



## NOTES

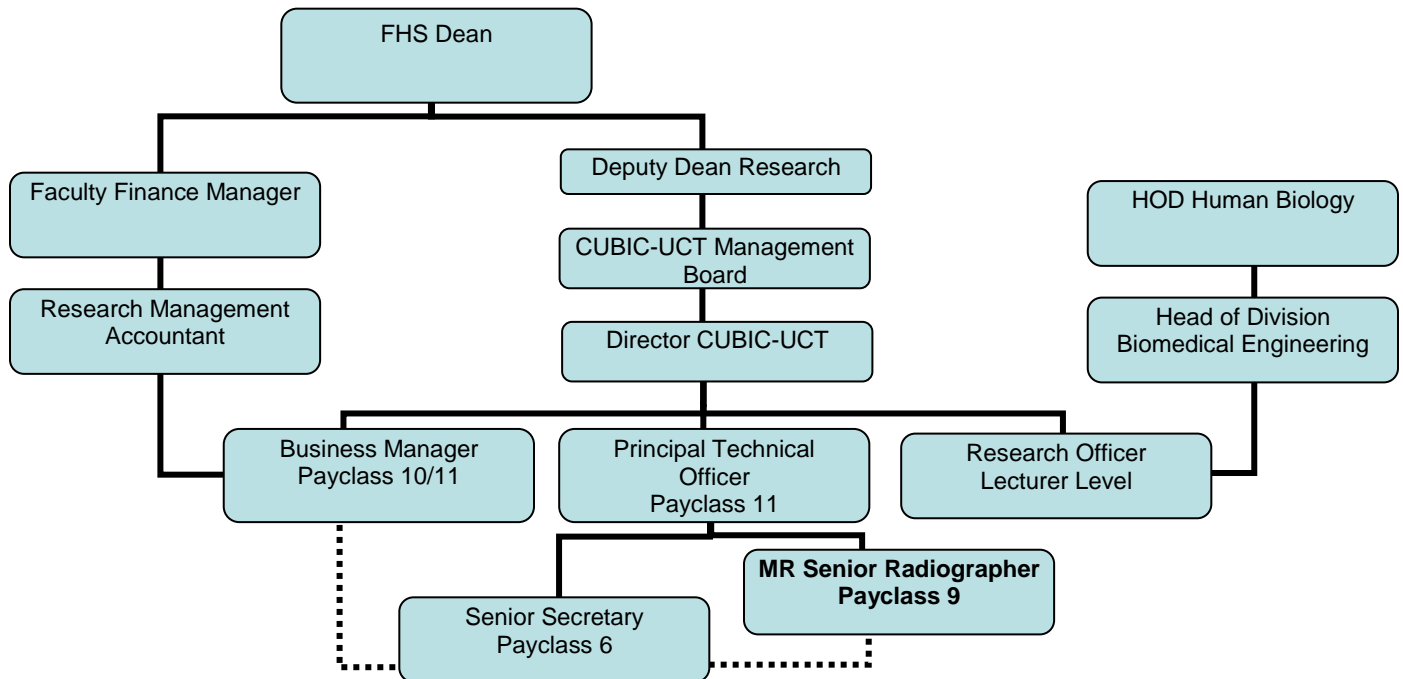
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

## POSITION DETAILS

Position title	Senior MR Radiographer
Job title (HR Practitioner to provide)	Senior MR Radiographer
Job grade (if known)	PC 9
Academic faculty / PASS department	Faculty of Health Sciences
Academic department / PASS unit	Human Biology
Division / section	CUBIC
Date of compilation	28 July 2015

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



## PURPOSE

The main purpose of this position is to perform Magnetic Resonance Imaging (MRI) of research subjects, public and private patients on the 3T Siemens Skyra MRI at the Cape Universities Body Imaging Centre located at Groote Schuur Hospital, to contribute to capacity development and training in advanced MRI, and to assist with MR-related administrative duties. The radiographer will function under the supervision of the Principal Technical Officer.

**JOB CONTENT**

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	<b>PATIENT / SUBJECT CARE</b>	10%	<ul style="list-style-type: none"> <li>• Complete MRI screening questionnaire and adhere to all MR safety regulations</li> <li>• Ensure patient / subject comfort and safety</li> <li>• Ensure patient / subject details are logged and recorded correctly in the scanning log book</li> <li>• Ensure that all escorts entering the examination room are compliant with MRI safety regulations</li> <li>• Cleaning of machine and coils especially after scanning of infectious patients</li> </ul>	<p>Smooth running of Unit</p> <p>Ensure health and safety of patients and public</p> <p>Avoid adverse incidents</p>
2	<b>IMAGING</b>	50%	<ul style="list-style-type: none"> <li>• Perform MRI scans of research subjects, private patients and public patients</li> <li>• Take necessary precautions to minimize motion artifacts</li> <li>• For research subjects, assure compliance with all elements of study protocols</li> <li>• Monitor data quality throughout the scan and repeat sequences if necessary</li> <li>• Advise and consult with Principal Technical Officer re. artifacts or noise in data</li> <li>• Transfer and Archive MRI scans to the data server(s) and/or the Groote Schuur Hospital (GSH) Picture Archiving and Communication System (PACS)</li> <li>• Apply specialist knowledge to ensure implementation of best scanning practices.</li> <li>• Apply specialist knowledge to troubleshoot</li> </ul>	<p>Smooth running of Unit</p> <p>Good quality MRI data</p> <p>Professional and safe MRI service</p> <p>Data security</p> <p>Data integrity</p>

3	<b>EQUIPMENT</b>	5%	<ul style="list-style-type: none"> <li>• Apply specialist knowledge to execute and review weekly quality assurance tests to facilitate early detection of problems (e.g. spikes, artifacts, radiofrequency instabilities, signal drift, magnet inhomogeneity, etc.)</li> <li>• Proper handling and storage of coils and all other facility equipment</li> <li>• Reporting equipment faults to Principal Technical Officer or Siemens Help desk promptly</li> </ul>	Smooth running of the unit
4	<b>ADMINISTRATION</b>	10%	<ul style="list-style-type: none"> <li>• Assist with General Administrative duties</li> <li>• Filing of screening questionnaires</li> <li>• Record keeping and data capture</li> <li>• Any other reasonable duties that are specified by the Principal Technical Officer</li> </ul>	<p>Accurate records</p> <p>Smooth running of facility</p>
5	<b>TEACHING</b>	10%	<ul style="list-style-type: none"> <li>• Oversee students and researchers using the facility</li> <li>• Identify demand for potential hands-on training courses for external radiographers and other MR users</li> <li>• Use extensive MR experience to assist with planning of the syllabus for hands-on courses</li> <li>• Prepare study material and assist with scheduling for courses</li> <li>• Conduct hands-on training hosted at the facility as part of courses</li> </ul>	Establish the unit as a go-to training and research center for MRI Radiographers and MR users nationally/internationally

6	<b>RESEARCH</b>	15%	<ul style="list-style-type: none"> <li>• Actively engage with researchers to understand details and specific needs and requirements of each study</li> <li>• Adhere to all elements of study protocols</li> <li>• Be pro-active about increasing involvement in research and assist with building a research programme for MR Radiographers</li> <li>• Attending and presenting a paper at the Annual Scientific Meeting of the International Society for MR Technologists</li> <li>• Involvement / assistance with ad hoc projects to examine influences on data quality</li> <li>• Use advanced MR expertise and specialist knowledge to optimize imaging protocols and data quality for new study protocols Work with researchers (PIs, postgraduate students, etc.) and research officer(s) to develop customized protocols</li> </ul>	<p>Users' experiments facilitated Data acquired with optimized protocols according to researcher's needs and specifications Good data quality Facilitate scans with new state-of-the-art WIP sequences New research programme and postgraduate opportunities in MRI for radiographers</p> <p>Publication of Conference/Workshop abstract and/or journal articles</p>
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### MINIMUM REQUIREMENTS

Minimum qualifications	<p>BTech in Radiography (Diag) or National Diploma Radiography                      Registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer</p>
Minimum experience (type and years)	<p>Demonstrated experience (3-5 years) in a range of MRI applications and modalities.                      Experience on Siemens platforms advantageous                      Previous clinical trial and / or research experience</p>

### COMPETENCIES

Competence	Level	Competence	Level
Communication	2	Continuous learning	2
Building interpersonal relationships	1	Analytical thinking -Problem solving	1
Teamwork - collaboration	1	Client-student service and support	2
Planning and organizing - work management	1	University awareness	1
Safely Awareness	2	Quality commitment/ work standards	2