

# Agenda for Change

## Mammographic Assistant Practitioner Band 4



Dear Candidate,

Thank you for your interest in this post and for taking the time to read this information pack. We hope that this exciting and rewarding opportunity catches your imagination and you are encouraged to apply.

North Tees and Hartlepool NHS Foundation Trust (NTHFT) is an ambitious organisation with a focus on excellent patient care. Our teams operate across two acute hospital sites, a community hospital in Peterlee and a number of other community-based hubs employing 5,500 staff who provide integrated hospital and community based services.

We have an income of around £360m and serve a population of c.400,000 living within Hartlepool, Stockton-on-Tees, East Durham and surrounding areas including Sedgfield, Easington and Peterlee and wider population for our NHS England commissioned services on bowel, breast and cervical cancer.

Our population experiences significant health inequalities and one of our prime aims is to not only provide the best health care but to raise the health aspirations of the communities we serve. Treating illness is only part of our work.

Patient safety is our absolute, number one priority and is reflected in everything we do. We expect every colleague, clinical or non-clinical, to always put our patients first.

We are an aspiring organisation with a focus on innovation in healthcare, reflecting the ambitions of the NHS Long Term Plan. Working to facilitate care closer to home, with a drive for prevention and control over own health – the Trust is dedicated to collaborative ways of working to drive aspirational outcomes for patients and the wider community at large.

We work in close partnership with a range of local and national organisations for the benefit of our patients. Currently we are developing a hugely ambitious [Clinical Diagnostic Centre](#) in Stockton town centre in partnership with Stockton-on-Tees Borough Council, North East and North Cumbria Integrated Care System and South Tees Hospitals NHS Foundation Trust.

Staff members enjoy significant benefits such as access to unique NHS discount services (including retail, insurance and travel) and we pride ourselves on our commitment to the health and wellbeing of our colleagues.

We are seen as a valued local health 'voice' and a vocal advocate for our community. Our colleagues are often featured in local and national news stories and, on occasions, even international reporters have shown an interest in our work.

The Trust operates a progressive pathway management model, with the establishment of three care groups focused on: Healthy Lives, Responsive Care and Collaborative Care.

Our vision is to be a consistently high performing and financially sustainable Trust. We are well on the way to achieving this and by joining us now, you can contribute to our continued journey.

**We are looking for people to join us at NTHFT who are aligned with our values: Collaborative Aspirational, Respectful, Empathetic.**

You can learn more about our work on our website <https://www.nth.nhs.uk/> and on our active social media accounts.

Thank you on behalf of the Trust Board for your interest in working for North Tees and Hartlepool NHS Foundation Trust and wish you every success in your application.



**Prof Derek Bell**  
**Chair**



**Stacey Hunter**  
**Group Chief Executive Officer**

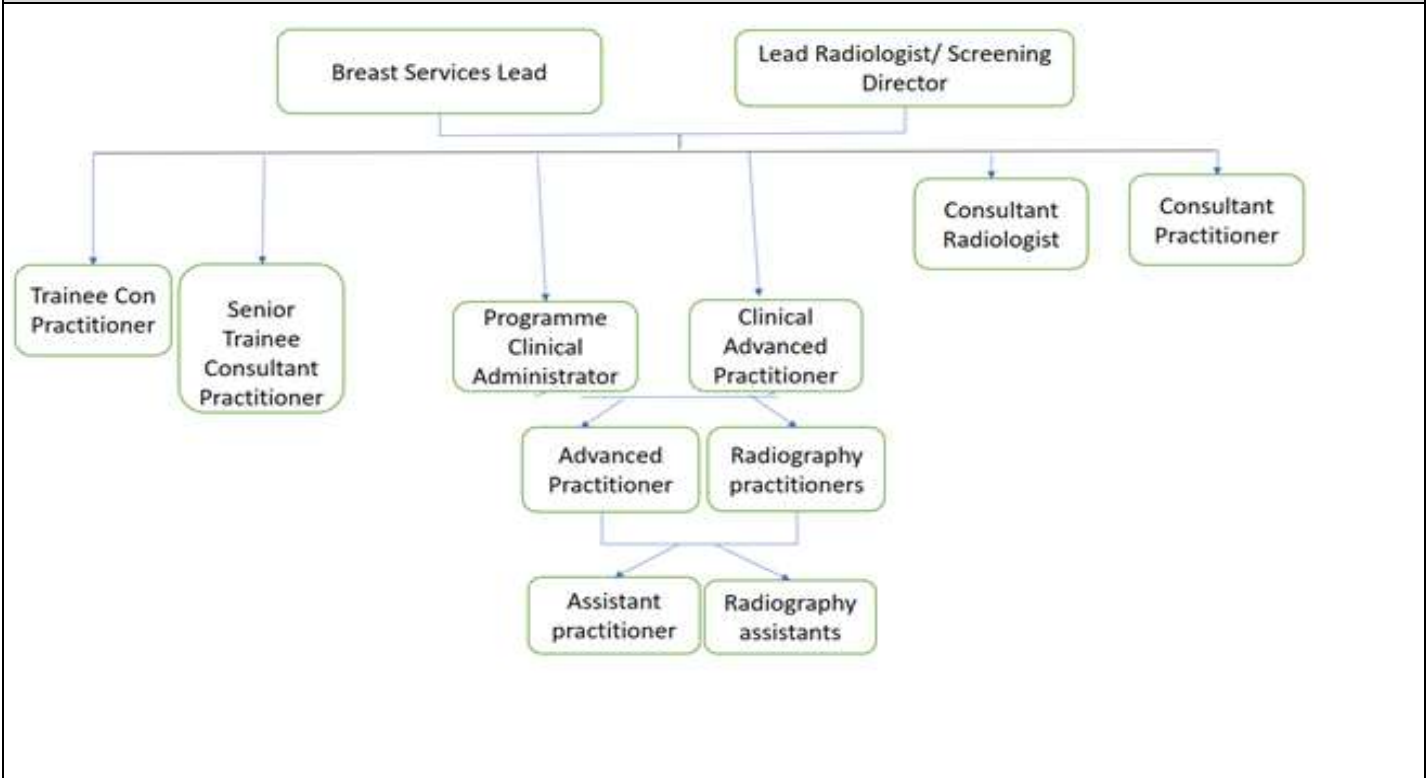
## Job Description

<b>Job Title</b>	Mammographic Assistant practitioner
<b>Division</b>	Breast Unit
<b>Care Group</b>	Collaborative Care
<b>Contracted Hours</b>	Up to 37.5 hours
<b>Base</b>	North Tees and Hartlepool NHS Foundation Trust Breast Unit
<b>Pay Band</b>	Band 4

## Main Purpose of the Job

- To promote and deliver patient centred care aligned with the Trust vision.
- To provide the highest standard of safe, effective and compassionate care through the effective use of evidence based practice.
- To support a continuously improving service, in line with the clinical governance framework, Trust objectives, and the NHS performance framework.
- To continually develop professionally to ensure the post holder has the appropriate level of skill, knowledge and competence to meet service/specialty requirements.
- To help maintain a clean and safe department.
- Although based predominately in one area the post holder may be required to rotate to other areas/locations to accommodate service needs as required.
- To contribute to the delivery of the Breast Screening and Symptomatic Breast Services
- Perform supervised diagnostic breast imaging
- Take part in QA program

Organisational Chart
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<b>Communications and Relationships</b>
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- Applies effective communication in clinical practice with a caring and compassionate attitude at all times.
- Establishes and maintains effective communication with individuals, the wider Multi- Disciplinary Team, and other health professional regarding patient's care.
- Be part of the Breast Services team to ensure effective communication with patient's relatives and carers, taking into consideration level of understanding, culture and background.
- Develop and maintain effective channels of communication within the team, engaging, staff at all levels.
- Actively manages barriers to communication across all areas of responsibility to ensure positives outcomes.
- Produces accurate and complete records, accurate inputting of data and quality checks consistent with legislation policies and procedures.
- Under the direction of a supervising radiographer, communicates regularly and effectively with the Breast Services team regarding all aspects of clinical care and service delivery, including environmental issues.
- Must be able to demonstrate the English language proficiency level required for the post.



### **Analytical and Judgement Skills**

- Perform general mammography (Screening and Symptomatic) under the direction of a supervising radiographer, working on all sites as required by the service.
- Support the smooth running of screening, assessment and symptomatic clinics.
- Take part in QA programme as and when required.
- Ensure a high quality of radiographic technique, GDU personal audits as per NHSBSP guidelines.
- Liaise with patients to arrange technical recalls.
- Work on mobiles supporting the Band 6 radiographers to ensure a safe working environment for both staff and patients.
- Working on mobiles supporting band 6 radiographer to communicate with both hospital and health centre staff as when required.

### **Planning and Organisational Skills**

- Will work on own initiative within their role remit planning and prioritising duties to support continual service delivery and patient care.
- To be flexible to the needs of the service with respect to extended days and weekends.

### **Physical Skills**

- Accurate IT skills required for e-mail, record keeping and use of end user software such as PACS, CRIS, NBSS, TrakCare, Mediviewer, Cardea and Health Roster.
- Adhere to trust risk management strategy and operate in a safe manner for personal safety and that of others.

### **Patient/Client care**

- Contribute to the provision of individual patient care by personal participation in order to maintain skills as health care professional and provide an effective role model for the multi-disciplinary team.
- Act as patients advocate in all matters relating to his or her care, treatment and welfare acknowledging and incorporating cultural preferences, health beliefs and behaviours.
- Facilitate an environment where health promotion and informed patient choice is encouraged and developed to its maximum potential within the available resources.
- Be part of a team that evaluates clinical practice within the area by monitoring standards of care and ensuring that practice is evidence based and audited regularly in order to provide a continually improving service in accordance with the clinical governance agenda.
- Promote and maintain a culture where staff actively contribute to the clinical governance agenda and NHSBSP Screening Quality Assurance.
- Be pro-active in risk assessment and clinical incident reporting and participate in root cause analysis where required.

- Constantly promote the importance of the patient experience within the team, and actively seek the views of patients and carers in the process of evaluating and developing care delivery on the department.
- To work within accordance of all Trust Policies and procedures.
- Be actively involved in patient care during interventional procedures if required, including interventional site wound care, stemming of blood flow, interventional site wound dressing.
- Provide support and reassurance to the patient.
- Assist as required during drainage and aspiration procedures.
- Assist in delivering optimising patient flow through the breast clinics in order to provide the best patient experience.
- Contribute to a high standard of patient care by effectively communicating with the breast team to ensure a safe and efficient patient pathway.

### **Policy and Service Development**

- Demonstrate an understanding of an integrated approach to quality issues so that every member of the team contributes and is aware of their responsibility in this area.
- Contribute to the development of the service.
- Contribute to and work with the team to ensure that all local and national, standards guidance and targets are achieved.
- Ensure that all Trust policies are adhered to by self and others.
- Comply with the Trust's Risk Management Strategy and Directorate/Department clinical and health and safety policies and procedures and report any incidents/accidents and near misses in accordance with the Trust policy.
- Comply with and follow departmental procedures for routine cleaning and preparation of rooms.
- Maintain knowledge of local/national health policy in relation to service delivery.
- Demonstrate learning from compliments, complaints, concerns and patient feedback.
- Support the views of patients and carers in the process of evaluating care provision within the department.
- Support the development and maintenance of a team culture, which actively encourages empowerment, thereby supporting and facilitating change.
- Comply with the Trust's uniform and Infection Control policy.
- Comply with the Trust's Health and Safety policy.

### **Financial and Physical Resources**

- Knowledge of equipment and medical devices used in the clinical area and report the failure of mechanical problems of any items of equipment in line with the Medical Devices Policy.
- Participate to have effective processes in place for the ordering and monitoring of stock and non-stock items.

- Utilise resources effectively using evidence based and best practice.
- Ensure the safe handling of patients property, valuables and money.

### **Management and Leadership**

- Maintain, update and develop own skills, knowledge and competence to meet the requirements of the role.
- Implement/work within the Trust's HR policies and procedures.
- Support the Breast Team with the provision of training, education and support to junior members of staff and new starters.
- Comply with local induction programmes for staff new to the clinical area.
- Work within a team that supports staff to promote shared leadership, mentorship education, training and clinical supervision programmes.
- Participate in Annual Training Needs Analysis to identify own training requirements and reflect own identified learning needs and ensure demonstrated in practice.
- Ensure annual appraisal and personal development plan is in place in a timely way in line with professional development.
- Embed the Trust vision and core behaviour's in delivering a quality service to both internal and external customers across the Assistant Practitioner and Breast Multi-Disciplinary team.

### **Information Resources**

- Use of PACS, CRIS, Cardea, Medviewer, Health Roster, Datix and any other end user software required for both clinical and non-clinical aspects of the role.
- Maintain accurate record keeping and documentation within patients' records, paperwork and electronic systems.
- Adhere to the Trust Information Governance Procedures.
- Retrieve patient information from computer systems where required.
- Complete relevant records relating to application of annual leave, study leave and travel expenses.
- Ensure that all necessary information on patient activity is correctly recorded.
- Manage the effective implementation, utilisation and development of information technology systems within the clinical area in order to ensure the provision of accurate clinical and statistical data.

### **Research and Development**

- Participate in audits and surveys relating to staff, patient and visitor satisfaction
- Participate in achieving NHSBSP National Key Performance indicators and guidelines.
- Participate in achieving National cancer targets including two-week rules for symptomatic breast patients.



- May be expected to support patients participating in clinical trials

### Freedom to Act

- Works under direct or indirect supervision of a registered practitioner
- Has the awareness and ability to address the basic needs of patients/clients
- Works within Trust policy, procedures and guidelines
- Responsible for maintaining a portfolio of continuing knowledge and skill development
- To follow and observe Local Rules for Radiation Protection and IRMER. To clinically justify requests.

### Personal

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Participate in review of own performance regularly and development of personal development plan at least every 12 months.
- Take responsibility for own actions.
- Recognise own personal strengths and weaknesses and identify appropriate strategies to enhance the strengths and overcome or minimise the weaknesses.
- Apply personal effectiveness skills in terms of time management, prioritisation, resource management, self-motivation and team work.

### General Requirements:

Demonstrate commitment to IWL principles and flexible working patterns, to meet the needs of the service and staff

Tackle discrimination and harassment, and promote equality and diversity in the workplace

Reduce sickness absence; work place accidents; and promote zero tolerance on violence against staff

Take responsibility for personal development and education and the development of a Personal Development Plan.

#### 1. Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

Support the Making Every Contact Count approach to behaviour change in the promotion of health and wellbeing of individuals and communities <https://www.meccgateway.co.uk/nenc>

## **2. Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Speaking Up Policy (RM 36) in order that these can be brought to the Trust's attention immediately.

## **3. Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

## **4. Equal Opportunities**

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy

## **5. Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

## **6. No Smoking**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smoke Free Policy (EF12)

## **7. Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

## **8. Equal Opportunities**

The Trust believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

## **9. Conflict of Interest**

The Trust is responsible for ensuring that the service provided to patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties

## **10. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

Be aware of, and comply with, all Trust infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.

To be accountable for implementation of The Health and Social Care Act 2008 Code of Practice on the prevention and control of infections and related guidance (2015) within own department/area of responsibility.

Prepare for and undertake the protective interventions that he/she is responsible for in a manner that is consistent with evidence based practice and maintaining patient safety.

## **11. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

## **12. Disclosure and Barring Service**

The appropriate level of DBS check will be undertaken for this role. Further information on the Disclosure Service is available from [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

## **13. Other duties**

To undertake other duties to meet the changing needs and priorities of the Trust, the service and the clients, as determined by your manager and in accordance with the grade of the post.

## PERSON SPECIFICATION

**Job Title** Mammography Assistant Practitioner

**Pay band** Band 4

**Department** Breast Unit

**Care Group** Collaborative

Attribute	Essential	Desirable	Assessment
Qualifications & Training	<p>Higher Education certificate in mammography</p> <p>Foundation degree in science, having followed an approved programme of study in healthcare practice</p> <p>NVQ level 3 in Health care</p> <p>GCSE grade A-C in English and Maths or equivalent level 2 English and Maths functional skills</p>	<p>IT Qualification</p> <p>Customer service qualification</p>	AF/I
Experience	Demonstrable experience working in a breast unit	<p>Experience working in a multidisciplinary team</p> <p>Customer service experience</p> <p>Experience with working in a healthcare environment</p>	AF/I
Knowledge			AF/I/P
Skills and attributes	<p>Demonstrate good IT skills</p> <p>Demonstrate ability to work on own initiative or as a team player</p> <p>Demonstrate willingness to work flexibly to ensure service provision</p>		AF/I/P
Management/Supervision			AF/I/P
Communication	Demonstrate well developed written, verbal and listening skills		AF/I/P

Finance and Physical Resources			AF/I
Other	Must be able to travel independently between locations as required by the role  Honest and dependable character  Ability to work under pressure  Show willingness to develop		

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested:    AF    -    Application Form  
                       I    -    Interview  
                       P    -    Presentation

*I confirm that this Person Specification has been discussed and agreed with me.*

Name: .....

Signature: .....

Date: ...../...../.....



## Profile Supplement:

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos			x			
Lifting weights/objectives above 15 kilos			x			
Using equipment to lift, push or pull patients/objects			x			
Lifting heavy containers or equipment			x			
Running in an emergency			x			
Driving alone/with passengers/with goods	x					
Invasive surgical procedures		x				
Working at height or in a confined space		x				
Concentration to assess patients/analyse information				x		

Response to emergency situations				x		
To change plans and appointments/meetings depending on the needs of this role				x		
Clinical interventions	x					
Informing patients/family/carers of unwelcome news				x		May be present
Caring for terminally ill patients		x				
Dealing with difficult family situations			x			
Caring for/working with patients with severely challenging behaviour		x				
Typing up of formal minutes/case conferences		x				
Clinical/hands on patient/client care	x					
Contacts with uncontained blood/bodily fluids				x		
Exposure to verbal aggression				x		

Exposure to physical aggression				x		
Exposure to unpleasant working conditions dust/dirt/fleas		x				
Exposure to harmful chemicals/radiation			x			
Attending the scene of an emergency			x			
Food preparation and handling		x				
Working on a computer for majority of work		x				
Use of road transport				x		