

**JOB DESCRIPTION**

1. **JOB IDENTIFICATION**

#### Job Title: Advanced Practitioner Mammographer

Responsible to: Radiology Clinical Manager

Reports to: Consultant Mammographer

Department(s): Radiology

Directorate: Women, Children and Clinical Services

Operating Division: Fife Acute

Job Reference:

No of Job Holders: 1

Last Update (insert date): 03/04/2024

1. **JOB PURPOSE**

To work as a member of the Multidisciplinary Breast Team responsible for producing high quality breast imaging and x-ray guided breast interventional procedures.

**Job Summary:**

Justify and perform mammography and stereotactic (x-ray guided) examinations, providing direct care to assist in the management of patients referred from clinicians and other referrers.

1. **DIMENSIONS**

**General:**

* Demands for diagnostic imaging are generated by the specific needs of each clinical area. Images must be suitable for diagnosis and archived on PACS.
* The Consultant Mammographer will agree an annual personal development plan with the post-holder.

**Clinical areas:**

* Ultrasound , Mammography and general x-ray rooms.
* The breast service covers imaging patients within a wide age group, including individuals who have varying degrees of ability and understanding.

**Clinical activity:**

* Approximately 4500 Mammography examinations and 100 stereotactic procedures per annum.

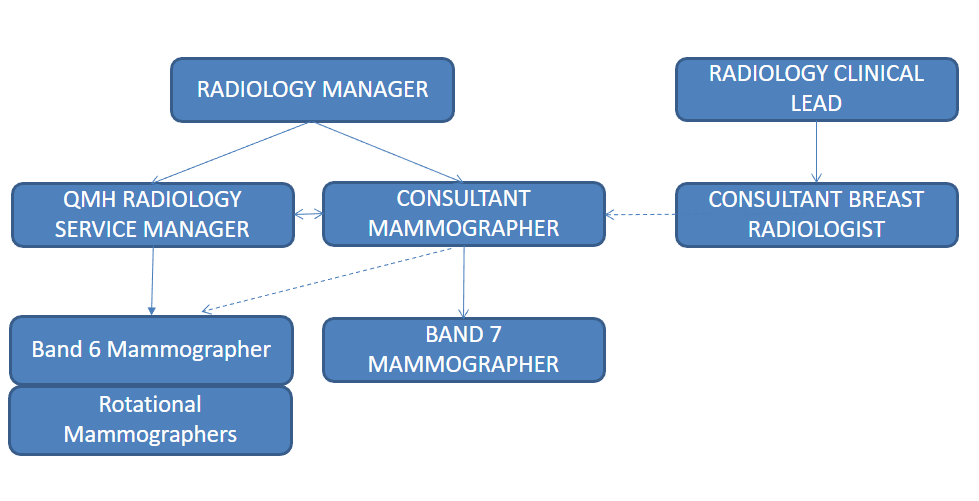
**Clinical provision:**

* The Mammography service is open from 8.30am until 4.45pm 5 days a week including Public Holidays.
* Additional Mammography sessions are provisionally booked on 2 Saturdays per month, there is an expectation for the post holder to participate in the rotation for cover.
* X-ray guided interventional procedures are performed as appropriate to assist with disease management and to localise abnormalities prior to surgical excision. Exact session times are not set, but the expectation is that the service will be offered as appropriate to meet demand.
* The postholder will be expected to have successfully completed a post-graduate course in this discipline.
* The post-holder will work with a team of mammographers and healthcare support workers to manage this part of the service.

**Staff Responsibility:**

* Management of x-ray guided interventional procedures provision including (but not exclusive to) booking appointment times, discussion of cases with consultant-grade staff, checking stock levels of consumables and ensuring equipment maintenance is up to date.
* Contribute to the creation and revision of relevant Standard Operating Procedures as appropriate
* Any other ad hoc duties deemed appropriate to the skill set of the post-holder.
* Participate in the supervision and training / mentoring of Student Radiographers on clinical placement.
* Direct and supervise the workload of Students, and Support workers.

1. **ORGANISATIONAL POSITION**



1. **ROLE OF DEPARTMENT**

* Provide a high quality, efficient and comprehensive breast imaging service to the local population.
* Diagnostic imaging equipment is used to carry out radiological examinations on patients and reports are provided to referring clinicians. The report assists the referrer in providing a diagnosis of the patient’s condition to decide on an effective course of treatment and care.
* The departmental clinical governance strategy ensures a high standard of care for patients undergoing radiological examination and promotes multidisciplinary team working.
* Provide a suitable environment for the training and assessment of student radiographers.

1. **KEY RESULT AREAS**

It is the post holder’s responsibility to minimise radiation dose to staff, patients, the general public and self. Radiology is a rapidly changing environment. Advances in technology and technique require the post holder to continuously update knowledge and skills, particularly those surrounding

**Clinical**

**MAMMOGRAPHY**

On a daily basis to:

* Perform all routine and specialized mammographic procedures including imaging of theatre breast specimens.
* Be prepared to extend their role into advance practice with the support of the department and Consultant Radiographer/Radiologist.
* Communicate highly complex, sensitive information and explain both general and specialised procedures to patients using a range of verbal and non-verbal communication skills.
* To support agitated and anxious patients prior and during examinations.
* Plan and perform wire or seed localisations, and stereotactic or tomosynthesis guided biopsies. Supervise mammographers during these procedures and set up trolleys using aseptic techniques.
* Carry out daily quality assurance tests
* Act independently in the assessment of referrals for X-Ray examinations, taking full responsibility for the justification of general X-Ray examinations in order to reduce unnecessary ionising radiation exposure of patients in accordance with IR (ME) R 2000.
* To be reflective / independent in thinking and outlook.
* Maintain a high level of expertise in the safe operation of highly complex imaging equipment, including regular equipment testing and managing faults effectively.
* Prioritise workload depending on the severity of the patient’s condition and whether diagnostic imaging will have a direct impact on their management.
* Provide advice to clinicians on patient’s condition.
* Communicate effectively as part of the radiology team to provide a high quality imaging service.
* Communicate with fellow healthcare workers to ensure efficient and effective delivery of care.
* Communicate with clients and patients giving an explanation about the examination to be performed to gain their consent and cooperation.
* To care for the needs and welfare of every patient.
* Adapt technique to accommodate the varying physical needs of each patient.
* Utilise interpersonal skills associated with gaining patient compliance, accommodating the varying emotional needs of each patient. The result being an optimal image under the circumstances - with minimal dose – to aid diagnosis.
* Input detailed patient data (demographic / image) thus maintaining accurate patient records.
* Maintain the knowledge and skills associated with current advances in technology and diagnostic techniques.
* Maintain a safe working environment.
* Comply with the organisations policies for Infection Control.
* Comply with the organisations dress code policy.

**Managerial**

* Be able to exercise personal responsibility and make decisions in complex and unpredictable circumstances.
* Participate as part of the multi-disciplinary Breast team in patient care
* Contribute to, and participate in, training schedules for, Student Radiographers and Support Workers.
* Delegate appropriate tasks and supervise Student Radiographers and Support workers within Radiology.
* Be actively involved in Audit and Quality Assurance to achieve departmental Clinical Governance and Clinical Effectiveness goals.
* Prioritise / schedule workload to accommodate unplanned cases.
* Comply with professional / organisational policies and procedures such as:
  + Ionisation Radiation (Medical Exposures) Regulations 2000 – IR (ME) R 2000.
  + Local Radiation Protection Procedures
  + COSHH
  + Professional Code of Conduct
  + Incident reporting
  + Manual Handling
  + Infection Control
  + Data Protection / Confidentiality
* Contribute and comply with all departmental policies such as:
  + Quality Assurance Programme
  + Clinical Effectiveness
  + Health +Safety
  + Clinical Governance
  + Local MRI rules

**Educational**

* To attend multidisciplinary meetings when able and to communicate in an effective and timely manner with the multidisciplinary team to ensure an agreed and consistent approach to patient care.
* Participate in mandatory training and actively pursue Continuous Professional Development keeping an up to date personal record in accordance with HCPC requirements.
* Maintain knowledge of technological and technical advances in methods of diagnostic imaging in order to promote a culture of continuous improvement within the department.
* Develop knowledge and understanding within evidence-based framework and transfer to situations encountered in practice.
* Maintain / update skills as necessary to achieve required competency level.

**7a. EQUIPMENT AND MACHINERY**

A variety of specialised investigative and diagnostic imaging equipment is utilised which comprises of multifunctional controls. The equipment is operator dependent and requires specific skills to achieve images of diagnostic quality. Post holders use the majority of the equipment listed below. Equipment costs vary from £40,000 to over £1,000,000.

Diagnostic Equipment

* Mammography unit and biopsy equipment
* Ultrasound
* Faxitron

Accessory Equipment

* PACS system
* Label Printers
* PC / “dumb” terminals – used in daily administration (quality assurance / communication [email] etc)
* A variety of immobilisation / support devices such as foam pads and bucky bands
* Patient Hoists / Aids
* Patient wheelchairs / trolleys

**7b. SYSTEMS**

Radiology Information System (RIS) for patient registration, link to PACS and data management.

Picture Archive and Communication System (PACS) for storage, access and transfer of images.

Access the internet and trust intranet via departmental PC’s / “dumb” terminals.

Use software programmes such as Microsoft “Word” and “Excel” to create documents and tables e.g. used for quality assurance and audit.

**8. ASSIGNMENT AND REVIEW OF WORK**

Demands for diagnostic imaging are generated by the specific service needs of each clinical area from across the board. Images must be suitable for diagnosis and archived on the PACS.

One stop Breast Clinic is a specific stakeholder of the Mammography Service

Consultant Mammographer / Consultant Radiologist will be available to consult on a daily basis.

Principal Radiographers will delegate other non-clinical tasks.

The Consultant Mammographer will undertake appraisal in order to agree an annual performance development plan.

**9. DECISIONS AND JUDGEMENTS**

Freedom to act

* Assess and understand a wide range of clinical information from a variety of disciplines and to critically evaluate it’s relevance in relation to the post holders specialty.
* Prioritising workload according to patient and service needs.
* Problem solve (in conjunction with colleagues).
* Be accountable for own professional actions.
* Independently evaluate clinical information, provided by referrer, to decide whether

Examinations requested are “justified” (under IR[ME]R 2000 regulations). If requests are not “justified”, discuss with referrer as appropriate.

* Assess mental, physical and emotional condition of patient prior to examination. Technique may need to be adapted to suit these conditions in order to minimise risks and achieve best possible diagnostic outcome.
* Assess condition of patient to determine if an adverse reaction has occurred after “contrast” medium has been administered.
* After examination ensure patient understands procedure for receiving results, and is well enough to be discharged from the department.
* Aware of how quickly, controlled and stable situations can soon become emergency or

life threatening and can respond with speed and accuracy to minimise delays in

treatment / diagnosis.

* Assess images for diagnostic and photographic quality.
* Assess and document student radiographer’s competency.

**10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**

* Maintain high levels of accuracy at all times to reduce risk of unnecessary irradiation.
* On a daily basis be prepared to operate imaging equipment in differing and demanding environments.
* On a daily basis deal with anxious and distressed patients and their relatives
* Being able to manage an unpredictable work load effectively and interact successfully with fellow health care professionals and patients.
* Combining training in new techniques or newly procured equipment with normal patient workload.
* Directly supervise and train Mammographers, Student Radiographers and Support Workers whilst maintaining a high throughput of patients.
* Continual multi-tasking, constantly re-appraising and prioritising workload.
* Work in unpleasant conditions where there is direct contact with bodily fluids, blood borne infections, MRSA, parasites and body odours.
* Aware of how quickly controlled and stable situations can escalate to become an emergency or life threatening.
* Exposure to cases where the patient’s prognosis is poor.

**11. COMMUNICATIONS AND RELATIONSHIPS**

**Patients**

* Provide information by explanation of often-complex procedures, listening to the patient’s requirements in order to encourage compliance with the imaging process . (Daily)
* Some patients will have a barrier to understanding or be unable to communicate. The post holder must try to allay fears by ensuring that patients have the benefit of informed choice. (Frequently)
* Patient’s illness might require the adaptation of the imaging technique, utilisation of developed motivational and persuasive skills to acquire correct position and reduce mobility to produce an acceptable diagnostic image. (Daily)
* Communication skills are adapted to meet the needs of patients who may be anxious, , with a variety of mental and physical disabilities, in pain or with language barriers. These barriers must be overcome by using clear, comprehensive, sympathetic and persuasive skills. (Daily)
* Design and develop written information for patients.

## Relatives/Carers

* Provide reassurance. (Frequently)
* Provide information using tact and diplomacy in the context of the standards of professional and personal conduct and within the regulations of the Data Protection Act. (Daily)
* Ask for assistance with, and instruct in methods of immobilisation, maintaining Radiation Protection. (frequently)
* Receive informed consent from relatives to continue with an examination when a patient is unable to communicate. (Occasionally)

**Radiography Staff (internal/external)**

* Communicate with all staff on any aspect affecting daily management of the department. (frequently)
* Delegate tasks to Radiographic Assistants and porters. (Occasionally )
* Pass on information relating to patient transfer to colleagues. (Daily)
* Consult with radiologists for advice. (Frequently / Occasionally depending on clinical area)

## Medical Staff

* Query incorrect or unnecessary referrals in order to reduce patient radiation dose. (Frequently)
* Provide advice on guidelines for relevant X-ray examinations. (Occasionally)
* Seek help and advice when appropriate. (Occasionally)
* Work in conjunction with Clinicians. (Occasionally)

**Other hospital staff**

* Liaise with porters / ambulance staff, regarding patient transfers. (frequently)
* Admin and clerical staff regarding patient data. (frequently)
* Security staff, when issues of staff or patient safety may be compromised. (Occasionally)

**Other external staff**

* Service engineers. (frequently)
* Work with Medical Physics to ensure optimuim dose for examinations.

**12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

**Physical Skills:**

* Positioning of patients demands a high degree of accuracy to minimise radiation dose i.e. avoid repeat exposure and to demonstrate the correct anatomical features required.
* Highly developed hand-to-eye coordination is required to manipulate imaging equipment / images.
* Have the expertise to handle and operate highly specialised and expensive equipment.
* Trolley setting under aseptic techniques (used for interventional / biopsies)
* Possess keyboard skills for the entry of data into the RIS, and PACS.
* Basic life support skills.
* Manual handling skills.

**Physical Demands:**

* Maintain a level of physical fitness to frequently move diagnostic equipment.
* Ensuring a safe environment for both patients and staff requires that heavy lead lined doors in controlled areas are closed prior to exposure of radiation, for each examination.
* The majority of the working day is spent standing, walking or bending.

**Mental Demands:**

* Providing supervision / direction to other staff while carrying out personal caseload.
* Prioritising workload requires diplomatic skills in discussion with referrers from a variety of clinical areas.
* Should imaging equipment malfunction during an examination evaluate the situation and provide an immediate solution. This can lead to a highly stressful and demanding episode.

**Emotional Demands:**

* The post holder will deal with a variety of patients some of whom may require extremely sensitive handling. The nature of this referral pattern can lead to unpredictable emotional demands.
* Exposure to verbal abuse.
* A risk of exposure to physical abuse from patients who may be confused, disorientated etc
* Dealing with patients who have emotional demands due to receiving unfavourable health news.

**Working Conditions:**

* Exposure to bodily fluids, blood borne infections, parasites, MRSA and unpleasant odours frequently throughout all shifts.
* Moving from cold air-conditioned areas to hot air conditions in the working areas.
* Working constantly in artificial lighting with little or no natural daylight.
* Periods of time spent processing data using visual display units.
* Working with equipment which has constant low level noise.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

* D.C.R. or BSc in Radiography.
* Pg Cert in Mammography
* Successful completion of a post graduate module in x-ray guided procedures
* HCPC Registration.
* Evidence of Continuing Professional Development (including an up to date portfolio).
* Good written and verbal communication skills.
* Information Technology skills.
* “Applications” training on individual pieces of equipment.
* Good working knowledge of Ionising Radiation (Medical Exposure) Regulations 2000.
* Ability to work as part of the multi-disciplinary team.
* Ability to maintain required level of competence within area of remit.
* Ability to participate in Public holiday rotas.

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |