

## **JOB DESCRIPTION**

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| <b>JOB TITLE:</b>       | Superintendent Radiographer                        |
| <b>ORGANISATION:</b>    | UK Biobank   |
| <b>PROJECT:</b>         | Imaging Enhancement Study                          |
| <b>REPORTS TO:</b>      | Centre Lead Radiographer                           |
| <b>RESPONSIBLE FOR:</b> | None   |
| <b>LOCATION:</b>        | Reading / Newcastle / Co-ordinating Centre Cheadle |

### **PURPOSE OF THE ROLE:**

The Superintendent Radiographer is responsible for the smooth running of the Imaging Centre within the Imaging Enhancement Study, deputising for the Centre Lead Radiographer when required. They must provide support and advice to their team as required and ensure that the centre operates safely and efficiently. The Superintendent Radiographer is responsible for quality control and assurance, safety screening, and participant handling and reassurance whilst in the care of UK Biobank.

The Superintendent Radiographer will also be responsible for ensuring any 'incidental findings' of a potentially serious nature, observed during routine scanning, are reported 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 in the absence of the Centre Lead Radiographer
  - Perform appraisals and work to achieve agreed set objectives with staff
  - Work with the Centre 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
  - 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 Centre 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
  - Identify any known limitations within your, or your team's, professional competence
  - Support a safe and professional working environment, dealing professionally with colleagues and participants alike
  
- **Incidental Findings**
  - Review flagged studies and ensure potentially serious incidental findings are fed into the incidental findings process
  
- **Quality and data audit**
  - Help the Centre Lead Radiographer to 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
  - Help the Centre Lead Radiographer to 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
  - Help the Centre Lead Radiographer 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 whilst the Centre Lead Radiographer is not on-site

- 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 Centre Lead Radiographer to monitor the 'pre-screening' process
  - Actively monitor participant feedback within the centre and work with the Centre Lead Radiographer to resolve any issues that are highlighted in a timely manner
  - Comply 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**
    - Help 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 training and mentoring students/radiographers
9. Safety awareness of oneself and others
10. Good communication skills
11. Willing to develop supervision/organisational skills
12. Ability to work without supervision
13. Knowledge of IR(ME)R
14. Knowledge of Health and Safety issues
15. Willingness and ability to adopt new knowledge and research procedures
16. Flexible attitude to duties
17. Excellent interpersonal skills
18. High professional standards
19. Remain calm under pressure
20. Ability and willingness to foster good working relationships
21. Highly motivated and able to motivate others
22. Committed to quality improvement
23. Ability to identify personal development needs
24. Flexible attitude with respect to hours of work
25. Willingness to travel to other sites as required

### **DESIRABLE**

1. Post graduate qualification in MRI is desirable
2. Computer literate
3. Manual handling knowledge
4. It is highly desirable to have experience in a research environment
5. It is highly desirable to have specialist technical knowledge of neuro imaging and fMRI
6. It is highly desirable to have specialist technical knowledge of cardiac MRI
7. It is highly desirable to have knowledge and experience of DEXA and Ultrasound
8. 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)