I/T           |
| Demonstrates professional approach, in demeanour, appearance and time keeping                                                                                             | √                | A/I/T           |
| Willing to work flexible hours and participate in the out of hours duties rota                                                                                            | √                | A/I/T           |
| Willingness to further current knowledge (CPD)                                                                                                                            | √                | A/I/T           |

**Key:** A = application, T = test, I = interview

## **Infection Prevention and Control**

All Welbeck Imaging and Diagnostics employees have a duty to co-operate with and implement Business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

## **Safeguarding**

Welbeck Imaging and Diagnostics is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

## **Confidentiality:**

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

## **Health and Safety at Work**

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business

incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

### **Risk**

Accept personal responsibility for contributing to the Welbeck Imaging and Diagnostics management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow, Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

### **Equality and Diversity**

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010.

Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.

### **Disclosure and Barring Service (DBS)**

If the post requires a DBS disclosure, this will be managed and processed in line with the DBS Policy and at the appropriate level required for the post.