**JOB DESCRIPTION**

**JOB TITLE** **Assistant Practitioner (Mammography)**

**GRADE/BAND** **4**

**LOCATION**  **Breast Imaging**

**RESPONSIBLE TO Team Leader**

**ACCOUNTABLE TO Radiology Services Manager**

**JOB PURPOSE**

To work as a member of the breast imaging team responsible for producing high quality images within the service. To perform a range of radiographic examinations identified in the Scope of Practice for Assistant Practitioners (mammography) under the supervision of a state registered radiographer qualified in mammography.

**Professional**

* To partake in feedback on departmental and implement Trust wide/departmental policies, procedures and guidelines.
* Maintain a professional appearance in line with the Trust dress code
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact within the course of his/her business
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time

**2. Key Responsibilities**

* To work within the remit of the Scope of Practice and to adhere to the Scheme of Work for Assistant Practitioners in mammography.
* To maintain and enhance clinical expertise ensuring high technical and professional standards at all times.
* To ensure imaging procedures are carried out in accordance with mandatory departmental systems of work and protocols.
* To adapt technique appropriate to the condition of the patient and level of co-operation.
* To assist and support radiographic staff in the execution of the full range of their duties.
* To contribute to the development of high standards of patient care.
* To assist in departmental QA including departmental audit.
* To ensure the safe use of x-ray and associated equipment.
* To report equipment malfunctions to senior staff and to help maintain comprehensive and accurate records of faults; ensuring that staff are kept up to date as to the working status of equipment.
* To develop your understanding of IR(ME)R and IRR99 regulations.
* To accurately input patient’s details onto the Radiology Information System and to be able to retrieve x-ray reports and images.
* To assist the radiographers to ensure the department is working efficiently and effectively at all times by contributing towards good control of workflow and maximising the use of all available x-ray rooms and facilities.

**3. Resources and Finance**

* Critical examine working practices within the department to identify cost improvements and effective measures, develop and implement action plans
* To maintain the record of premium rate activity on the definitive list
* To validate all claims for premium rate work against the relevant record in the definitive list
* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborn. This includes all employees:

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy.
* Attending all mandatory safeguarding training in accordance with their role.
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns.

**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all time
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Hospitals NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

* Inside any building owned or used by or in areas used by Mid Yorkshire Hospitals NHS Trust staff in buildings shared with other organisations
* In the grounds and car parks of premises of The Mid Yorkshire Hospitals NHS Trust
* In the entrances of any The Mid Yorkshire Hospitals NHS Trust buildings
* In the immediate areas outside The Mid Yorkshire Hospitals NHS Trust
* In vehicles owned or leased by The Mid Yorkshire Hospitals NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **POST TITLE: Assistant Practitioner (Mammography) Band 4 POST REF NO: 000451 LOCATION: Pinderfields Hospital** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Certificate of Higher Education in Health Studies * NVQ 3 +M2 / UK recognised qualification in mammography technique |  | * Application form, Certificate and supporting documents, interview. |
| **Experience** | * Evidence of a background in patient care, NHS/private. |  | * Application form, interview, and references. |
| **Knowledge and Awareness** | * Minimum level of practical competencies as stated in the Trust’s Scope of Practice for Assistant Practitioners. * Awareness of own limitations | * IT skills/qualifications * Evidence of further study related to patient care. | * Application form, interview, and references |
| **Skills and Abilities** | * Professionally up to date, (CPD portfolio). * High standards of radiography. * Good communication skills * towards staff and patients * High standard of patient care | * Experience of participation in QA and audit. | * Interview, application form and Reference |
| **Personal Attributes** | * Ability to fit into existing team. * Ability to be diplomatic and empathetic. * Punctual. * Well organised and able to follow instructions accurately. * Commitment and motivation. | * Ability to work under moderate pressure. * Ability to multi-task | * Reference, pre-visit and interview. |