



## BREAST IMAGING RADIOGRAPHER

### INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Breast Imaging Radiographer</b>
<b>Band</b>	<b>Band 6</b>
<b>Directorate</b>	<b>Clinical Support Services/Radiology &amp; Imaging Centre</b>
<b>Accountable to</b>	<b>Lead Superintendent Radiographer</b>
<b>DBS Required?</b>	<b>Yes, Enhanced DBS</b>

### JOB OVERVIEW

To carry out mammography examinations on Shropshire Breast Screening Service clients and symptomatic, to the standard set by the NHS Breast Screening Programme, and to undertake all associated quality assurance procedures to maintain the service at the national standard.

### Scope and Range

- Work as member of a multi-disciplinary team.
- Duties are undertaken at the Royal Shrewsbury Hospital, Shrewsbury, Princess Royal Hospital, and Telford and on the two breast screening mobiles based at nine other sites throughout Shropshire

## Main Duties and Responsibilities

- Provide an excellent, professional breast imaging service to all users.
- Comply with Trust and departmental policies and procedures.
- Undertake X-ray examinations as an operator in accordance with IR(ME)R 2000.
- Justify medical exposures using departmental examination protocols, own knowledge and experience to ensure a safe and effective mammographic service.
- Practice all radiation protection procedures.
- Undertake a demanding workload whilst maintaining a high standard of radiography and client/patient care.
- Return the Dimex to the breast screening static unit at the end of the working day and upload images onto PACS.
- Maintain appropriate records (paper and IT) in compliance with IR(ME)R and departmental procedures.
- Ensure all equipment is used correctly and any faults or concerns are reported and recorded in the room fault book, and to follow IR(ME)R 2000 relating to equipment handover.
- Perform and record outcomes for all necessary equipment QA tests in line with NHSBSP requirements.
- Inform the Superintendent/QA Radiographer of any results which are outside of acceptable parameters or, if the post-holder is most senior in the department, take actions to resolve the problem or suspend the equipment from use.
- Supervise trainee mammographers, assistant practitioners, imaging assistants and students.
- Train mammographers, assistant practitioners and student radiographers.
- Liaise with a wide range of staff including all members of the breast multi-disciplinary team.
- Maintain CPD, undertake annual statutory/mandatory training, participate in annual appraisal and work to the KSF outline for the post.
- Know the Trust procedures for medical emergencies.
- Be up to date with current issues relating to breast screening and breast care and relevant policy development and have a reasonable awareness of other issues related to women's health.
- Maintain professional and technical competence to NHSBSP standards.

## Provision of Mammography

- Participate in symptomatic, screening and assessment procedures/clinics.
- Greet patients, clients and visitors with a courteous manner which promotes their sense of dignity at all times.
- Respond to any questions or concerns from patients, clients and visitors in a professional manner.
- Ensure the examination room/screening mobile is prepared correctly.
- Check and document identity and demographic details of patients/clients.

- Maintain high quality clinical standards of mammography, minimising technical repeats and recalls and observing all relevant radiation protection legislation and Local Rules.
- Perform accurate mammographic examinations in a sensitive and professional manner, adapting techniques to individual patients/clients.
- Perform more specialised mammographic examinations in assessment and symptomatic clinics.
- To undertake and document required QA testing on digital stereo and VAB equipment and take appropriate remedial action as necessary.
- Use highly specialised and complex digital equipment to assist in the performance of breast core biopsies, tissue marker insertions and wire guided examinations.
- Observe and draw attention to any identified breast problems or significant clinical signs and symptoms according to local protocol.
- Ensure that patients/clients receive a comprehensive explanation about the mammographic examination and expected time for receiving results. For screening ladies, the recall to assessment system should also be explained in a manner that does not provoke anxiety.
- Be aware of the needs of the individual women and be able to communicate effectively with patients/clients who come from different backgrounds, may have challenging behaviour, learning or physical disabilities or that have just been given the news that their results are positive.
- Prepare instrument trolleys for procedures using sterile techniques and correctly clean and dispose of equipment after performing specialised procedures.
- Offer support and understanding to the patient undergoing these specialised procedures.
- Ensure the correct disposal of clinical sharps and clinical waste.
- X-ray breast pathology specimens.

## Decisions, judgements and freedom to act.

The post-holder will:

- Work within the framework of the NHS Breast Screening Programme and departmental protocols.
- Work without direct supervision, the majority of the time distant from their manager.
- Make decisions on the range and number of views required for each examination.
- Be required to make decisions to suspend the use of equipment if its performance is below the expected standard.
- Attempt to accommodate any woman attending on the wrong day for breast imaging in consideration of the session workload.

## Communication and relationships

- Show empathy and deal sensitively in sometimes highly emotive situations.
- Ensure that patients/clients receive a comprehensive explanation about the mammographic examination and expected time for receiving results. For screening women, the recall to assessment system should also be explained in a manner that does not provoke anxiety.

- Liaise with Imaging Office staff, other departments and the client to maintain a smooth and efficient breast service.
- Participate fully in the activities of the breast care team, contributing expertise as appropriate.

### Administration

- Ensure patient/client confidentiality is maintained at all times in accordance with Trust, Departmental and NHSBSP policy.
- Complete accurate and legible records of attendance on client screening paperwork and NBSS computer system.
- Demonstrate the necessary IT skills to enter appropriate patient data onto the computer so maintaining continuity of records.

### Provision of training and support

- Participate in the training of qualified radiographers aiming for a postgraduate award in mammographic practice and of assistant practitioners.
- Supervise and assist qualified assistant practitioners undertaking routine mammography examinations.
- Give practical and theoretical support/advice to all colleagues.
- Participate in student radiographers' clinical placement programmes.

### Working conditions - physical, mental and emotional demands

- The post-holder is required to work at the Royal Shrewsbury Hospital, Shrewsbury, the Princess Royal Hospital, Telford and on mobile units at sites throughout rural Shropshire.
- Busy and repetitive nature of breast screening lists, often in the restricted work environment of mobile units, with little flexibility to vary the pace of work.
- Accuracy and dexterity are needed to position and manoeuvre patients on a daily basis.
- Required to offer support, empathy and understanding to women undergoing investigative diagnostic procedures and those receiving test results, particularly when positive.
- Able to maintain professionalism when dealing with angry, difficult and distressed patients.

### Efficient stock control and housekeeping

- Exercise stock control in the static unit and on the mobile units to meet current and anticipated service demands.
- Keep the clinic, x-ray rooms, mobile units and processing area clean and tidy in accordance with the department procedures and safety policy.
- Ensure the mobile units are secure at the end of the working day.
- Prepare and stabilise X-ray and other equipment on the mobile unit in preparation for moving between screening sites and prepare the unit for use at the new site.



## Hours of duty

- Required to be flexible in working patterns and hours to cover holiday and sickness leave.
- Required to work at all sites within Shropshire which the mobile unit visits, and must be able to travel independently to all screening sites and return images to the department at the end of each day.

## Systems and equipment

The post-holder is required to:

- Use X-ray equipment, ancillary equipment and provide the appropriate care to ensure they are used correctly and kept clean.
- Use quality assurance instruments and record readings.
- Prepare and stabilise X-ray equipment and other items on the mobile unit when it is moved between sites and ensure security is maintained.
- Be IT proficient in order to use the NBSS and CRIS computer systems as required in the performance of their duties.

## Infection Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g., incident reporting policy).



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• DCR / BSc in Radiography</li> <li>• Postgraduate qualification in Mammography</li> <li>• HCPC registration</li> </ul>	

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• A broad spectrum of experience in general radiography</li> <li>• Experience of working in mammography</li> <li>• Up to date CPD portfolio</li> <li>• Experience of working in the NHS</li> <li>• IR(ME)R 2017 regulations IRR 2017</li> <li>• COSHH</li> <li>• Mammography techniques</li> <li>• Knowledge of NHS Breast Screening Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the NHSBSP</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Able to participate in clinical mammography in screening, assessment and symptomatic clinics</li> <li>• Able to maintain heavy screening workload</li> <li>• Able to work to within examination time constraints of breast screening</li> <li>• Able to prioritise workload and manage/supervise area of work</li> <li>• Supervision of new staff</li> <li>• Mentoring trainees</li> <li>• Good communicator</li> <li>• Team player</li> <li>• Able to assess patient condition</li> <li>• Able to communicate with people with difficulties</li> <li>• Able to use hospital/radiology IT systems Equipment QA testing and fault reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with the following Radiology computer systems:</li> <li>• NBSS, Agfa, EI PACS, CRIS</li> </ul>

# OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Able to practise as an autonomous professional, exercising their own professional judgement</li> <li>• Initiate resolution of problems and exercise personal initiative</li> <li>• Able to travel to and from all remote screening sites for screening duties</li> <li>• Full UK driving licence and access to a car for work purposes</li> </ul>	

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

## SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

# NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

# MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.







## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)