NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1JOB IDENTIFICATION | Job Title | RADIOGRAPHER / TRAINEE MAMMOGRAPHER. ANNEX U BAND 6/5 |
| Department(s)/Location | BREAST IMAGING, NINEWELLS HOSPITAL |
| Number of job holders |  |
| 2. 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. The Acute Services Division of 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 Commissioner monitors the service using the minimum contract monitoring data set which has been introduced by the UK National Breast Screening Programme (UK NHSBSP) Evaluation Group and approved by the UK Departments of Health. 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 Northeast Fife.The post holder will be a member of the radiographic team, providing a mammography service, within the Surgical Directorate. The Breast Imaging Department provides a very high-quality mammography service to the population of Tayside and North east Fife.  |
| 3. ORGANISATIONAL POSITIONBreast Screening Services ManagerLead Clinical RadiographerBand 6 RadiographersAssistant PractitionersImaging Dept AssistantsClinical Specialist RadiographersLead ClinicianConsultant RadiologistsConsultant Radiographer |
| 4. SCOPE AND RANGE* Work under supervision whilst undertaking studies leading to the Post Graduate Certificate in mammography. Train to undertake mammography, processing and interpreting of mammograms and assessment procedures to nationally agreed quality assurance guidelines.
* The Breast Screening & Imaging Service deals with both well women (through the breast screening Programme) and patients referred by their GP with breast symptoms (symptomatic patients).
* Provide high quality mammographic breast screening service for a population of approx 69,000 women between the age of 50-70 across two health boards within a 3 yearly cycle.
* Provide mammography and further diagnostic examinations for approximately 5,500 symptomatic patients per year.
* Once qualified, have the responsibility for the accurate and safe delivery of high-quality mammographic examinations, working without direct supervision.
* Once qualified, supervisory responsibility for radiographers undergoing specialist mammography training, assistant practitioners and visiting medical and nursing staff
* Provide supportive care for all patients undergoing mammographic procedures.

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| **5. MAIN DUTIES/RESPONSIBILITIES****Organisational:**The post holder will: * Communicate effectively within the multidisciplinary team of the breast clinic to ensure accurate, efficient and patient focused care.
* Work within a specialised environment, organising adequate supervision and development opportunities for learners within the NHS Tayside and visiting learners, such as medical students, Marie Curie Nurses and trainee radiographers.
* Implement emergency procedures in the case of cardiac arrest, fire or radiation emergency.
* Report all incidents, accidents and errors to health and safety advisor.
* Be involved in the 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 Nation Health Service Breast Screening Programme.
* Once qualified, have to achieve 97% of mammograms performed within the perfect good or moderate category.
* Perform mandatory QA tests on the various mammographic equipment on a regular basis
* Record all QA results accurately on NHSBSP/NHST Spreadsheets
* Analyse the results from the QA tests and help with the interpretation of these. This requires judgement in identifying complex problems and their implications e.g. mammographic units giving incorrect radiation doses.

**Clinical:**The Post Holder will: * Work solely within the Breast Imaging Service, providing high quality mammography for both symptomatic and screening services, in compliance with National Health Service Breast Screening Program (NHSBP) guidelines.
* Apply Ionising radiation regulations including Local Rules, IRR 1999 and IR(ME)R 2017 legislation throughout all practice.
* Help implement clinical protocols and recommend adaptations to suit individual circumstances.
* Require an in-depth knowledge of the breast screening service and the clinical system to impart specialised advice effectively within a limited time frame.
* 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.
* Be able to prioritise workload to deal with urgent symptomatic clients.
* Check personal details, assess and document all relevant clinical signs of breast or associated disease for each client.
* Impart all relevant information, explanation of examination, time to results and answer all relevant questions within a time frame, whilst maintaining the production of high-quality mammograms.
* Once qualified, mentor radiographers undergoing specialised training in mammography and demonstrate and explain the procedure to visiting medical and nursing staff and assistant practitioners.
* 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 @3 days per week, 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 within a time frame. 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.

**Assessment: (second stage of breast screening)**The post holder will:* Be the first point of contact at the assessment clinic and be required to explain why the client has been recalled, this can involve dealing with patients who are very worried and in a heightened state of anxiety.
* Be required to work with the radiologists and consultant radiographer at the assessment clinics performing the appropriate supplementary mammograms. Radiographers work with the Radiologists and consultant radiographer in assessing the resultant images and discuss supplementary imaging and possible outcomes.
* Be required to accurately position patients for x-ray guided core biopsy procedures, magseeds and localizations of breast lesions prior to surgery. This involves working with digital equipment, preparing relevant equipment and remaining with the patient during the procedure. They will assist the radiologist or clinical specialist and provide support and nursing care to the patients.
* Provide support and impart relevant information to the client. Explain any aftercare and arrange results appointment for core biopsy.
* Check personal details and referral criteria in compliance with IR(ME)R guidelines in order to justify examination.
* Respond to enquiries made by patients, carers or other health care professionals in person or by telephone.
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| **6. COMMUNICATIONS AND RELATIONSHIPS**The post holder will:* Liase with all members of the clinical team, radiologist, surgeons, clinicians, nurses etc. to ensure effective running of the service.
* Liaise with outside agencies such as engineers, equipment manufacturers, transport officers, equipment reps to ensure effective running of all equipment.
* Communicate with the aforementioned people by the following methods: - verbal, written, telephone conversations and email.
* 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
* Use empathic and persuasive skills when dealing with clients who have recently been diagnosed with breast cancer, and who require additional procedures, such as x-ray guided core biopsy and localisation wire insertions.
* 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.
* Be responsible for ensuring all information sent to PACS is accurate.
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| **7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**Entry Requirements – Qualifications and Training* Hold a BSC (Hons) degree in Radiography or equivalent.
* Must have or undertake and successfully complete the Post-Graduate Certificate in Mammography within 2 years of employment
* Health Professions Council (HPC) Registration
* Provide evidence of continuous professional development in order to maintain registration with the HPC
* Be computer literate and have basic word processing and spreadsheet skills
* Have a working knowledge of the Ionising Radiation Regulations 1999 and the Ionising Radiation (Medical Exposure) Regulations 2017 and how to apply them within the department
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| 8. SYSTEMS AND EQUIPMENT  The post holder will: * Be able to re-organise workload at short notice during a machine breakdown, recognise and report faults to the manufacturer, and initiate machine repair.
* Be able to use various hospital IT systems, e.g. CRIS, Carestream PACS & SBSS. Be proficient in the use of Internet and NHST Intranet access. Be able to use Microsoft Word and Excel for CPD requirements and documentation of Quality Assurance program.
* Equipment used includes: - Hologic FFD units, Encor Large Volume Biopsy Unit, ultrasound equipment, Contrast Enhanced Tomography and a digital pathology specimen cabinet.

**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. |
| **9. PHYSICAL DEMANDS OF THE JOB**Physical effort: -* Manoeuvre clients into the correct position for mammography. Repeat this process for up to 30 clients throughout the entire working day. Positioning clients for mammography involves the radiographer 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. The mammography equipment has to be manually rotated from left to right through 90 degrees for each client.
* Manoeuvre stereotactic attachment on to x-ray unit up to 4 times per working day
* Radiographers are required to manoeuvre disabled clients in wheelchairs within a very confined area on mobile unit for mammography.

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.
* Positioning for further procedures such as coned views, magnified views and stereotactic core biopsies requires a high degree of precision and dexterity which is acquired through rigorous training and experience.

Mental effort* Symptomatic patients attending a one stop clinic often require further procedures to be carried out at the time. The radiographer would be expected to do any additional procedures as required and support the patient throughout the entire process. This produces an unpredictable workflow and requires a flexible approach to the job.
* Screening clients requires the radiographer to maintain a high level of concentration throughout the working day in order to achieve standards within the short time scale.

Emotional effort* Although not involved with imparting bad news, the radiographer has to deal with clients who have just received bad news and try to support and encourage them to progress with further procedures.
* Constantly respond to patients’ anxiety and uncertainty during mammography, try to put patients at ease and alleviate their worries about the procedure.

Working conditionsThe post holder will: -* Have to x-ray specimens and tissue samples from theatre. This involves physically touching and positioning the specimen in a clear plastic bag on to the x-ray unit.
* Deal with patient’s wound after a core biopsy and apply suitable dressing, often being in direct contact with body fluids.
* Is likely to come in contact with unpleasant working conditions at any point during the working day such as unpleasant body odours, bodily fluids and infectious diseases.
* X-ray patients who have had radioactive iodine injections prior to surgery.
* Work on a daily basis with radiation.
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| **10. DECISIONS AND JUDGEMENTS** The Post holder will:-* Once qualified, work unsupervised within a protocol defined field in order to obtain expected results.
* Manage their own workload and work autonomously within a team environment, with the manager available for consultation if required.
* Work unsupervised on the mobile breast screening unit
* Take full responsibility to check patient identification, age, pregnancy status, and referral criteria before deciding if the examination is justified and therefore to be carried out.
* Be responsible for checking work performed by radiographers and assistant practitioners undertaking training in mammography within the department.
* Use own judgement to decide if a patient is emotionally or physically unsuitable for a procedure and decide when to abandon the examination.
* Be responsible for ensuring any information sent to PACS is accurate.

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| **11. 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 short time scale
* Evaluate QA results to maintain excellent film quality and take immediate action if a fault appears.

Repetitive nature of the job is both mentally and physically challenging. |
| **12. 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. |

**JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT**

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| **Post Title** |  |
| **Reference Number** |  |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job-matching panel may wish to seek further clarification on any issues contained within the documents. Should this be necessary please identify an appropriate Manager and Staff representative who can be contacted.

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| **Responsible Manager** |  |
| **Contact No.** |  |
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| **Staff Representative** |  |
| **Contact No.** |  |

I/we the undersigned agree the attached document is an accurate reflection of the requirements of the post. The essential additional information provides accurate information of additional job-related factors.

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| Signed: - (Manager) |  |

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| Staff Members: |  |  |
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