

## JOB DESCRIPTION

**Job Title:** **MRI and Digital Radiography Superintendent Radiographer**

**Main Place of Work:** Cheltenham Imaging Centre, Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS.

**Responsible to:** Director of Clinical Operations

**Accountable to:** Chief Executive

**Job Purpose:**

Responsible for the delivery of high-quality safe MRI, digital radiology and ultrasound services to all referrers and where applicable partner organisations from across the UK, establish and promote good working relationships with all stakeholders regarding the development and expansion of the clinical services.

Responsible for the development, implementation and maintenance of an effective governance system in MRI, XR and Ultrasound, ensuring the highest standards of care and safe delivery of services along with compliance and conformance on all areas of legislative and regulatory requirements.

Responsible for the development and support the introduction of new clinical pathways in response to changing healthcare and business needs.

Provide leadership and expertise advice to the teams and workforce management to deliver the clinical services.

There is a clinical remit within this role to maintain clinical practice supporting the effective execution of the clinical governance role.

## Key Relationships

SLT + Medical Director, Combined Management Team Members, Quality Manager, Clinical Governance and Patient Safety Manager, Health and Safety Manager, Cobalt staff team, external contractors, support engineers and patients, Cobalt's trustees.

**Key areas of responsibility will include:**

- Establish and promote good working relationships with all stakeholders regarding the development and expansion of the service in accordance with contractual requirements and the strategic objectives of the Charity.
- Working with the Director of Clinical Operations, responsible for the development of the department and the introduction of new services according to Charity strategic aims and prevailing government directives.

- Assist the Director of Clinical Operations in carrying out their legal duties as registered CQC Manager for the organisation.
- To support the services during visits by Trusts or industry stakeholders including CQC and QSI inspectors.
- Responsible for keeping open communication pathways with and between staff and managers regarding the service, whom ever appropriate to modality.
- Responsible for all MRI, digital radiography and ultrasound services at the Imaging Centre.
- Lead quality standards including QSI and ISO accreditations within clinical remit working closely with the quality and clinical governance managers.
- Responsible for MRI safety providing expert guidance and direction to teams across the organisation.
- Lead the development of Quality Improvement Plans for the MRI, digital radiography and ultrasound services including development of new processes to drive efficiencies, in liaison with the wider management teams.
- Stay informed on regulatory changes, trends, and innovations related to patient experience, providing direction to staff on suitable standards in collaboration with the clinical governance and patient safety manager.
- Ensure the MRI, digital radiography and ultrasound departments are operated to the highest level of clinical and research governance.
- Establish and oversee research based practice with responsibility for the development of research projects in liaison with the MRI research radiographer and senior research leadership team.
- Manage MRI personnel at all levels, collaborate, and forge positive relationships with all multidisciplinary teams, ensuring effective communication to create an efficient work environment.
- Ensures due regard is given to the customs, values and spiritual beliefs of patients and to ensure patients views are sought and taken into account. To promote equality in care and practice by recognising, respecting and meeting the needs and choices of individuals.
- Provide wellbeing support to MRI personnel and allied personnel where appropriate.
- Participate in the on-call rota for MRI mobile/relocatable logistics, breakdowns and staffing in liaison with the clinical operations hub.

## Specific Duties

- Develop, implement and maintain modality specific safety policies and procedures and other relevant clinical documents related to the service in line with recommendations such as MHRA and according to Ionising Radiation (Medical Exposure) Regulations 2024 (IRMER) and employer procedures.
- Develop, implement and maintain clinical health and safety policies and procedures and risk management, including medicines management and development of PGDs with regular review and update of all documentation in line with requirements.

- Responsible for the review of departmental processes and workflows, develop and implement improvements to ensure efficiency.
- Responsible for setting standards to direct department goals in accordance with Cobalt and legislative quality assurance programs, undertake audit of performance against departmental and corporate targets and action improvements.
- Supervise the justification and allocation of MRI, digital radiography and USS referrals in line with iRefer and radiologists requirements.
- Responsible for pre-MRI safety checks and assessment of implants and devices to ensure patient safety prior to patient bookings for MRI procedures. Provide expert guidance to administrative teams.
- Work alongside MRI personnel at all levels, undertake clinical scanning and support where there may be shortfall due to absences to maintain safe staffing levels and continuity of services.
- Supervise development of high quality diagnostic clinical imaging protocols in line with clinical requirements.
- Conduct screening safety checks with patients prior to examination. To obtain consent and ensure their suitability for imaging examinations.
- Undertake safety checks for metallic implants/devices to ensure patient safety in the MRI environment.
- Providing physical and emotional support to patients throughout their attendance. Conduct consent and screening safety checks with patients prior to examination to ensure their suitability for imaging examinations or procedures.
- Data entry using radiology information systems (RIS), data sharing and checking image transfer is completed using patient information systems ensuring accurate, legible, comprehensive medical records are maintained.
- Manage appropriate induction, ongoing MRI safety education and professional training to all personnel, including trainees, students, agency or temporary workers and visitors.
- Work closely with the Gloucester Community Diagnostic Centre's Cross-Sectional Lead radiographer ensuring coordinated oversight of staffing, performance, and service delivery.
- Support the Emergency Crae Practitioner, bank paramedics, Clinical Imaging Assistants team across the Cheltenham Imaging Centre and Community Diagnostic Centre, overseeing their training, rostering, performance evaluations, and daily workflows to ensure high standards of patient care and operational efficiency with integration into clinical pathways.
- Liaison with the Infection Control Lead to monitor and maintain environmental and patient equipment cleanliness and complete necessary checklists in accordance with the infection prevention and control program.
- Responsible for planning and hosting documented MRI departmental meetings in line with meetings calendar.
- Responsible for planning and hosting the MRI safety committee.
- Member of Clinical Governance, PGD working party, audit and health and safety committees.
- Member of the combine management team meetings.
- Maintain up to date and accurate personal CPD records and participate in appraisal and mandatory training.

## Additional Responsibilities

- To hold certification to undertake cannulation procedures, supply and administration of contrast media and medicines in line with departmental guidelines.
- Assist the head of marketing and communications in the promotion of MRI, digital radiography and ultrasound and rapid access clinics.
- Support charitable evening events where clinical departments may be visited.

## Financial Management

Working with the Director of Clinical Operations and finance director to support the delivery of services within the agreed budgets.

## Management of Resources

- Work with operations hub to maintain appropriate skill mix in accordance with service provision. Develop staffing rosters, approve annual leave, time off in lieu and overtime as appropriate to maintain adequate service provision at the Imaging Centre.
- Ensure the safe use of highly specialist imaging equipment. Responsible for the reporting of faults, organising fault rectification for the unit, equipment and all ancillary equipment as required.
- Support in the selection, interview and recruitment of prospective staff.
- Undertake appraisal, set objectives and personal developments plans and completion of competency frameworks, including performance management.
- Manage complaints and incidents received from patients or referrers.
- With the support of HR implement disciplinary and grievance policies and procedures.
- Supervise all aspects of medicine management as an appointed practitioner in charge including the ordering, stock taking, usage and record keeping of medicines supplied (prescribed and dispensed) for MRI, ultrasound and rapid access clinics in line with current legislation.
- Maintain all clinical/office stock and supplies as required to be efficient whilst liaising with the operations hub.

## Line management

- MRI radiographers and visiting radiographers from mobile service when rostered at the Imaging Centre.
- Joint management of the GHT CDC Lead Radiographer with the clinic PET/CT Superintendent.
- Clinical imaging assistant team lead and assistants working between the Cobalt Imaging Centre and Gloucester Community Diagnostic Centre.

- Emergency Care Practitioner and bank paramedic working between the Cobalt Imaging Centre and Gloucester Community Diagnostic Centre.
- Provide continuation of MRI services during the wider management team members absences.

## Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

## Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

## DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

## Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

## Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

## Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

## Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

## The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description



above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

*This is an outline of the post-holder's 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 Charity.*

*This post is subject to the terms and conditions of employment of Cobalt Health.*

## Person Specification

Qualifications and Training	Essential	Desirable
Degree in Radiography or equivalent HCPC Recognised qualification	✓	
Relevant post graduate clinical or management certification		✓
Registered member of Health and Care Professions Council	✓	
College of Radiography IV Cannulation Certificate or equivalent		✓

Knowledge and experience	Essential	Desirable
Highly developed specialist knowledge under pinned by proven experience as cross-sectional imaging radiographer covering a wide range of clinical examinations and applications.	✓	
Proven experience in healthcare and patient focussed services.	✓	
Management of all departmental staff groups (senior/junior), workforce review and performance management.	✓	
Experience of developing and maintaining staff rosters	✓	
Comprehensive knowledge of MRI and digital radiography compliance according to regulatory requirements. Including implementation of departmental policy and procedures and risk management relating to a healthcare environment.	✓	
Experience of the implementation of health and safety regulations, risk management and infection control policy relating to a healthcare environment	✓	
Demonstrable knowledge of Ionising Radiation (Medical Exposure) Regulations 2024 (IRMER).	✓	
Ability to run management and operational meetings within the service	✓	

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable team working skills and the ability to work on your own initiative	✓	
An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment	✓	
Confident communicator at all levels	✓	
Confidentiality, discretion and trustworthiness		
A high level of IT competency and the ability to gather data, compile complex information and prepare reports	✓	
Ability to analyse and interpret complex radiographic imaging	✓	
Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required	✓	
Ability to develop, plan and implement goals	✓	
Able to plan and prioritise workload	✓	
Ability to effectively delegate tasks with appropriate levels of authority.	✓	

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to prioritise workload and work under minimal supervision	✓	
Flexible temperament towards working hours	✓	
Patience and empathy and the ability to offer reassurance to anxious or distressed patients	✓	
Well organised with excellent interpersonal and communication and literacy skills	✓	
Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients	✓	
Accuracy and excellent attention to detail	✓	
Motivated commitment to continuing professional development	✓	