

## Job description

Position	Assistant/Associate Practitioner
Grade	Band 4
Location	Breast Unit
Hours	37.5 hrs
Responsible to	Director of Screening
Accountable to	Superintendent and Breast Service Manager

## Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

## Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

**Patient at heart** – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

**Everyday excellence** – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

**Creative collaboration** – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.



## Job summary

The assistant/Associate practitioner role was developed, primarily as a breast screening mammographer, to undertake x-rays of the breast to the same criteria and standards as graduate radiographers within the service. The post holder will be expected to carry out screening mammography on the population of West Essex and some adjacent border areas on a 3 yearly rolling programme; the high risk family history population and symptomatic breast clinic patients. The post holder may also be trained to undertake selected nursing duties.

## Scope and range

- Responsible for own clinical work and professional development. Will support service development and help improve/maintain the quality of the service through quality assurance programmes and departmental audit.
- The post holder will support clinical governance and work as part of a team with other disciplines towards shared objectives.

## Duties and responsibilities

- To communicate complex and sensitive information to patients/clients in a professional, empathetic manner tailored to their individual needs, explaining what the procedure entails and doing so in a professional, knowledgeable, confident and approachable way.
- To consistently carry out Screening clinics, maintaining appointment times of 6 minutes per client, as per NHSBSP guidelines.
- Rapidly assess emotional needs of the client through non-verbal means of communication- facial expression, body language, tone of voice, and other subtle reactions to the screening environment.
- To carry out Mammographic procedures using empathy, negotiating and motivational skills.
- To explain the procedure, answer questions, give information and reassurance, as necessary.
- To physically handle and manoeuvre patients and imaging equipment in order to achieve the correct positioning to produce the required Mammographic views.
- To select technical exposure factors to ensure the optimal image is produced, in line with radiation dose reduction.
- To physically undertake the x-ray exposure.
- To ensure each image is labelled with the correct patient demographics; the correct patient is selected from the worklist prior to commencing the examination.
- To record all required exposure information
- If Foundation Degree held, or further training completed: explain the need for any further views or the need for client re-call and to perform additional and supplementary views, as requested.



- Act as Chaperone during ultrasound clinics and assist clinicians carrying out interventional procedures, including preparation of trollies and ensuring room is well stocked and thoroughly cleaned.
  - To maintain stock levels as required.
  - To report faults in Mammography and ultrasound equipment and reporting as appropriate. Calling Manufacturers Maintenance Engineers as required and liaising with them. Having sufficient technical understanding to discuss the fault and probably/possible causes and remedies.
  - To provide a meticulous approach to patient documentation, identification of radiographs, digital mammo and ultrasound images.
  - To continually work toward service improvement
  - To take responsibility for providing a clean and safe working environment.
  - Responsible for delivering of the unit objectives, relevant to areas of skill.
  - Responsible for own accreditation, producing a portfolio of evidence suitable for audit.
  - Taking part in PRDP *at least* annually.
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- To work as part of the multidisciplinary team providing excellent care for patients with breast problems.
  - Accountable for own professional actions when acting within Departmental protocols.
  - To undertake the full range of clinical Mammographic examinations within the service and according to departmental protocol in a sensitive, professional and competent manner.
  - To work on the mobile screening van as used and sited by the Epping Breast Unit throughout West Essex and the “base” department.
  - To be able to produce work of clinically adequate standard in at least 97% of cases.
  - Acting as source of expert knowledge for colleagues and staff from other disciplines, providing technical and clinical advice and setting the highest standard.
  - To adapt technique to patient/client needs in order to produce standard imaging views in non-standard situations.
  - To work in a way that causes minimum stress and discomfort to the patient, consistent with image quality.
  - Referring clients with specific signs and symptoms for clinical recall.
  - Use and have full understanding of highly complex and very expensive Mammographic equipment.
  - Abide by local and national radiation regulations, most specifically IRR2017 and IR(ME)R2017 and Local Rules.
  - Undertake daily QA testing on equipment, recording results and acting on any untoward findings.
  - Recording screening data for statistics.
  - At all times abide by the rules of patient confidentiality
  - To treat patients, clients, visitors and colleagues in a polite, respectful manner, promoting sense of dignity and individuality at all times.
  - Awareness of the needs of the individual and the ability to communicate effectively with clients/patients from different backgrounds, with those that may have challenging behaviour, learning or physical disabilities or who have just received bad news.



- To abide by Trust and Departmental Protocols and legislative responsibilities, such as but not limited to, The Health and Safety at Work Act, COSHH and Freedom of Information Act.
- Acting as an advocate for the Breast Unit.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and the manager. All duties must be carried out under supervision or within Trust policy and procedure.

## Person specification

<b>Position</b>	Assistant/Associate Practitioner
<b>Grade</b>	Band 4

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

Trust values	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

Education and qualifications	
Qualified in Assistant/Associate Practitioner in mammography	E
Evidence of accreditation	E
Experience in breast screening/symptomatic services	E

Experience	
Experience as assistant/associate practitioner within a breast unit.	E
Experience in breast screening on mobile and static unit	E
Knowledge of a breast screening programme	E
Knowledge of NHSBSP guidelines for the practice of mammography	E

Skills and knowledge	
Understanding of IR (ME) R and other legislation relevant to the post	E
Dexterity and co-ordination for positioning patients	E
Good organisational skills and ability to prioritise workload and work well under pressure with accuracy and speed and deal with stressful situations	E
Using initiative	E
Accuracy	E
Capacity to learn new skills in a changing environment	E
Ability to work to specified protocols and policies	E
Be enthusiastic and highly motivated	E



Must be able to demonstrate team working skills	E
Able to be empathetic and tactful with a flexible approach to work	E
Dependable and loyal, good timekeeping	E
Must demonstrate portfolio evidence of accreditation	E
Computer literate	E
Technical expertise and knowledge of mammographic QA	E
Be able to perform screening mammography within a specified time constraint	E
Knowledge of NBSS breast screening computer system	E

Personal qualities		
Excellent interpersonal and communication skills		E
Ability to communicate easily and effectively with staff and clients, in particular empathise with distressed women recalled to assessment or the symptomatic patients.		E
<b>Other Factors</b>		
General good health and good muscular-skeletal health, particularly of upper body		E
Exhibit a professional attitude and smart appearance		E
Physically able to undertake the full range of tasks and fulfil the duties of the post with any aids and adaptations as required		E
Full, clean, current driving licence/ car owner		E