

JOB DESCRIPTION

JOB TITLE:	Centre Lead Radiographer
ORGANISATION:	UK Biobank
PROJECT:	Imaging Enhancement Study
REPORTS TO:	Senior Project Manager
RESPONSIBLE FOR:	All Radiographers
LOCATION:	Reading / Newcastle / Co-ordinating Centre Cheadle

PURPOSE OF THE ROLE:

The Centre Lead Radiographer is in managerial charge of an Imaging Centre within the Imaging Enhancement Study and must do everything possible to ensure the smooth running and success of the Centre. They must provide support and advice to their team as required during the working week. Ensure that the centre operates safely and efficiently. The Centre Lead Radiographer is responsible for quality control and assurance, safety screening, and participant handling and reassurance whilst in the care of UK Biobank.

The Centre Lead Radiographer will also be responsible for ensuring any 'incidental findings' of a potentially serious nature, observed during routine scanning, are processed in accordance with UK Biobank's policy.

The post holder will be expected to have specialist knowledge, experience and skills in MRI and will be able to demonstrate sound knowledge of MRI physics and safety. Able to perform, and train / monitor staff in, all aspects of the UK Biobank imaging protocols for neuro, cardiac and abdomen MR, Carotid Ultrasound and DEXA imaging. They will ensure that all scans are performed to the agreed protocols and schedule.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- **Operational Duties**
 - Responsible for the day to day running of the imaging enhancement centre
 - Perform appraisals and work to achieve agreed set objectives with staff
 - Work with the Lead Radiographer to ensure operational spend is kept in line with the budget
 - Supervise radiographers and other clinic staff within the centres, advising less experienced members of staff
 - Manage the staff rotas, ensuring that sufficient staff are available on a given day to safely operate
 - When required, undertake routine scanning of participants based on standardised protocols on UK Biobank's scanners, producing images and data of the highest quality.
 - Act on any reports of untoward occurrences, incidents and/or non-conformances, ensuring appropriate forms are completed and processes are followed
 - Perform other duties as appropriate to the grade and as requested by the Lead Radiographer

- **Training and Development**
 - Help train new personnel in the UK Biobank imaging protocols, essential for integrating new team members to deliver the proposed imaging techniques and complex post-processing methods
 - Help to identify limitations within the team and agree development plan to mitigate those limitations
 - Support a safe and professional working environment, dealing professionally with colleagues and participants alike

- **Incidental Findings**
 - Review flagged studies review and ensure potentially serious incidental findings are fed into the incidental findings process
 - Be accountable for the incidental findings process within the centre
 - Provide input on IFs to UK Biobank's Ethics and Governance Framework

- **Quality and data audit**
 - Monitor data acquisition to maintain high quality information, gathered in accordance with the UK Biobank protocol. Work with the team to solve any issues which arise during data collection
 - Monitor the data analysis process within the centre for quality assurance. Act upon any issues identified with the analysis of data
 - Responsible for the primary archive of all data acquired and associated record keeping. Ensures no data is lost from capture to storage
 - Conduct QA tests for both routine maintenance and general imaging requirements

- **Participant safety and welfare**
 - Ultimately responsible for volunteer safety and well-being within the Imaging Centre
 - Be up-to-date with the current safety guidelines with respect to the DEXA and MR environment and the specific problems associated with radiation, implants and devices associated with our imaging. Work with Lead Radiographer to monitor the 'pre-screening' process
 - Actively monitor participant feedback within the centre and work to resolve any issues that are highlighted in a timely manner
 - Ensure compliance with statutory requirements and with the UK Biobank's employment policies whilst at work (e.g. Ionising Radiations Regulations 1999, IR(ME)R 2000, Health and Safety Regulations, COSHH and Risk Assessments).
 - Ensure participant's details are correctly identified prior to the examination and ensure that such details/unique ID are present and correct on the imaging modality and any associated records
 - Maintain the confidentiality of volunteers and staff and follow the requirements of the data protection act (1998) at all times (i.e. ensuring it is clear to staff that they do not enter any identifying information into any text fields/notes during the visit).

- **Maintenance**
 - Work with Lead Radiographer to organise and co-ordinate service and maintenance of the imaging systems and other equipment within the centres
 - Ensure that all apparatus and equipment is working satisfactorily and safely and that any malfunction is reported immediately, in line with departmental policy. Making certain that any fault occurring on equipment is entered into the relevant logbook

PERSON SPECIFICATION

ESSENTIAL

1. BSc or Diploma in Radiography
2. State Registration with the Health Care Professions Council (HPC)
3. Participate in and provide support for CPD (Continual professional development) and CME (Continuing medical education).
4. Detailed knowledge of MRI safety aspects
5. Extensive MRI experience in a wide range of MRI examinations
6. Demonstrable expert knowledge and a high level of competence in MRI scanning to ensure unsupervised work can be safely undertaken
7. Experience of quality assurance for imaging
8. Experience of leading an operational research or clinical imaging facility
9. Safety awareness of oneself and others
10. Good communication skills
11. Willing to develop supervision/organisational skills
12. Computer literate
13. Ability to work without supervision
14. Knowledge of IR(ME)R
15. Knowledge of Health and Safety issues
16. Manual handling knowledge
17. Willingness and ability to adopt new knowledge and research procedures
18. Flexible attitude to duties
19. Excellent interpersonal skills
20. High professional standards
21. Remain calm under pressure
22. Ability and willingness to foster good working relationships
23. Highly motivated and able to motivate others
24. Committed to quality improvement
25. Ability to identify personal development needs
26. Flexible attitude with respect to hours of work
27. Willingness to travel to other sites as required

DESIRABLE

1. Post graduate qualification in MRI is desirable
2. It is highly desirable to have experience in a research environment
3. It is highly desirable to have specialist technical knowledge of neuro imaging and fMRI
4. It is highly desirable to have specialist technical knowledge of cardiac MRI
5. It is highly desirable to have knowledge and experience of DEXA and Ultrasound
6. It is desirable to be an active member of a relevant scientific society (e.g. Society for Cardiovascular Magnetic Resonance and/or International Society for Magnetic Resonance in Medicine Section for Magnetic Resonance Technologists)