



**JOB DESCRIPTION**

**Mammographer**

**Job Title:**

**Mammographer**

**Band:**

**Band 6**

**Responsible To:**

**Principal Radiographer**

**Accountable To:**

**Deputy Divisional Manager**

**Section/Department/Directorate:** (Diagnostic Imaging)

**Job Purpose:**

To provide a high quality imaging service carrying out specialist radiography procedures in breast imaging, providing a good service as part of the breast multidisciplinary team. Also to supervise, clinically teach and advise other qualified radiology staff, assistants and students as appropriate and to deputise for the Lead Mammographer when required for short periods of time. To implement and manage the breast QA programme.

The Post holder will be experienced in Mammography and will be expected to act as a point of contact for enquiries from referrers to the service, patient enquiries and to other Mammographers.

Northern Devon Healthcare NHS Trust serves a population of approximately 484,000 spanning 1,300 square miles of Devon. North Devon District Hospital (NDDH) is the centre for acute services, providing 24/7 cover. The main Diagnostic Imaging Department offers a range of imaging modalities, including: General x-rays, CT scan, Magnetic Resonance Imaging (MRI), Ultrasound, Dual-energy X-ray Absorptiometry (DEXA), Fluoroscopy and Angiography.

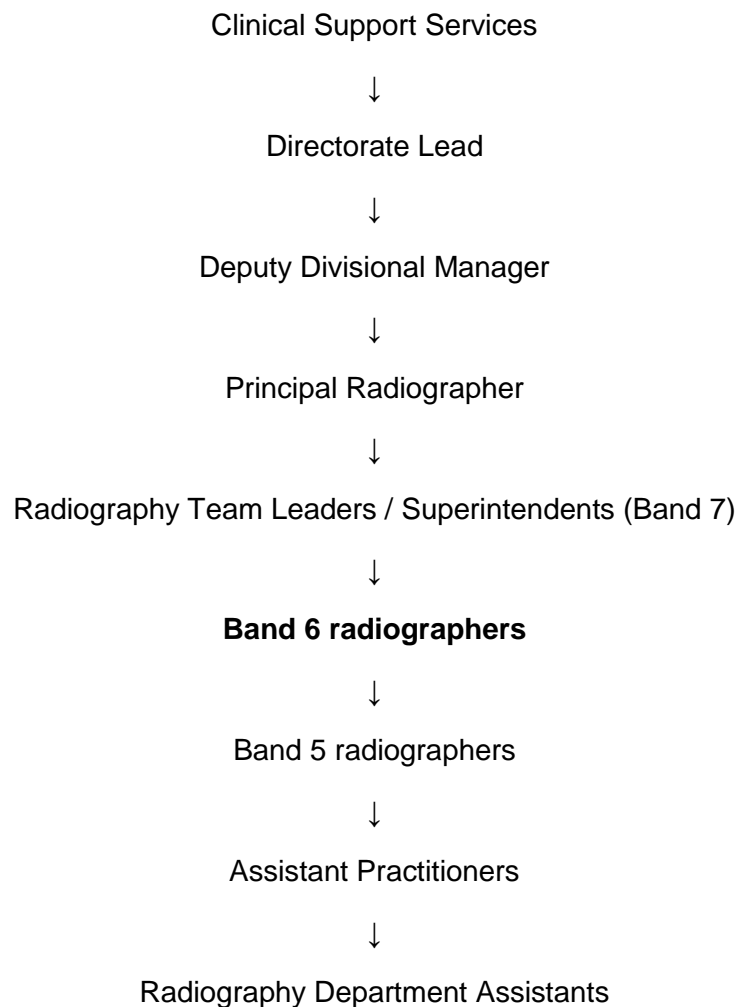
The Radiology Department currently performs approximately 94,000 investigations per annum in a variety of clinical settings. The Mammography service undertakes approximately 1,500 examinations a year.

The post holder will be mainly based in the Radiology Department in North Devon District Hospital.

**Key Working Relationships:**

- The post-holder will be expected to liaise closely with Consultant Surgeons, Radiologists, GPs and colleagues within multi-disciplinary teams such as breast care, to ensure that patients receive optimum imaging and care.
- The post holder will be required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

**Organisational Chart:**



### **Key Result Areas/Principal Duties and Responsibilities**

The post-holder must be familiar with and comply with, the following radiation safety legislation: Ionising Radiation Regulation (IRR99), Ionising Radiation (Medical Exposure) Regulations 2000 and the Trust Radiation Safety Policy. They must also be able to justify radiology referrals (within the scope of practice) using referral criteria which fall within the Royal College of Radiologists Guidelines (i-Refer) whilst also ensuring that radiation doses are kept as low as reasonably achievable (ALARA).

The post holder must hold a PgCert Mammography and must have acquired relevant skills, knowledge and experience and maintain an on-going proactive, flexible and inter professional approach to learning and development

The post holder should be a membership of Society of Radiographers or other professional body offering professional indemnity insurance

The post holder will show enthusiasm, desire and aptitude to acquire additional skills

The post-holder will be required to make relevant operational management decisions and escalate appropriately in the absence of the Team Leader.

Will be engaged in Continuing Professional Development (CPD) and reflective practice and will be able to demonstrate evidence of development at annual appraisal. Should possess an up to date and regularly maintained CPD Portfolio

Will be required to access, assess and apply an evidence based approach to improving clinical practice in specialist radiography procedures

Will be committed to participation in the education, training and assessment of qualified radiographers, assistants and students within the general and mammography departments.

Will be able to give radiographic advice/guidance to a wide range of healthcare professionals and patients – especially with regard to patients who require breast imaging.

Should be able to identify and respond to situations which are outside the scope and competence of the Assistant Practitioner and/or preceptor radiographer and provide advice/guidance/reassurance as necessary

### **Communication and Relationship Skills**

To be able to liaise, collaborate and negotiate safely, effectively and sensitively in a professional manner with other staff, patients and their carers, and share condition related information to patients eg those with cancer or learning disabilities

Develop written, verbal and non-verbal teaching/presentation skills as appropriate

Develop personal/professional self-awareness through engagement in the Clinical Supervision process and contribute to the improvement of group/team dynamics to develop co-operative team working

Observe patient confidentiality and work in accordance with ethical and legal policies

Develop listening, empathic and counselling skills as appropriate, specifically in mammography as this

requires dealing sensitively with patients who may be worried and anxious.

Attend and participate in the Breast Multidisciplinary team meetings and liaise with the breast care nurses

Develop Health Promotion skills

Use a range of information to safely and effectively assess patients for a particular intervention.

To record and retrieve personally generated data on RIS in line with departmental protocols and legal requirements

### **Analytical and Judgement Skills**

To undertake a wide range of mammographic techniques and have the ability to modify these techniques when appropriate, taking into account local radiographic imaging protocols and patient condition.

Comply with Ionising Radiation Regulations (IRR99), Ionising Radiation (Medical Exposure) Regulations (IR(ME)R 2000) and NDHCT Radiation Policy, ensuring all radiographic and mammographic requests are justified and authorised as detailed in the IR(ME)R regulations and Departmental protocol.

To be responsible (with the Lead Mammographer) for the implementation and interpretation of quality assurance, specifically in breast quality control programmes to maintain high standards of practice.

Identify and participate in relevant topics for audit within the department and contribute to the development and implementation of changes identified

Be aware of the appropriateness of different diagnostic investigations and make recommendations for assessment/referral where necessary

Undertake to monitor radiographic performance of junior staff, co-ordinate quality initiatives and deal with problems decisively but empathetically

Demonstrate personal integrity and take accountability for actions of self and others

### **Planning and Organisational Skills**

To be able to plan and prioritise the workload, organisation and day to day management of the Mammography service, making appointments, documenting and regularly updating policies and protocols

Be willing to embrace change and propose changes for own work environment

Will be responsible for input into appointment scheduling and monitoring of waiting lists to ensure efficient use of resources

Consult on and/or contribute to the development and improvement of new and existing patient pathways

Attend meetings as required and feedback information to other staff

Must be able to plan and organise daily work when working alone, in breast clinic.

Must be able to work autonomously and as part of a multidisciplinary team.



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The post holder is expected to undergo an annual appraisal and contribute to planning their own personal and professional development through engagement in the clinical supervision process, also to maintain documentary records of personal supervision sessions

### **Physical Skills**

Work in a pressurised environment, managing unpredictable workloads and patient demands for example when working in the one stop breast clinics

Ensure the use of safe and recognised moving and handling techniques when required to manoeuvre expensive, large, heavy and complex mammographic equipment, and when moving and manipulating patient's bodies to ensure correct and precise anatomical positioning and centring for each radiographic projection.

### **Responsibility for Patient and Client Care**

Should possess developed judgement, problem solving and clinical/professional reasoning skills based on scientific, technical and patient care related knowledge

Recognise and respond sensitively and appropriately to individual patients needs

Maintain high standards of patient care especially with regard to patient privacy, dignity and confidentiality

To undertake radiographic, clerical, administrative and patient escort tasks associated with all mammography examinations

Ensure compliance with local infection control measures and ensure a safe and healthy environment for patients, visitors and staff.

Ensure that work areas are kept clean, tidy and stocked with appropriate equipment, lead protection and items necessary for the comfort of the patient.

The post holder must observe patient confidentiality at all times and work in accordance with ethical and legal policies.

The post holder will be responsible for ensuring that professional registration is maintained and for abiding by Code of Professional Practice as upheld by the Society and College of Radiographers. Evidence of professional registration is required on the first day of employment and at the time of renewal

### **Responsibility for Policy and Service Development**

Be able to work safely and effectively within a range of areas of clinical practice and their own specialist area, where they will be responsible for the interpretation of the clinician's requirements to determine the appropriate radiographic technique

Be willing to embrace change and propose changes for own work environment



Contribute to the development and improvement of new and existing patient pathways

To be responsible (with the Lead Mammographer) for the implementation and interpretation of quality assurance and quality control programmes in specified area(s) to maintain high standards of practice. To manage and co-ordinate the Quality control programme.

The post holder will work with the Lead Mammographer to review and develop protocols as required and introduce new applications and developments to extend the scope of the service using audit and evidence based practice in line with national guidelines. The post holder will be required to support the Lead Mammographer to implement these changes.

### **Responsibility for Financial and Physical Resources**

The Lead Mammographer and the post holder will be responsible for the safe, efficient and effective use of the digital mammographic equipment which is a complex, expensive and sensitive piece of equipment (in excess of £50,000). In order to ensure that it is operating within its control limits, the lead mammographer or the post holder must carry out daily and weekly performance monitoring tests.

To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use

### **Responsibility for Human Resources**

Deputise for the Lead Mammographer as required, ensuring service provision is maintained in their absence.

The post holder will be required to assist in the training of radiographers and student radiographers.

The post holder will be committed to regular participation in the education, training and assessment of qualified radiographers, assistants and students within their specialist area of practice and will also provide supervision of learners and junior staff and will be able to give radiographic advice/guidance to a wide range of healthcare professionals and patients.

### **Responsibility for Information Resources**

All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act in line with Trust policies.

The post holder is responsible for maintaining data accuracy and quality and must comply with the Trust's policies, procedures and accountability arrangements to ensure probity in the recording of Trust activities.

Ensure that all documentation complies with the mandatory requirements of IR(ME)R 2000 and that patient records on the radiology information system are accurate and complete.

Ensure radiographic images are transferred to the hospital PACS system with appropriate and correct examination information.

The post holder will be expected to introduce new applications to junior staff that may require additional training and act as a point of reference and guidance for them. They will also be required to carry out assessments of competence.

Mammographers are required to deliver feedback to their peer group from any courses, audits or other learning activities they undertake.

### **Responsibility for Research and Development**

The Diagnostic Imaging Department recognises the importance of clinical audit as a measurement and development tool and all radiographers are encouraged to contribute to audit processes within their modality.

### **Decision Making**

The post holder must be able to;

Work autonomously and make reference to local protocols as necessary referring to the Lead Mammographer and Radiologists when necessary.

Make decisions about when to adapt, plan and undertake general radiographic examinations which result in high quality diagnostic images, optimise care, minimise discomfort and keep doses As Low As Reasonably Achievable.

Undertake a wide range of radiographic techniques, having the ability to modify these techniques when appropriate, taking into account local radiographic imaging protocols and the patient's condition

Interpret and justify requests according to IR(ME)R, knowing when to refer to others.

### **Physical Effort**

This post involves frequent pushing and manoeuvring of patient wheelchairs, the safe transfer of patients from trolley or chair to x-ray couch and the occasional use of hoists and other mechanical manual handling and lifting aids. There is also frequent manipulation and manoeuvring of the patient's body to achieve optimum positioning.

Ensure the use of safe and recognised moving and handling techniques when required to manoeuvre expensive, large, heavy and complex radiographic and mammographic equipment, and when moving and manipulating patient's to ensure correct and precise anatomical positioning and centring for each radiographic projection.

### **Mental Effort**

Concentration is required for all of the above tasks, but particularly when justifying and protocolling examinations and analysing and interpreting x-ray/ scan images.

All radiographers must be able to exercise professional self-regulation and provide supervision for newly



qualified staff and students in training.

The post holder will be required to maintain an up to date CPD portfolio in accordance with HCPC regulations.

A working knowledge of the Trust protocols and policies and Mandatory Training as listed in the Clinical Skills Passports must be maintained and regularly refreshed through attendance at staff training sessions or successful completion of e-learning modules

The post holder may be subjected to working in a pressurised and stressful environment with unpredictable workloads and patient demands.

### **Emotional Effort**

Patients are frequently anxious when they attend for x-ray examinations and require specific encouragement and support to undergo the examination requiring a capacity for empathy and sensitivity.

Able to recognise own needs and take appropriate action when occasionally exposed to conflicting, distressing or emotional circumstances

### **Working Conditions**

The post-holder will frequently be exposed to bodily fluids, unpleasant odours, foul linen when working in the general imaging department and may on occasion be exposed to infectious diseases and parasitic infections.

### **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents



**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....

**PERSON SPECIFICATION**

**POST :** Mammographer/Radiographer

REQUIREMENTS	E/ D*	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
<p><u>QUALIFICATIONS/SPECIAL TRAINING :</u></p> <ul style="list-style-type: none"> <li>• BSc in Diagnostic Radiography or equivalent</li> <li>• HCPC registered</li> <li>• PgC Mammography/ equivalent</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>Application form</p> <p>Application form</p> <p>Certificate</p>		
<p><u>KNOWLEDGE/SKILLS:</u></p> <ul style="list-style-type: none"> <li>• Awareness of the applications of IR(ME)R.</li> <li>• Basic counselling and listening skills</li> <li>• Professional and clinical leadership skills.</li> <li>• Basic knowledge of breast anatomy and pathology</li> <li>• Awareness of breast cancer management</li> <li>• Professional and clinical leadership skills.</li> </ul>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>Interview</p> <p>Portfolio</p> <p>Portfolio</p>		
<p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Team leadership skills</li> <li>• Previous experience in</li> </ul>	<p>E</p> <p>E</p>	<p>Application form</p> <p>Interview</p>		

mammography		Application form		
<p><u>PERSONAL REQUIREMENTS:</u></p> <ul style="list-style-type: none"> <li>• Good team worker</li> <li>• Good organisational skills</li> <li>• Good communication skills</li> <li>• Good listening and empathic qualities</li> <li>• Ability to handle difficult or emotional situations</li> <li>• Interest in audit / research</li> </ul>	E E E E E D			
<p><u>OTHER REQUIREMENTS:</u></p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Ability to travel to other locations as required</p>	E E	Interview  Interview		

\*Essential/Desirable

HAZARDS :					
Laboratory Specimens Proteinacious Dusts	√	Clinical contact with patients	√	Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids	√	Dusty Environment		VDU Use	√
Radiation	√	Challenging Behaviour	√	Manual Handling	√



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Solvents		Driving		Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	√
Cytotoxic drugs		Night working	√		