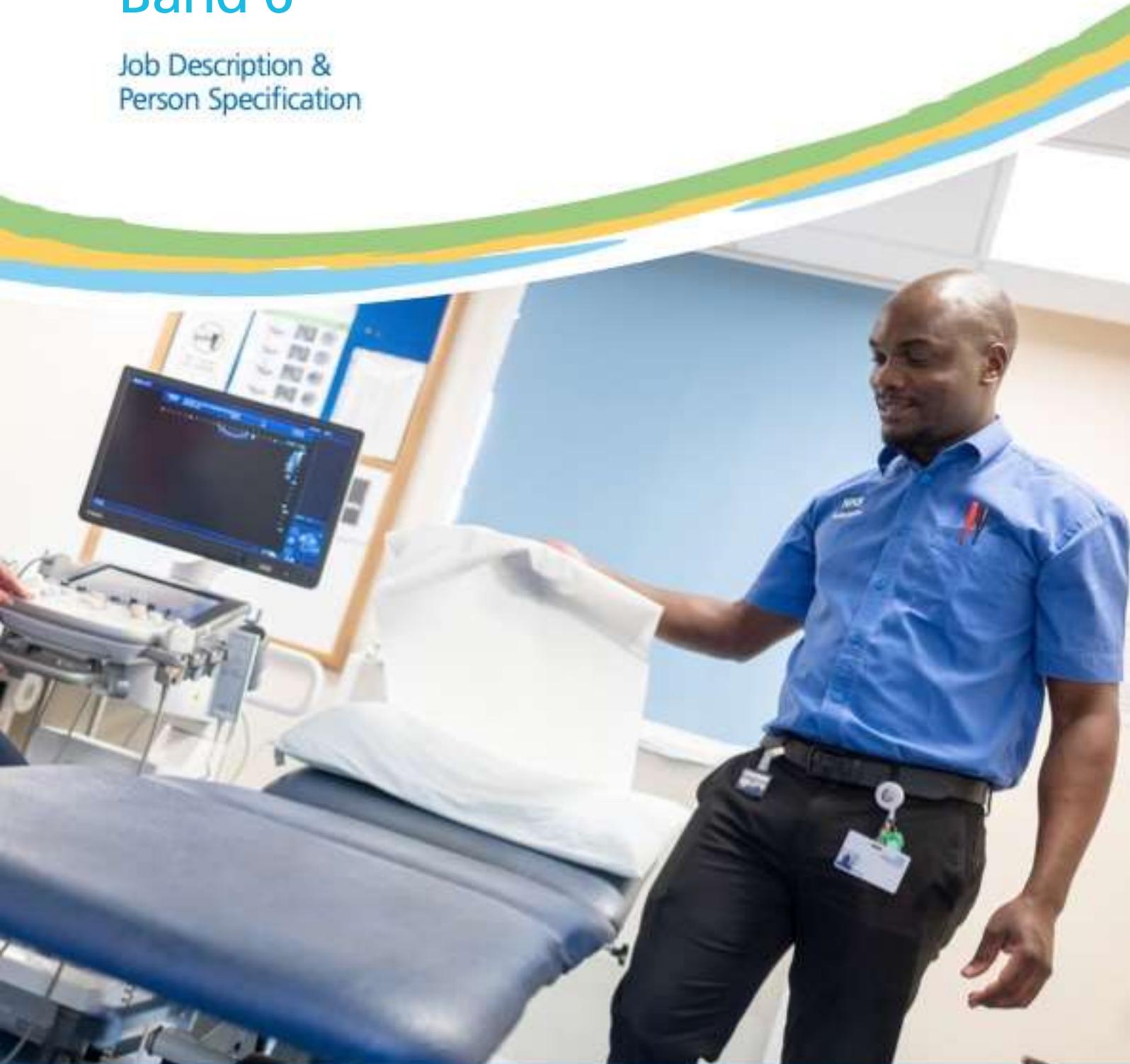


Mammographer Band 6

Job Description &
Person Specification



Our vision is to be the best rural District General Hospital
for patient and staff experience

Job Description

| | |
|---------------------------------------|--|
| Job title: | Mammographer |
| Grade: | Band 6 |
| Department: | Breast Imaging Unit |
| Responsible to: | Breast Imaging Service Manager |
| Professionally accountable to: | Clinical Director, Breast Imaging Unit |
| Hours: | 22.5 hours per week |

Job Description

- To undertake screening and symptomatic mammograms to the standard of the National Health Service Breast Screening Programme, (NHSBSP), including those required during Interventional Breast Imaging.
- To assist in the training, supervising and mentoring of Post Graduate Radiographers undertaking the Award in Mammography.
- To participate in the departmental Quality Assurance Programme, ensuring compliance at all times.
- This job entails working in the Breast care Unit and on the mobile unit. The mobile unit is located at one of five sites in the West Norfolk and Wisbech area.
- This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1973 (Exemption) Order 1975. The postholder is therefore not entitled to withhold information about convictions for which purposes are "spent" under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for the post to which the Order applies.
- Due to the nature of this service the post holder must be female- this provision applies under the SDA 1975 section 7(2) (b) in relation to GOQ.
- The postholder is expected to respect the right of confidentiality of all patients, visitors and staff in the Trust. Any breach of confidentiality will be treated with the utmost seriousness and will result in disciplinary action.

Main Duties & Responsibilities

Principal Duties:

To produce mammograms (diagnostic images) of optimum quality.

To assist in interventional procedures ensuring:

Accurate identification of the patient.

Checking that consent has been obtained

Accurate mammographic positioning for the radiologist / advanced practitioner during needle biopsy procedure.

To be familiar with the use of the ultrasound machine and chaperoning procedures.

To work to NHSBSP guidelines and quality standards.

The post holder will provide and maintain the high standard of mammography, teamwork and patient care required by the NHSBSP.

To gain knowledge of the computer systems used in the department including the radiology computer system (RIS), the Breast Screening Computer system (NBSS) and Microsoft packages.

Provide supervision, support and mentoring, for staff undertaking mammography training.

Communication and Relationship Tasks/Duties:

The Breast Imaging service has unique facets due to the complex and sensitive nature of the work and programme. In view of this, the post-holder has to be able to demonstrate empathy, compassion, considerable discretion, confidentiality, and interpersonal skills when dealing with staff, patients, their family and visitors, whilst ensuring that their dignity and self-respect is maintained at all times.

To communicate with patients, relatives, other healthcare professionals and carers to ensure individuals are well prepared for the examinations they undergo. To gain informed consent from well women and patients undergoing a wide range of examinations and to confirm any after-care and post-procedural details.

To employ effective communication techniques both verbal and non-verbal for patients who have difficulty in understanding imparted information. These may include elderly, confused, anxious, challenging, non-English speaking, physically aggressive/abusive patients and those with learning difficulties.

To communicate with all referrers to ensure imaging requests are justifiable and the clinical information provided facilitates the appropriate imaging techniques being employed in accordance with the Ionising Radiation (Medical Exposure) Regulations (2000). (IR(ME)R) regulations

Provide specialist, information and support to women, both in the screening environment and during assessment and symptomatic clinics.

To be able to rapidly assess patient personality type and respond accordingly to elicit relevant clinical history within time allowed, while also explaining the procedure, gaining consent, informing and advising the patient.

Attend case discussion at multi-disciplinary team meetings.

To liaise regularly with the members of the multidisciplinary team regarding patient and clinical issues.

Positively promote the service by talking to and advising clubs, associations etc, when requested.

Promote breast awareness, using leaflets available to us.

Knowledge, Training and Experience:

To maintain professional standards of specialist technical ability acquired through degree or diploma in Radiography and Post-Graduate award in Mammography. To maintain state registration with the Health Professional Council, through Continuing Professional Development (CPD).

To consistently carry out mammography at screening clinics maintaining appointment times of 6 minutes as per NHSBSP guidelines

Attend study days and update training courses required to maintain the Certificate of Competence in Mammography, undertake CPD, and further training as may be considered necessary to fulfil the professional role.

To demonstrate an understanding of the appearance of normal, abnormal or suspicious areas on a mammogram and to have the ability to identify and locate these on the imaging system.

To be regularly working in an identified specialist and complex field of practice where early detection of breast disease is essential.

To have demonstrable high level mammography skills supported by highly developed and/or specialist knowledge and clinical expertise and to be engaged in regular life long learning.

Assist the client accurately into position, both on the mobile unit and at the hospital, while observing correct manual handling techniques. In all mammographic techniques there is a level of clinical freedom to modify the standard technique in response to the needs of the patient's condition

To identify own training and development needs through the appraisal process and suggest ways of maintaining on going professional development.

To actively participate in Continuing Professional Development (CPD) and maintain interest in a range of learning activities, where development takes place, to ensure retention of competency to practice safely, effectively and legally within the evolving scope of practice. To demonstrate evidence of CPD through the development of a portfolio.

To participate in self-assessment and peer review of mammographic images on a regular basis to promote the maintenance of high technical standards within the

department.

Advise and assist colleagues in maintaining good standards of radiographic technique.

To promote good relations with the community in all relevant aspects of health promotion empowering patients through appropriate support and education.

To be proficient in assisting during interventional procedures carried out on the breast, using digital technology systems and employing basic nursing techniques as required.

To ensure own compliance with relevant Trust Mandatory Training Programmes.

Analytical and Judgmental Tasks/Duties:

Clinical

To have an understanding of the functions associated with the imaging equipment. Be able to accurately position an abnormality, for diagnostic core biopsy sampling or wire localisation, prior to surgical excision.

To use relevant knowledge, clinical experience and departmental protocols to select the appropriate radiographic projections in order to ensure effective high quality diagnostic imaging.

To take responsibility for highlighting any suspicious clinical abnormality and/or clinical history to the film readers.

Non-Clinical

To ensure that effective Quality Control Procedures are carried out in the working environment, ensuring that equipment performance is accurately documented and action is taken on any results outside normal tolerance levels.

Planning and Organisational Requirements:

Clinical

Consult with the Line manager to facilitate a prompt response to any departmental problems especially equipment failure.

To contribute to the day to day running of the clinics in order to maintain an efficient work flow.

Physical Requirements:

To have the ability to perform repetitive movements, often in cramped conditions, involving; standing, lifting, bending, moving, stretching, crouching, over 80 times per day whilst producing two view mammography on all women.

To have excellent hand to eye coordination and manual dexterity in order to position patients and well women for mammography and breast interventional procedures with a high degree of accuracy and speed.

To maintain the high standard of appearance and hygiene expected from members of the Directorate staff

To be a registered car driver and be prepared to travel long distances to satellite units and Regional meetings.

Responsibilities for Financial and Physical Resources:

Although as a Specialist Radiographer will not be directly involved in the financial management of the department, she is expected to appreciate the concept of the budget process. A Specialist Radiographer should be aware of the ordering and purchasing system and may be asked to supervise resources to ensure they are managed properly;

Advise the Imaging Manager on the maintenance of the department stock levels.

Participate in the QA Programme, undertaking daily and weekly testing of all equipment, ensuring optimum conditions are in place before commencing clinical work

Report and document all equipment malfunctions in the appropriate logbooks and forms

To have the underpinning knowledge to interpret QA test results and know how and when to take remedial action

Ensure that paperwork and equipment is transferred safely to the mobile unit according to confidentiality and manual handling procedures.

Ensure all radiographers and assistants are aware of the protocols for the administration of local anaesthetic and those drugs with adverse side effects.

Liaise with the appointed Radiation Protection Supervisor (RPS).

Be familiar with the Local rules for the system of work for the medical use of ionising radiation within their area.

Ensure the correct use of all radiation monitoring devices.

To supervise junior members of staff, including Trainee Mammographers and Assistant Practitioners through guidance and leadership on a daily basis.

To participate in the departments training programme for visiting Medical Students, Radiography Students, and training Mammography radiographers.

To promote good working relationships with colleagues and other departments.

Delegate some duties and responsibility to other staff.

To ensure that all patients are positively identified prior to radiographic procedures and that all relevant details and clinical histories are correctly recorded.

You will be required to use VDU equipment daily.

Research and Development:

To participate in local and national surveys, audits, clinical trials and equipment testing, when required.

Participate in regular clinical audit through the NHSBSP and local clinical governance guidelines.

To engage in self-reflection to develop own clinical standards and work practices.

To attend the Breast Multidisciplinary Team Meeting on a regular basis.

Freedom to Act:

To act in a clinically independent way and continuously develop clinical practice within a defined field.

To work across professional boundaries.

To consistently work independently, as well as part of a multi-disciplinary team in the management of the Breast Screening Programme

Mental /Emotional Requirements:

To perform primary screening mammography in static and mobile units on anxious women with no symptoms of breast disease.

To perform specialised mammography for women with screen detected abnormalities, at weekly assessment clinics, who can be emotionally demanding. Be able to produce consistently high standards of diagnostic images to comply with NHSBSP standards.

To be able to work under pressure with an unpredictable workload and deal with the stresses that accompany this. Long periods of concentration are required in order to provide the optimum diagnostic service.

Working Conditions:

Fast and accurate working on mobile unit with repetitive bending, twisting, stretching movements of arms, shoulders, neck and back, within a confined space

Ensure that the mobile unit is maintained as a suitable environment for staff and patients by checking for and reporting any external damage prior to daily use. Regular cleaning of the internal environment and fill the water tanks if appropriate.

Governance and Statutory Requirements

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

Equal Opportunities and Diversity

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The

post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

Health and Safety & Risk Management

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times. All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

Infection Control

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.

As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or

negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

Safeguarding Children/ Vulnerable Adults

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.

THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY

| Person specification | | | | |
|---|-------------------------|---------------------|---|---|
| Criteria | Essential/ Desirable | Means of assessment | | |
| | | A | I | Q |
| Qualifications/training and professional development | | | | |
| BSc (Radiography) or The Diploma of the College of Radiographers. | E | X | | X |
| Post Graduate/ Post Registration Certificate of Competence in Mammography or be prepared to gain this qualification. | D | X | | X |
| Current Full UK driving licence. | E | X | | |
| Evidence of appropriate participation in CPD. | E | X | | X |
| Experience | | | | |
| Post registered practical experience as a radiographer. | E | X | X | |
| Skills, abilities, and knowledge | | | | |
| Knowledge of IR(ME)R. | E | X | X | |
| To be fit to cope with a variety of physical challenges arising from mobile screening workload, and departmental duties. | E | X | X | |
| To be able to communicate well at all levels both written and verbal. Post may require handling of sensitive information, such as cancer diagnosis & treatment pathways, dealing with conflict resolution and negotiating skills. | E | X | X | |
| To be able to work independently and to use initiative. | E | X | X | |
| To identify and promote change and improvements to the breast imaging service. | E | X | X | |
| To be perceptive, to rapidly assess and respond to client personality & attitude. | E | X | X | |
| To encourage good practice through research, clinical audit and continuous improvement teams. | E | X | X | |
| Aptitude | | | | |
| Have high professional standards and skills, with the ability to work quickly to a consistently high standard. | E | X | X | |
| Willing to be flexible to meet needs of the department workload. | E | X | X | |
| To be a careful, methodical and enthusiastic person, who can respond positively to adverse situations. | E | X | X | |