

JOB DESCRIPTION

Job Title:	MRI Training Facilitator/Clinical Lead Radiographer
Main Place of Work:	Cobalt Imaging Centre, Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS
Responsible to:	Head of MRI
Accountable to:	Chief Executive

Job Purpose:

Responsible for developing the competence of radiographers who are enrolled on the MRI trainee training programme, including induction and mandatory training for all new trainees.

In liaison with the training facilitator team, responsible for the development, delivery and evaluation of the MRI trainee training programme, adapting the programme theoretical and practical learning packages where necessary to ensure they are fit for purpose.

To supervise the MRI trainee in the clinical environment and provide practical training and assessment for a wide range of MRI examinations working on the different MRI systems at Cobalt Imaging Centre and at MRI mobile sites.

In liaison with the Head of MRI and Head of Training, Education and Research, collaborate with external organisations including NHS and academic bodies in order to promote, develop and maintain relevant training and education programs, including future programmes which may be hosted at Cobalt Health facilities.

There is also a clinical leadership commitment within this role to provide a professional and caring service ensuring the privacy, comfort and safety of all patients.

Key areas of responsibility will include:

It is estimated that training facilitator and clinical lead responsibilities will be split 80/20, with the majority of the time undertaking training facilitation, supervising the MRI trainees during clinical scanning sessions on a one to one basis, trainee performance review and assessments. The remaining time will be committed to supporting the MRI radiographer team.

Responsibilities

- Responsible for the delivery of the MRI trainee radiographer training program.
- Responsible for the development, review and adaptation of all learning and a range of training materials.
- To ensure the completion of MRI trainee radiographer induction and mandatory training, log books, theoretical and practical assessments, training records and successful completion of competency frameworks.
- Support the Head of MRI and Head of Training, Education and Research, collaborating with external organisations including NHS and academic bodies in

order to promote, develop and maintain relevant training and education programs, including future programmes which may be hosted at Cobalt Health facilities.

- To mentor and encourage the MRI trainee radiographers, undertake review and appraisal evaluations, develop personal development plans and set objectives.
- Supervise the trainee in the clinical environment, including working alongside the trainee undertaking MRI scanning sessions for a wide range of MRI examinations.
- Responsible for ensuring trainees are adequately supported by clinical teams and any training with supporting materials is provided to the teams to enable delivery of the Trainee programme.
- Support radiography students from the University of Gloucestershire in MRI, liaison with University teams to ensure appropriate rostering and delivery of a positive student experience.
- To deliver MRI safety awareness training to all trainees and new Cobalt personnel
- Ensure due regard is given to the customs, values and spiritual beliefs of patients and ensure patients' views are sought and taken into account
- Hold regular meetings with the training facilitator team.

Specific Duties

- Undertake MRI and digital x-ray examinations (if agreed within scope) to cover a wide range of procedures.
- Liaise with all clinical personnel and the MRI Superintendent, ensuring effective communication to create an efficient work environment.
- Participate in the review of departmental clinical policies, procedures, processes and pathways, liaising with the MRI Superintendent to develop and implement improvements to ensure efficiency.
- Assist with 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
- To ensure the safe use and maintenance of highly specialist imaging equipment and to adhere to all local MRI and x-ray safety procedures.
- Ensuring all faults with the MR, digital x-ray, ultrasound systems and peripheral equipment are reported to ensure timely rectification of breakdowns or faults.
- Conducting screening safety checks with patients prior to examination, to obtain consent and ensure their suitability for imaging examinations.
- To obtain consent and conduct safety checks prior to a patient being administered contrast media and/or drugs specific to their examination.
- Data entry on the Patient Administration (PAS) and Picture Archive (PACs) Systems, Radiology Information System (RIS) and all other relevant IT systems and databases.
- Supervise appropriate clinical induction, MRI safety education and applications training to MRI personnel, including trainees, students, agency or temporary workers.
- To facilitate training in cannulation procedures and administration of medicines and Gadolinium based contrast agents (GBCAs) for new MRI and trainee radiographers.
- Attend departmental meetings.

Additional Responsibilities

- To deliver and participate in educational talks and seminars related to MRI imaging.
- To assist in production and preparation of image data for publications and presentations.
- To attend training courses, seminars, conferences, careers fairs as necessary.

Management of Resources

- Support the Head of MRI or MRI Superintendent with undertaking staff appraisals, set objectives and personal development plans for MRI personnel.
- To assist the Head of MRI or MRI Superintendent in the recruitment of MRI personnel.
- 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.

Line management

This senior lead position will be responsible for assisting the MRI Superintendent with the day to day supervision of MRI radiographers, trainees and students working at the site.

Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal review 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.

Health and 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

- To be aware of 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.

Disclosure and Barring

All appointments are subject to a satisfactory check by the Disclosure and Barring Service. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract

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.

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.

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.

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.

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	✓	
PGCert or Dip in MRI or Masters in MRI/Radiography/PET/CT or CT		✓
Relevant teaching certification		✓
Registered member of Health and Care Professions Council	✓	
College of Radiography IV Cannulation Certificate or equivalent	✓	

Knowledge and experience	Essential	Desirable
Demonstrable experience as a cross-sectional imaging radiographer covering a wide range of clinical examinations and applications.	✓	
In depth knowledge of a wide range of MRI examinations and clinical application	✓	
Training and management of junior staff members and workforce review		✓
Experience undertaking staff reviews and appraisal evaluations, setting objectives.		✓
Experience developing and delivering training and educational programs		✓
Knowledge of Ionising Radiations (Medical Exposure) Regulations 2017	✓	
Evidence of continuing personal professional development	✓	
Ensure due regard is given to the customs, values and spiritual beliefs of patients and ensure patients' views are sought and taken into account	✓	

Skills and abilities	Essential	Desirable
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	✓	
A high level of IT competency and the ability to gather data, compile complex information and prepare reports	✓	
Ability to analyse and interpret 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	✓	

Personal attributes	Essential	Desirable
Ability to prioritise workload and work under minimal supervision	✓	
Flexible temperament towards working hours	✓	
A caring attitude, 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	✓	
Motivated commitment to continuing professional development	✓	