NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION

CAJE:**SC06-3890(rev 24)** | Job Title | ASSISTANT PRACTITIONER |
| Department(s)/Location | BREAST IMAGING, NINEWELLS HOSPITAL |
| Number of job holders | 1 |
| JOB PURPOSEThe East of Scotland Breast Screening Service is commissioned by the National Services Division of NHS National Services Scotland for and on behalf of the Scottish Executive. NHS Tayside is responsible for the management of the Breast Screening Programme services provided to the NHS Board areas served (Tayside and NE Fife). The Service is responsible for the identification, screening, assessment and onward referral of eligible women aged 50-70 in the catchment area. The Symptomatic Breast Imaging Service provides an assessment and diagnosis facility for patients referred from Dundee, Angus and North East Fife.The post holder will be a member of the radiographic team, providing a mammography service for the UK NHSBSP within Directorate of Specialist Surgery. The Breast Imaging Department provides a very high quality mammography service to the population of Tayside and Northeast Fife.  |
| ORGANISATIONAL POSITIONBreast Screening Services ManagerSuperintendent RadiographerSenior I RadiographersQA RadiographerImaging Department AssistantsClinical Specialist RadiographersLead ClinicianConsultant RadiologistsAssistant Practitioner |

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| SCOPE AND RANGE* To provide high quality mammographic breast screening service for a population of 76 000 women between the age of 50-70 across two health boards within a 3 yearly cycle.
* Have the responsibility for the accurate and safe delivery of high quality mammographic examinations, working under the supervision of a Senior Radiographer.
* Provide supportive care for all patients undergoing mammographic procedures numbering up to 60 per day.
* Undertake quality control procedures and inform Radiographers of the results.
* To assist the Imaging Department Assistants as required.

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| MAIN DUTIES/RESPONSIBILITIES**Organisational:**The post holder will: • carry out mammography screening x-ray examinations and provide direct care for women attending the mobile and/or static units. The examinations will be a medio-lateral oblique and cranio-caudal projections only.• also undertake duties relating to downloading of images and checking images are on correct systems with correct demographics. * communicate effectively within the multidisciplinary team at Assessment clinics to ensure accurate, efficient and patient focused care.
* Implement emergency procedures in the case of cardiac arrest, fire or radiation emergency.
* Report all incidents, accidents and errors to health and safety advisor.
* Responsible for maintenance of stock control of certain items e.g. surgical gloves, swabs dressings etc, and security of stock.

 **Quality Assurance:**The post holder will: * Participate in mammogram (breast x-ray) classification in relation to perfect, good, moderate or inadequate category as set by The National Health Service Breast Screening Programme.
* Have to achieve 97% of mammograms performed within the perfect good or moderate category.
* Perform mandatory daily and weekly quality assurance (QA) test on the various mammographic equipment.
* Analyse results from the QA tests and report any abnormalities to the Senior Radiographer.

**Clinical:**The Post Holder will: * Work within the Breast Screening Service, proving high quality mammography, in compliance with very strict National Health Service Breast Screening Programme (NHSBP) guidelines, also within symptomatic service providing high quality mammograms
* Apply Ionising radiation regulations including Local Rules, IRR 2017 and IR(ME)R 2017 legislation throughout all practice.
* Implement clinical protocols throughout the process, and recommend adaptations to suit individual circumstances.
* Understand the function, limitations and potential dangers of expensive and highly complex equipment and ensure that it is used safely by all members of the team.
* Ensure accurate records are kept for each client and that radiation exposures are noted and stored.
* Check personal details, assess and document all relevant clinical signs of breast or associated disease for each client.
* Require an in depth knowledge of the Breast Screening Service and impart all relevant information, explanation of examination, time to results and answer all relevant questions within a five-minute time frame, whilst maintaining the production of high quality mammograms.
* Have personal responsibility to maintain their own evidence of continual professional development (CPD).
* Have the ability to travel to and from the mobile mammography unit as it travels throughout all of Tayside and Northeast Fife.
* Work or as required, on the mobile mammography unit, where the post holder is required to work with only one other colleague, with no clerical, technical or medical back-up on hand.
* On the mobile mammography unit produce high quality mammographic images without the facility to process films and check for technical quality. This requires a very high standard of work with resultant additional pressure on performance.
* Adhere to local and national policy for confidentiality and data protection
* Actively participate in annual Quality Assurance visits from the Scottish Breast Screening Service.
* Participate in weekly multidisciplinary team meetings
* Be responsible for providing assistance to the Consultants and chaperoning women when necessary, at clinics.
* Assist the Radiographers during core biopsy examinations. This will include setting up sterile trays and remaining with the lady throughout the procedure.
* Provide support and care for women who are often highly anxious and distressed due to the possibility of facing a potentially life threatening disease.
* Exercise personal responsibility and make decisions in unpredictable circumstances i.e. patient collapse, emotional distress or bleeding post core examinations.

**Induction Standards & Code of Conduct**Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers. |

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| COMMUNICATIONS AND RELATIONSHIPSThe post holder will:* Liase with all members of the clinical team, radiologist, surgeons, clinicians, nurses etc. to ensure effective running of the service.
* Communicate effectively with clients with learning difficulties or those which have a language barrier, such as deaf patients and those whose first language is not English
* Deal in an effective, sensitive and professional manner with clients and carers with regard to equality issue e.g. cultural diversity, ethnicity, religion, disability etc.
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| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOBThe post holder will:* Be required to complete the Scottish Mammography Education Centre’s Certificate in Mammography. This course has been validated by Queen Margaret University College, Edinburgh. This is equivalent to SVQ level 3/4.
* Provide evidence of continuous professional development in order to maintain their skills.
* Have a working knowledge of the Ionising Radiation Regulations 2017 and the Ionising Radiation (Medical Exposure) Regulations 2017 and how to apply them within the department.
* Be willing to undertake mandatory regular mammographic update training as required.
* Be willing to keep up to date with policy and procedural changes within NHS Tayside and undertake equipment training as required.
* Be prepared to undertake mandatory training in Fire, CPR and Manual Handling
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| 1. SYSTEMS AND EQUIPMENT

 The post holder will: * Have shared responsibility for all equipment within department and on the mobile mammography unit.
* Be able to reorganise workload at short notice during a machine breakdown, recognise and report faults to the Senior Radiographer.
* Use Information Technology to support hospital patient registration, and online Datix to report adverse incidents. Be proficient in the use of Internet and trust intranet access. Be able to use Microsoft word and excel for CPD requirements.
* Equipment used includes: - mammography units, Digital stereotactic equipment for x-ray guided procedures, various attachments and paddles for supplementary mammographic procedures, ultrasound equipment .

**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| PHYSICAL DEMANDS OF THE JOBPhysical effort:-* Manoeuvre clients into the correct position for mammography (clients booked every 5 minutes), repeat this process up to 30 times throughout the entire working day. Positioning clients for mammography involves the Assistant practitioner having to awkwardly bend placing strain on the spine particularly lower back, neck and shoulders. Working in the confined space of the mammography equipment compounds this. Assistant Practitioners are required to manoeuvre disabled clients in wheelchairs within a very confined area on mobile unit for mammography (approx. twice a week)

Physical skills* Breast Screening Mammography requires precise and accurate positioning of the client at speed to maintain standard as set by NHS Breast Screening Programme guidelines with a maximum of 30 per day per Assistant Practitioner, 5 days per week.

Mental effort* Screening clients requires the Assistant Practitioner to maintain a high level of concentration throughout the working day in order to achieve standards, again this can be up to 30 patients a day and throughout an entire shift.

Emotional effort* Although not involved with imparting bad news, the Assistant Practitoner may have to deal with a client who has just received bad news and try to support and encourage them to progress with further procedures i.e. whilst assisting with core biopsies.
* Constantly respond to patients anxiety and uncertainty during mammography, try to put patients at ease and alleviate their worries about the procedure (up to 30 times a day)

Working conditionsThe post holder will:-* Deal with patient’s wound after a core biopsy and apply suitable dressing, often being in direct contact with body fluids.
* Is likely to be come in contact with unpleasant working conditions at any point during the working day such as unpleasant body odours, bodily fluids and infectious diseases.
* Work on a daily basis with radiation.
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| DECISIONS AND JUDGEMENTSThe Post holder will: -* Work supervised within a protocol defined field in order to obtain expected results.
* Manage their own workload and work autonomously within a team environment, with the Senior Radiographer/ manager available for consultation if required.
* Work supervised on the mobile breast screening unit
* Take full responsibility to check patient identification before proceeding with the examination.
* Use own judgement to decide if a patient is emotionally or physically unsuitable for a procedure and decide when to abandon the examination.
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| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB * Requires a highly developed physical skill and precision to consistently maintain a very high standard of mammography.
* Respond appropriately to all levels of anxiety/ uncertainty during mammographic procedures. This can be emotionally draining.
* Impart and accurately record all relevant information, and perform examination within a five-minute appointment.
* Evaluate all QA results to maintain excellent film quality and take immediate action to inform the Senior Radiographer if a fault appears.
* Repetitive nature of the job is both mentally and physically challenging.
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| JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |