###### NHS GREATER GLASGOW JOB DESCRIPTION

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# JOB DESCRIPTION GUIDANCE NOTES

*Use this template to create or revise NHS job descriptions. This template is intended for use with the NHS Job Evaluation Scheme.*

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| 1. **JOB IDENTIFICATION**      |  |  | | --- | --- | | **Job Title:** | **Assistant Practitioner in Mammography** | | **Responsible to (insert job title):** | **Clinical Director**  **Reports to Superintendent Radiographer** | | **Department(s):** | **West of Scotland Breast Screening Service** | | **Directorate:** | **Breast Screening** | | **Operating Division or GGHB:** | **Acute Diagnostics** | | **Job Reference number (coded):** |  | | **No of Job Holders:** |  | | **Last Update (insert date):** | **January 2020** |   **Shift pattern:** Flexible between 08:00 – 20:00 Monday – Sunday as required by the service.  The service may move to an extended working day in the near future. It is therefore important applicants can commit to working flexibly between the hours of 08:00 and 20:00 Monday to Sunday to meet service demands. |

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| 1. **JOB PURPOSE**      1. To deliver a high quality effective and efficient Mammography screening service including provision of direct care to all women attending West of Scotland Breast Screening Service. 2. To undertake quality control procedures and follow local guidelines for recording and reporting as appropriate. 3. To work with other colleagues in the breast screening team. 4. To contribute to Health Promotion and the improvement and development of the Breast Screening   Service in Scotland  **3. ROLE OF DEPARTMENT**  **Dimensions: The Role of The Breast Screening Service**  The provision of highest quality efficient and effective breast screening service on a three yearly cycle for women in the age range of 50–70yrs, and on request from those over age, who are resident in the geographical area covered.  Diagnostic imaging equipment is used to complete mammography screening; a result is sent to each individual and copied to her General Practitioner.  Where necessary, further assessment including Image guided biopsies are carried out to assist in the diagnosis, treatment and care of disease, and where appropriate women are referred to specialist Surgical units.  The ethos is one of client – centred, culturally sensitive care delivered in a safe and supportive environment, to meet the physical and psychosocial needs of those attending. Workload /Clinical Activity: The West of Scotland Breast Screening Service offers mammography screening to 300,000 women on a three - yearly cycle either at the static centre or on one of six mobile units. Between 4% and 5% of women screened are then invited for further assessment to review clinics held in the static centre in Glasgow.  The geographical area covered by WSBSS includes Greater Glasgow, Argyll and Clyde, Lanarkshire and West Forth Valley Health Boards.  The static centre also incorporates the Scottish Academy of Breast Imaging. |
| 1. **ORGANISATION POSITION.**   Clinical Director  Training Coordinator Superintendent Radiographer/Operational  Manager      Superintendent Radiographers Advanced Practitioner Radiographers      Senior Radiographers/Mammography Specialists    Assistant Practitioners      Health Care Support Workers Transport Officers  **5. SCOPE AND RANGE**   1. The Post Holder will: carry out mammography screening x-ray examinations and provide direct care for women attending mobile units and/or the static centre. This is undertaken under the direction and supervision of a state registered practitioner. 2. The post holder will undertake duties to contribute to the smooth running and efficient running of the department as required by management   **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES**   1. **Clinical Activity**: 2. The Post Holder will: carry out mammography screening x-ray examinations and provide direct care for women attending mobile units and/or the static centre. This is undertaken under the direction and supervision of a state registered practitioner. 3. The post holder will undertake duties to contribute to the smooth running and efficient running of the department as required by management. 4. **Legal and Ethical:**   **The Post holder will**:   1. Practice within protocols and procedures of the Scottish Breast Screening Programme 2. Adhere to the Ionising Radiation (Medical Exposure) Regulations 2017and IRR 99 3. Adhere to organisational and National policy regulations governing:   Clinical Governance  Quality Assurance Programme  Confidentiality and Data Protection  Health and Safety  Adults with Incapacity  COSHH  Clinical Effectiveness  Other mandatory learning   1. Adhere to Departmental policy procedures pertaining to:   Emergency procedures  Electrical safety  Infection control  Clinical waste disposal  All departmental protocol   1. Actively pursue and provide evidence of Continuing Professional Development   **c. Clinical Governance**  **The Post holder will:**   1. Participate in clinical development and support, for self, team and other appropriate individuals 2. Participate in trials of new technology and equipment when required. 3. Maintain the appropriate knowledge and skills required for performing mammography diagnostic procedures. 4. Demonstrate relevant techniques and procedures to visiting personnel, e.g. students, medical and nursing, professionals when required. 5. Demonstrate the ability to function competently as a member of the Multidisciplinary Team 6. Demonstrating continuing professional / personal development of knowledge and skills. 7. **Research/ Audit**   **The post holder will:**   1. Participate in clinical trials and audit when appropriate. Involvement may vary, however, the minimum, in line with Clinical Excellence requirement is that the post holder be accountable for Individual continuous assessment, monitoring and recording of personal clinical standards. Audit of individual standards of technical quality with regard to diagnostic images on a continual basis is mandatory. 2. Input to Risk assessment. 3. Meet annually with line manager to ratify personal /professional development plan   **7. Equipment**   1. **X-ray systems**   **Static Unit**  X-Ray systems: Hologic Selenia Dimensions  1 Affirm Biopsy unit  Prone Digital biopsy Unit  Revolve Biopsy Unit  Kubtec Specimen Cabinet X-ray unit  Hologic Atec Eviva Biopsy System  Bard Encore Biopsy System  PACS  Samsung Ultrasound units  QA test tools  **Mobile units**  8 X-Ray systems: Hologic Selenia/3D Dimensions   1. **Systems** 2. Scottish Breast Screening IT System (SBSS) and spreadsheets to:-   Check and Input patient details and record relevant information as required.   1. Use software programmes (Microsoft Word) to create documents, reports, assessments and personal development programmes, Microsoft Excel for audit and Power Point for presentations. 2. Spreadsheets as required by the department e.g. audit and quality control. 3. Access the Internet and Trust Intranet e-library to research relevant information for both personal and professional development   **8. Decisions and Judgements**  **The Post holder will:**   1. Work within broad local departmental guidelines. 2. Decide whether or not an x-ray exposure can be justified. 3. Ensure the safe use of diagnostic imaging equipment. 4. Make judgements, the complexity of which is consistent with producing optimum images   I.e. initial assessment of a client’s physique, physical, mental abilities and the balance between image quality and the dose given.   1. Ensure appropriate acquisition and storage of images on image archival system 2. Be aware of the sensitive nature of the procedures and respond appropriately to the expectations and diverse behaviour in clients e.g. uncertainty, anxiety, fear, denial and aggression. 3. Record relevant medical history and accurately observe any clinical conditions that may influence the medical management of the woman. 4. Perform quality control tests on equipment and record and report results following local guidelines. 5. Inform radiographers of equipment faults. 6. Inform the Management of any areas of concern linked to the service 7. Record and report incidents, accidents and complaints. 8. Participate in routine personal dosimeter testing   **9. COMMUNICATIONS AND RELATIONSHIPS**  **The Post holder will**   1. Contribute to the smooth running of the service. 2. Possess a knowledge of the Breast Screening Service incorporating the Review and Assessment clinic system, in order to liaise, collaborate and negotiate with all relevant disciplines to ensure thesmooth running and efficiency of the Service for both clients and staff. In addition to Consultant Radiologists those involved include Surgeons, Clinicians, Nurses, X-ray Helpers, Transport Officers, Secretarial, Administrative and Clerical staff. 3. Deal in an effective, sensitive and professional manner with clients and carers, demonstrating due regard for equality issues e.g. cultural, ethnic and religious diversity, language barriers and a range of physical, mental and/or psychological conditions. 4. Use enhanced communication skills to convey the technical complexity of the examination at a level appropriate to each individual, building confidence and trust with clients in often vulnerable circumstances. 5. Use Information Technology and respond to developments in IT in order to support best practice. 6. Local roles and responsibilities may change as the service develops and any such changes will be discussed and agreed in advance, and will be consistent with the role and grading.   **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**  The Post holder requires a high degree of fitness and stamina in order to perform the number of mammography examinations routinely undertaken in a shift. Physical Skills:  1. Mammography requires considerable dexterity, coordination and highly developed physical and sensory skills in order to achieve optimal positioning to the required precision. 2. Appropriate compression force applied to each breast is vital to the examination. Perception of discomfort may vary with each individual as can client tolerance for remaining still while maintaining an unnatural position during the x-ray exposure. 3. There is significant requirement for accuracy combined with speed. 4. Expert handling is required for operating highly specialised and expensive technical equipment. 5. Keyboard skills are necessary for data entry. 6. **Physical Effort:** 7. Walking, standing, bending, stretching, pushing, lifting and guiding anatomical parts are all involved in positioning women in the highly specialised equipment. 8. The location within the area covered by WoSBSS can require the post holder driving in excess of one hundred miles to a mobile unit prior to the start of a shift. Return journeys of between thirty and eighty miles per day are routine. 9. Restricted floor space can challenges the ability to maintain good posture. 10. The imaging procedure does require repetitive movements and appropriate ergonomic training is given. 11. Kneeling and other additional movements can be involved when positioning wheelchair users and ambulant clients with physical impairments 12. **Emotional Effort:** 13. Cancer screening services can arouse complex emotions. Some women attending for routine screening may experience anxiety, fear, resentment, and anger. This may occasionally result in complaints and verbal abuse. 14. Daily schedules may become disrupted by unpredictable events i.e. client fainting 15. Disclosure of all manner of personal circumstances and situations faced by women is routine throughout the Service. 16. **Mental Effort:** 17. The specialised radiation technology used in Mammography requires total co-operation and compliance from the subject. The level of difficulty in achieving compliance in positioning for mammography requires complete concentration on the part of the post holder. 18. Pressure to keep the schedule within the tight timescale requires high levels of concentration, this can be for periods in excess of three hours. 19. **Environment:** 20. Working in mobile units sited in public car parks presents many challenging environmental factors. Screening is by invitation only. To that end, a controlled entry system is in theory operated by the Mammographer, but is frequently circumvented by women who admit others. 21. Each unit is maintained by a transport officer who is present for short specified times. 22. On every shift a team of two mammographers operate in isolation without medical or security back up, having total responsibility for care of clients and for managing all aspects of the Service. The assistant practitioner is always supervised by the radiographer 23. External communication is by mobile phone. 24. There is no mains water supply on board and toilet facilities are the nearest public facilities within variable walking distance (subject to opening hours). 25. The use of spray deodorant is specifically discouraged for technical reasons prior to mammography and this can contribute to a less pleasant environment. 26. A proportion of women who live in the community and are invited for routine screening have physical and/or mental impairments. Often there is no prior notification of debility, which puts additional pressure on managing a tight appointment schedule. 27. The need to observe best possible confidentiality while ensuring that appropriate criteria are met and that personal details are accurate is awkward on a mobile unit. Compounding these factors are the frequent interruptions from the general public enquiring about any/ all aspects of the Service.   **The Post Holder may**;   1. Have contact with body fluids and, during biopsy procedures, with blood and a variety of instruments and equipment involved in the extraction of biopsy tissue samples. 2. Handle sharps, and all equipment requiring cleansing / or disposal / dispatch for sterilisation as appropriate   **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   1. Maintaining speed and accuracy across the variety of clients and body shapes while working within appointment time. 2. The technical challenge of the examination is increased as external physical appearance may bear little relation to internal anatomical structure. 3. Effectively meeting the needs of all women irrespective of varying attitudes and expectations of the Service 4. Working from a base away from home for periods is mandatory two years out of three.   **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | **Essential** | **Desirable** | | **Qualifications and Training**   * Attain Higher Certificate in Mammography (training will be provided) * 2 passes at SQA Higher level or equivalent; | Y  Y |  | | **Experience**   * Previous NHS Experience |  | Y | | **Knowledge, Skills and Abilities**   * Sound professional and clinical knowledge with an understanding of clinical governance and its application * Organisational skills * Motivational skill with the ability to work as a team member * Demonstrable continuing professional development * Knowledge of statutory national and trust policies/guidance * Ability to work and act under supervision following protocols * Computer literate | Y  Y  Y  Y  Y  Y  Y  Y |  | | **Personal Qualities**   * First rate verbal and written communication skills * Excellent interpersonal skills * Ability to prioritise workload * Time management skills * Problem solving skills * Flexible and positive approach to work in a challenging and   demanding environment | Y  Y  Y  Y  Y  Y |  | | **Competencies Specific to the Post** |  |  | | **Other Requirements**   * Requires to travel | Y |  | | |