

## DIRECTORATE of OPERATIONS

## Specialist Cancer and Support Services Care Group

## JOB DESCRIPTION

<b>POST</b>	<b>ADVANCED PRACTITIONER BREAST IMAGING</b>
<b>PAY BAND</b>	<b>7/8A ACCORDING TO EXPERIENCE</b>
<b>RESPONSIBLE TO</b>	<b>AHP DIRECTOR, SPECIALIST CANCER &amp; SUPPORT SERVICES CARE GROUP</b>
<b>ACCOUNTABLE TO</b>	<b>CHIEF OF SERVICE, SPECIALIST CANCER &amp; SUPPORT SERVICES CARE GROUP</b>
<b>BASE</b>	<b>DIANA PRINCESS OF WALES HOSPITAL, GRIMSBY</b>

## ABOUT US

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

## ABOUT THE POST

The post holder will support the Consultant Radiographic Practitioner / Head of Service in providing a high-quality clinical service, and effective strategic leadership. The post holder must be registered as a Radiographer with the Health and Care Professions Council. In addition to clinical expertise, the post holder also requires a high level of tact, diplomacy and management expertise. The post holder will also

work closely with the Breast Surgery and Breast Screening Teams to ensure activity and patient flow are supported.

The practitioner will be responsible for the day to day provision of Mammographic Imaging to the breast care unit and be the deputy to the Consultant Radiographic Practitioner at the Diana Princess of Wales Hospital, Grimsby. This will include ensuring a high standard of mammography from all team members, identifying individual training requirements, providing practical training as required. The post holder will also undertake Mammographic Image Interpretation, breast ultrasound and related procedures if applicable. The post holder should encourage role development.

The post holder will work as a team member within a multidisciplinary team providing effective communication between all areas to enhance patient care. Attendance at MDT and other relevant meetings will be expected.

They will create within the unit the desired environment for technical excellence by providing practical training and support to Assistant practitioners and those embarking on Post Graduate study, and will ensure compliance of quality assurance program as outlined by National Breast screening Quality assurance regional committee, forwarding all data as required in a timely and accurate manner to the relevant body.

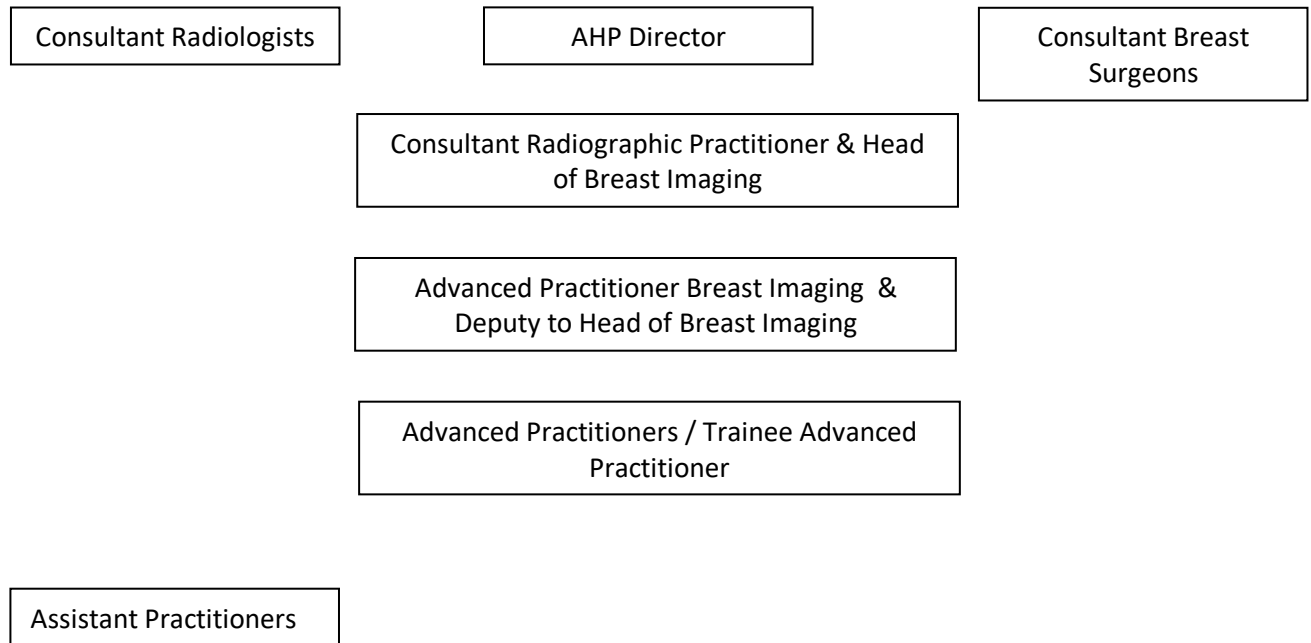
The post holder will normally be expected to work a 5day week, however they may have a need to participate in 7 day working on occasion. This should be for the benefit of the service, and by agreement with the Director of Diagnostic AHPs.

#### **DUTIES AND RESPONSIBILITIES OF THE POST HOLDER**

1. Support the Consultant Radiographic Practitioner and be the Deputy for the Consultant Radiographic Practitioner
2. Maintain competence in Mammography Image acquisition
3. Undertake Mammographic Image Interpretation
4. Undertake breast ultrasound
5. Be responsible for Mammographic QA, equipment maintenance and service schedules
6. Ensure departmental appointments and workload is coordinated.
7. Liaise with Humberside Breast Screening Service to aid provision of their requirements
8. Liaise with service engineers and Medical Physicists
9. Attend QA regional committee meetings.
10. Undertake duties as appropriate as a RPS.
11. Be an active member of the breast care team ensuring the efficient provision of diagnostic services for the breast Care Unit according to departmental protocols
12. Must be able to integrate and liaise with a well-established multidisciplinary team.
13. To maintain an efficient workload in all areas of the service.
14. To assist with the teaching activities of the department including students, assistant practitioners and Radiographic & Medical staff
15. To attend weekly multidisciplinary meetings and deputise for the Consultant Radiographic Practitioner when needed.
16. To take part in audit & clinical governance activities of the department
17. To follow and observe National Standard Practices related to breast imaging services including ionising regulations.
18. To be aware of and implement Northern Lincolnshire and Goole Hospitals NHS Trust policies and agreed standards, to ensure that the environment for patients and other staff is safe and conducive to a high standard delivery of service.
19. To ensure effective and timely communication and liaison on service related issues.

20. To maintain effective working relationships with immediate colleagues and other members of the multi-disciplinary team to ensure smooth running of the service.
21. To be responsible for monitoring personal performance.
22. To attend mandatory training and other training as agreed through the units training strategy and the post holder's PADR and be willing to undertake further advanced training depending on departmental need
23. To be personally responsible for keeping up to date with all departmental practices and procedures.
24. To participate in professional developments and maintain an awareness of current thinking and trends in all professional matters.
25. To participate in research, in standard setting, audit and information collecting
26. To act as a trainer within the role of an Advanced Practitioner as required by the service.
27. Any duties appropriate to the grade
28. The post may involve cross site working therefore a current driving license is essential
29. Flexibility in relation to working hours will be required depending on project deadlines and occasional unplanned extended clinics. Time off in lieu/payment for this is at the discretion of the Head of Breast Imaging
30. Undertake annual mandatory training as required by the Trust and ensure staff team complies with completion within required timescales.
31. Ensure observation of Codes of Practice, Health & Safety Regulations, COSHH and Trust Policies.
32. Ensure staff in your area comply with Infection Control policies and processes.
33. Observe Trust Policy regarding Performance Review & Career Development.
34. In the absence of the Head of Breast Imaging, be responsible for the supervision of personnel management and performance issues of all members of staff within their area including possession of their confidential personal records, control of annual leave, sickness and absence records, duty rotas etc.
35. Ensure appraisals are carried out for staff in your area as delegated by the Head of Breast Imaging.
36. Demonstrate full responsibility and accountability for own professional actions.
37. Utilise supporting evidence for developing practice and protocols within the specified areas to ensure continuous development of the service.
38. Document, report and investigate any incidents, clinical or otherwise, that occur within the department.
39. Be able to support Patient Safety Incident investigations and the writing of formal reports
40. Ensure awareness of waiting times for the modality and that patients do not breach local and national waiting time positions
41. Ensure the department responds to complaints and legal claims in a timely manner providing detailed accurate responses.

## ORGANISATIONAL CHART



## OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## MAIN TASKS REQUIRED OF THE POST HOLDER

Whilst the Trust recognises that specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the general policies and procedures of the Trust. You should familiarise yourself with them, and ensure that you understand and adhere them.

You should, in particular, bear in mind the Trust's policies on Health and Safety, Fire Procedures and Equal Opportunities. These are available on the Human Resources Department section of the Intranet.

This job description is not intended to be an exhaustive or exclusive list of duties, but is intended to provide an indication of the range of duties that may be undertaken. The post holder will be required to undertake various other duties that are implicit in the smooth running of the services and in accordance with service developments working on own initiative.

Northern Lincolnshire & Goole NHS Foundation Trust reserves the right to modify the job description (in accordance with the grade of the post) and any modifications will be made by mutual consent wherever possible.

The post holder will be subject to a system of Performance Review and Career Development. An individual development plan will be agreed to assist the post holder's personal growth to the benefit of the individual and the Organisation as part of the post holder's annual appraisal.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

### Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.



**Kindness · Courage · Respect**



The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

## **Confidentiality**

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). this duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

## **Equality impact assessment**

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.