

Hello, we are Barts Health

#TeamBartsHealth

bartshealth.nhs.uk

Recruitment information pack



Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

	Value	Key behaviours
W	WELCOMING 	<ul style="list-style-type: none"> Introduce yourself by saying "Hello, my name is ..." Smile and acknowledge the other person(s) presence Treat others as you would wish others to treat you Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E	ENGAGING 	<ul style="list-style-type: none"> Get involved in making improvements and bring others with you Encourage feedback from patients and colleagues and respond to it Acknowledge efforts and successes; say thank you Use feedback to make improvements, and empower colleagues to do this without needing to seek permission Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C	COLLABORATIVE 	<ul style="list-style-type: none"> Give time and energy to developing relationships within and outside own team Demonstrate pride in Team Barts Health Respect and utilise the expertise of colleagues Know your own and others' part in the plan
A	ACCOUNTABLE 	<ul style="list-style-type: none"> Always strive for the highest possible standard Fulfil all commitments made to colleagues, supervisors, patients and customers Take personal responsibility for tough decisions and see efforts through to completion Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing Do not pretend to have all the answers; actively seek out those who can help
R	RESPECTFUL 	<ul style="list-style-type: none"> Be helpful, courteous and patient Remain calm, measured and balanced in challenging situations Show sensitivity to others' needs and be aware of your own impact Encourage others to talk openly and share their concerns
E	EQUITABLE 	<ul style="list-style-type: none"> Value the perspectives and contributions of all and ensure that all backgrounds are respected Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out Work to enact policies, procedures and processes fairly Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them



1. Job Particulars

Job Title	MRI Clinical Specialist Radiographer
Pay Band	7
Location	St. Bartholomew's Hospital
Reports to	MRI lead radiographer
Responsible to	Head of Imaging

2. Job Purpose

The post holder will work as a specialist diagnostic practitioner in MRI and be responsible for a variable caseload of patients. Patients will present with a full range of complex conditions and the post holder will be responsible for carrying out the appropriate diagnostic procedures to support the diagnosis of complex conditions.

The post holder will supervise, support and assist students and junior radiographers in service delivery and personal development.

To organise and oversee the training of radiographers and students in all aspects of MRI scanning, including comprehensive competency assessments.

In conjunction with the MRI Managers, promote continuous improvements in service delivery and quality within all areas of the MRI service, using modern methods to improve productivity, leading in the delivery of service and workforce transformation, and re-design.

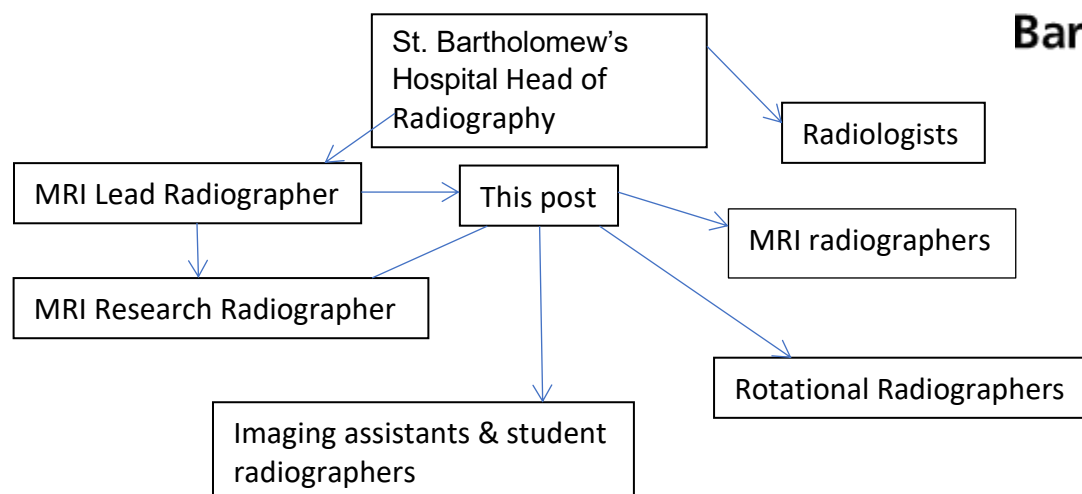
The Post-holder will manage the work of staff in the department and develop a culture in which members of staff are continuously improving the delivery of high quality services. The post-holder will ensure the development and acceptance of challenging but realistic objectives for staff and through leadership, motivation and systematic performance management, achieve the required results.

3. Key Working Relationships

Internal	External
MRI lead radiographer	Referring clinicians
St. Bartholomew's Hospital Imaging site lead	Ward staff
Head of Imaging	All other medical professionals & support staff
Consultant & junior radiologists	
Radiographers & imaging assistants	
Imaging clerical staff	

4. Structure Chart





5. Main duties, responsibilities and results areas

Key result areas

The post holder is to participate in an extended working day covering 8:00 to 20:00 7 day per week as per Agenda for Change Shift system.

The post holder will have a modality overview of MRI service needs, to ensure effective co-ordination and allocation of resources. The individual will work very closely with the MRI Lead Radiographer in provision of MRI Services.

Working closely with other Superintendent Radiographers they will develop and maintain cross-Trust integration of Imaging Services, standardising protocols, appointments systems, waiting lists and rotation of Radiographers throughout clinical imaging areas.

Manage nominated radiographers.

Will organise and oversee the training of radiographers, assistant practitioners and student radiographers in all aspects of MRI Scanning.

Promote the continuous improvement in service delivery and quality within all areas of the department, using modern methods to lead in the delivery of service and workforce transformation and re-design.

Main duties and responsibilities

To work in close collaboration with Head of Imaging Services, Associate Clinical Director, Consultant Radiologists, Lead Radiographers, Admin and Clerical Manager and Head of Nursing to deliver the following:

Organisational

Ensure effective co-ordination of imaging staff in the delivery of the MRI service at St. Bartholomew's Hospital.

Ensure appropriate work systems and processes are in place and that these are followed by all staff and completed to facilitate the monitoring of workload activity levels.

In conjunction with Lead Radiographers, rotate staff across to/from other modalities/sites to ensure service needs are met.

In conjunction with Lead Radiographers, advise on, and co-ordinate future developments of services, initiating and managing agreed changes.

Lead nominated Radiographer on service delivery at the St. Bartholomew's Hospital site, and responsible for changing working practices to ensure all resources are used effectively.



Ensure all staff use equipment appropriately, that it is maintained and tested with corrective action instigated in a safe and timely manner, ensuring minimal downtime.

Carry out the responsibilities of the MRI Responsible Person for the MRI service at the St. Bartholomew's Hospital Site.

Ensure Health and Safety regulations are complied with and risk assessments are undertaken and reviewed.

Responsible for reporting incidents and near misses, and establishing changes in the service as a response to incidents.

Responsible for the induction of nominated Radiographers.

Use a logical approach to provide effective problem solving, both technical and administrative.

Organising the Rota for the voluntary late and weekend lists that are associated with the normal running of the department. The RIS diary must be managed in conjunction with this.

Managerial

To regularly monitor and evaluate the MRI service delivery with particular regard to patient waiting times in line with Government and Trust targets.

To ensure the department is fully stocked with the necessary pharmaceuticals and MRI specific equipment.

To lead and actively encourage audit on a regular basis, improving the service for staff and patients by extending professional and departmental boundaries.

Help to develop annual MRI service action plans, ensuring deliverables are achieved by target dates, taking remedial action where appropriate and informing the MRI Lead Radiographer and clinical modality leads where there is deviation from the agreed plan.

Contribute to the development of guidelines and policies for the MRI service.

Manage the team of radiographers in the MRI service, maintaining accurate personnel records, monitoring sickness and absence.

Ensure full documentation with regard to induction of new imaging staff within MRI.

Take an active lead role in the recruitment and selection of radiography/technical staff for MRI, in consultation with the Lead Radiographer and clinical modality leads.

Work with other service professional staff leads, and other modality superintendents to ensure the training needs of MRI staff are met.

Ensure a high level of knowledge and expertise is achieved by implementing support strategies so all members of the MRI service meet their training needs and improve their clinical skills.

Appraise MRI staff, providing recommendations for each individuals need for development and PDP in line with the Knowledge and Skills Framework.

Investigate and respond to complaints in the MRI service, and report to the CAG complaints lead to comply with target times. To lead and implement on any resultants changes made as a result of complaints.

Participate in business cases and options appraisal for the MRI service, as required.

Provide statistics to support service development and changes within the MRI service.

Have weekly meetings with all MRI radiography staff.

Professional



Lead by example and demonstrate a high standard of personal work and managerial ability in all duties undertaken through active participation.

Maintain own continuing professional development (CPD) and career pathway by attending appropriate post graduate training courses, meetings, lectures and training sessions to develop, implement and maintain high clinical and operational standards within the MRI service.

Actively seek evidence based practices developed elsewhere, which could be used to develop service delivery.

Undertake internal and external training where required (incl. IV cannulation, Induction training, CPR, manual handling, infection control and COSHH and any other appropriate managerial, professional and technical course) and utilise these skills in the supervision and teaching of others and application of the knowledge gained.

Participate in internal training courses and encourage MRI service staff to lecture both internally and externally.

Be a reflective practitioner and participate in the staff appraisal scheme and Personal Development Plan (PDP) as an appraisee and appraiser. To be able to undertake and implement recommendations from performance review meetings and to identify individual needs for development.

Provide direct clinical supervision and training of all MRI service practitioners

To support excellent interpersonal communication skills and relations within the team, developing and maintaining these skills within Imaging and other directorates.

Clinical

To carry out all duties to a high standard, appropriately utilising imaging protocols.

Take the lead in improving and encouraging good working practices, and to investigate improved ways of working with staff from other disciplines in the MRI service.

Undertake practical scanning duties as appropriate and undertake any training required.

In conjunction with other site counterparts and clinical modality leads, be responsible for implementing standardised scanning parameters across the Trust in the MRI service.

Professionally take responsibility to ensure a high standard of clinical care and patient welfare for all patients whilst in the department and under their management, supporting more junior staff to do likewise by technical excellence.

Assess capacity, gain valid informed consent and have the ability to work within the legal framework with patients who lack the capacity to consent to treatment (including pregnancy tests).

Maintain accurate and concise records of all dose administration received by the patient using the relevant computerised system.

Use and promote correct manual handling techniques to all staff in the work area.

Ensure that all members of staff and students under post holder's supervision follow the MRI local rules.

Ensure that all members of staff and students under post holder's supervision follow the Infection control policies and procedures within the work area.

Communication

Develop and maintain relationships and effective communication mechanisms with staff and their representatives in a multi-disciplinary team to provide an effective and efficient MRI service. Effectively liaise with all user groups specifically in the development of core services across Imaging.



Communicate effectively by taking an active role through verbal, electronic or written methods with professional colleagues, attending meetings as required by the Head of Imaging Services, providing feedback on service progress and departmental planning and to ensure that information is disseminated throughout the whole team.

Organise and provide written reports for the MRI Modality working Groups.

Attend and participate in departmental and hospital meetings where appropriate.

In conjunction with the Trust Communication team and MRI lead radiographer, be responsible for the provision and updating of patient information leaflets for the MRI service.

Ensure the use of the Imaging Department Survey for patient feedback, and make any relevant adjustments to the service.

Frequently use both verbal and non-verbal communication skills to effectively communicate with patients who often present with complex barriers to effective communication, including aggressive and abusive behaviour. This will include providing advice to patients, carers and family members in order to promote understanding of the aims of the imaging procedure.

Communicate with patients and clients through the use of advocates, information leaflets and if necessary family members in an appropriate manner to their level and understanding.

General

Co-ordinate, in association with the Lead Radiographers and the Managed Equipment Service (MES), an integrated maintenance and quality assurance programme for the MRI service.

Be responsible for the safe conduct of any examinations and patients for which the post holder may have charge.

The post holder is expected to promote and implement all Trust policies, Departmental and local policies specific to the Imaging area.

To ensure his/her continuing professional development, by attendance at appropriate meetings, both in house and external, networking with colleagues, and by reflective practice.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at a different hospital.

6. Working conditions

Criteria	Description
Physical	<p>The role may involve the post holder in a high degree of physical effort</p> <p>The post holder may be required to sit at a computer station for prolonged periods of time</p> <p>The post holder is required to travel between Trust sites and to regional meetings as required</p> <p>There are frequent times when they will be required to sit and/or stand and/or walk</p>



Emotional	<p>Exposure to staff management i.e. dealing with long term sickness, redeployment and redundancy, discipline and grievance, employment tribunals and difficult change management issues</p> <p>May have to deal with staff and occasionally patients and their families who are angry/upset/tearful</p> <p>Must also be able to manage clinical situations where visually distressing sights of open wounds and injury occur and to ensure the support of other team members in this situation</p> <p>Post holder has to be able to work successfully under pressure of time and resources</p>
Working Conditions	<p>Combination of office and clinical based working environments with long periods of VDU usage</p> <p>To work effectively in an environment that is physically unpleasant e.g. cramped, hot and requires the sharing of equipment such as computers or desk space</p> <p>To cope with exposure to patients with communicable diseases. To also cope with exposure to bodily fluids to comply with Trust infection control procedures in the handling and disposal of such products</p>
Mental	<p>The post holder requires high levels of concentration at all times, as they deal with heavy demands from a variety of sources</p> <p>The post holder will require stamina</p> <p>The post holder will be subject to frequent interruptions due to the nature of the role</p> <p>The work is often unpredictable and the post holder may have to adapt to change in short time frames and be able to deliver outcomes</p>

NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant. (October 2002). www.nmc-uk.org/



Person Specification

Domain	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Extensive experience as a MRI radiographer • Wide experience of MRI service scanning equipment & techniques • Day to day operational management • Experience of current, and awareness of developing trends in MRI service scanning services • Participation in Quality Assurance / Clinical Governance initiatives • Some personnel management experience • Some knowledge of wider NHS issues 	<ul style="list-style-type: none"> • Current experience of research and audit developments • Research experience • Experience of performance management • Experience of post graduate teaching • Planning & commissioning of a new equipment • To have been involved in bringing about change to a service/department • To have experience of setting up a new service • Experience of implementing Evidence Based Practice
Skills	<ul style="list-style-type: none"> • Ability to organise and prioritise workload and delegate when required • Excellent communication skills and presentation skills. • Ability to initiate and implement change • Good analytical & organisational ability • Ability to lead and manage staff in a large and complex service • To have effective problem solving skills • Good computer skills • Able to communicate with patients in an empathetic manner regarding their treatment and procedures 	



Knowledge	<ul style="list-style-type: none"> • Knowledge of booking and capacity planning • Has knowledge of management theory, including personnel management, risk management and health and safety 	
Qualifications	<ul style="list-style-type: none"> • BSc Radiography or DCR • State Registration • Some formal management Training • IV cannulation • Post graduate qualification in MRI (or working towards this) 	<ul style="list-style-type: none"> • MRI responsible person experience
Other	<ul style="list-style-type: none"> • Able to act as an Ambassador for the Service • Committed to the continuous development of staff and self • Commitment to developing culture of openness and partnership. • Decisive, using sound judgement in decision making in a timely and confident manner. 	<ul style="list-style-type: none"> • Experienced in giving presentations to diverse audiences

About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St



Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

