

Join us at UHB



Building healthier lives

Welcome from our Interim CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Interim Chief Executive Officer

JOB DESCRIPTION

Job Title	Specialist Radiographer Breast Services
Pay Band	Band 6
Department	Breast Imaging
Division	One
Reports to	Breast Modality Lead
Professionally Responsible to	Breast Imaging Modality Manager
JOB SUMMARY	
<p>The post holder is an integral member of the multidisciplinary team undertaking high quality mammography examinations in both the screening and symptomatic breast referral services for University Hospitals Birmingham NHSFT. Duties will be undertaken at South Birmingham Breast Screening Unit and the associated mobile screening unit according to NHSBSP guidelines and South Birmingham Breast Unit QMS operating procedures. Duties will also be undertaken at Good Hope and Solihull Hospitals. The post holder has responsibility for the assistant practitioners and radiographic helper staff and in addition the post holder will participate in the training for other members of the team in all aspects of digital mammography, standard image guided interventional procedures, and digital imaging.</p>	
TEAM/DEPARTMENT STRUCTURE CHART	
<pre> graph TD A[Director of Breast Screening / Breast Imaging Service Lead] --> B[Breast Imaging Manager / Programme Manager] B --> C[Deputy Programme Manager / Breast modality lead] C --> D[Band 7 – Advanced Practise] D --> E[Band 6 Breast Radiographer] </pre>	
KEY SKILLS	
<ul style="list-style-type: none"> to achieve optimum image quality to limit radiation dose to minimise the number of repeat examinations 	
KEY RESPONSIBILITIES	
<p>Provision of mammography</p> <ul style="list-style-type: none"> To undertake high quality screening mammography at base unit and mobile screening unit. To undertake high quality mammography and associated specialised radiographic techniques at assessment and symptomatic clinics in the static units and mobile unit. To carry out mammography examinations that are adequate for radiological interpretation in 97% of cases. 	



- To perform regular QA tests on the X-ray equipment (mobiles and static) and ensure that results are accurately documented and appropriately actioned and to inform the Superintendent Radiographer or Lead QA Radiographer of any results which are outside agreed parameters, or, if the post-holder is the most senior in the department, to take appropriate actions to resolve the problem (following discussions with medical physics).
- To work flexibly by working occasional unsociable hours to accommodate service requirements.
- To check and document identity and demographic details of patients/clients according to departmental practice for screening and symptomatic patients/clients.
- To note any reported breast problems and observe and note any significant clinical signs and symptoms according to QMS standard operating procedures whilst not raising anxiety levels in the clients/ patients.
- To ensure clients/patients receive a comprehensive explanation about the mammogram and expected time for receiving their results.
- To perform accurate standard mammography examinations in a sensitive and professional manner, adhering to a six minute time constraint and be able to adapt techniques to individual patients/clients.
- To perform specialised mammography views in assessment and symptomatic clinics as well as using specialised equipment to allow radiologists to perform accurate biopsies on impalpable lesions.
- To be aware of the needs of the individual woman and be able to communicate effectively with clients/patients who come from different backgrounds, or who may have challenging behaviour, learning or physical disabilities, or who have just been given bad news.
- To demonstrate and communicate empathy and sensitivity in sometimes highly emotive atmospheres ensuring that complex and sensitive information is understood by patients and carers.
- To adhere to departmental regulations with particular regard to IRME(R) 2019, IRR 2019 and local rules of practice at UHB.
- To take part in regular PGMI image analysis and clinical audit sessions of mammography standards to maintain a technical repeat rate of less than 3%.
- To take part in regular local and regional client satisfaction surveys for both screening and assessment clinics.
- To participate fully in the activities of the Breast Team, such as Audits, Right Results, attending clinical multidisciplinary team meetings,
- To participate in national dose surveys.

Digital systems

- To perform routine QA tests on digital systems and to ensure results are accurately recorded and action as appropriate.
- To inform the Senior Radiographer or Quality Assurance Radiographer if any results are outside acceptable parameters.
- To participate in all training provided by clinical applications specialists and cascade training in the department for new digital systems.

Responsibilities when working on a Mobile Unit

- To provide a positive/welcoming environment for clients/patients.
- To ensure daily collection of documentation and supplies from The Breast Screening Unit for



use on the Mobile Units.

- To ensure that the mobile unit is maintained as a suitable environment for staff and clients by checking for and reporting any external/internal damage prior to use.
- Undertakes cleaning of equipment and interior of mobiles, where necessary in-line with the trusts control of infection policy.
- To report deficiencies in domestic cleaning arrangements as required in the service level agreement.
- To ensure the X-ray equipment is secured before the trailer is moved.
- To maintain daily stocks on mobile unit to meet service requirements.
- To report any loss or damage of stock to the Superintendent radiographer
- To take responsibility for the relevant legislation relating to Health and Safety, COSHH, IR (ME) R 2017, IRR regulations, Infection Prevention Control and Fire Procedures.
- To take responsibility for suspending/ceasing the screening list due to equipment failure or hazardous working conditions, in-line with NHSBSP publication number 32.
- To take responsibility to contact relevant agencies to rectify any problems at the earliest opportunity.
- To inform Modality Lead Radiographer of all actions undertaken.
- To ensure that the mobile screening unit is left secure/alarmed when leaving the unit.

Provision of support during clinical radiological procedures

- To prepare instrument trolleys for procedures using sterile techniques.
- To correctly clean and dispose of equipment after performing specialised procedures.
- To carry out mammography examinations required during specialised procedures such as X-ray guided localisation biopsies, and to provide relevant expertise to the radiologist/Consultant radiographer/Advanced practitioner during these procedures.
- To provide support to clients and patients undergoing invasive procedures.
- To X-ray breast pathology specimens as required to ensure excision of all abnormal breast tissue.
- To ensure that pathology laboratory specimens are accurately labelled, documented and transported to the collection point for onward transportation to the pathology laboratory during clinics.
- To accurately log client and procedure details according to departmental practice..

Communication

- To communicate with patients, clients and visitors in a polite and respectful manner reflecting their level of understanding and taking into account cultural and language barriers; also promoting their sense of dignity at all times.
- To communicate and liaise with all members of the multidisciplinary team in a polite and professional manner to contribute radiographic aspects relating to patient management and care.
- To be up to date with all current issues in all aspects of screening and breast care, and have a reasonable knowledge of other issues related to women's health.
- To respond to any questions or concerns from patients, clients and visitors professionally, knowledgeably and with confidence.
- To empathise, reassure (where appropriate) and to utilise well developed persuasive skills when dealing with patients in highly emotive states.
- To develop skills to diffuse situations which occasionally arise when dealing with aggressive, demanding or angry patients/carers/relatives.
- To develop skills to switch between different cohorts of women i.e. screening,



(asymptomatic) versus symptomatic requiring different persuasive motivational and communication skills to ensure the examination(s) is carried out to the highest standards.

- To deal sensitively and with discretion with male referrals to the unit who may find the environment difficult or intimidating.

Administration

- To take telephone enquiries in an effective, polite manner and refer on to relevant staff, as appropriate.
- To ensure patient/client confidentiality is maintained at all times in accordance with Trust Data Protection policy.
- To complete accurately and legibly all hand written records.
- To be computer literate as required: to enter patient data onto computer systems to maintain accurate records.

General

- To attend and contribute to departmental meetings.
- Comply with written standard operating procedures and work practices in line with the organisation's QMS work procedures.
- To contribute to departmental discussions on policies and procedures and to suggest changes to improve the patient experience.
- Comply with the principles of risk management including health and safety legislation, promoting high standards and acting immediately on hazards or unsafe practices in conjunction with other staff.
- Ensure that Trust wide standards are maintained and monitored to improve the quality and total care of all who come into contact with services provided by University Hospitals Birmingham Foundation NHS Trust.
- Report to the Modality Manager/Modality Lead any sickness or absence from work of any member of the department staff as soon as possible.
- Cover the work of colleagues during periods of absence or peak workloads.
- Undertake any other tasks or duties in accordance with the grade and nature of the post.

Training & RESOURCE MANAGEMENT

Provision of training and support to assistant practitioners, helpers, student radiographers, radiographers and specialist registrars

- To supervise radiographic helpers/assistants and assistant practitioners.
- To supervise and assist qualified radiographers undergoing mammography training to gain the postgraduate award in mammography practice.
- To supervise assistant practitioners undertaking mammography.

To give practical and theoretical support, training and advice to student radiographers and medical registrars undergoing training in the Breast Unit during the clinical rotation

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

Education and Training

- Participate in the appraisal process, maintaining relevant CPD activity and achieving



<p>agreed PDP.</p> <ul style="list-style-type: none"> • Participate in personal and peer film review to ensure adherence to the most recent NHSBSP targets. • To be continually aware of data, policies and guidelines pertaining to the NHSBSP. • Participate in regional breast screening service review and contribute to achieving appropriate targets and standards.
RESEARCH AND DEVELOPMENT
<p>Participate in quality management as identified by the National Breast Screening Programme</p> <p>HEALTH AND SAFETY The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.</p>
EFFORT -
<p>The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.</p> <p>CLINICAL GOVERNANCE & RISK ASSESSMENT The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.</p> <p>CONFIDENTIALITY Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.</p> <p>DATA PROTECTION If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.</p> <p>EQUAL OPPORTUNITIES AND DIVERSITY* University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff 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.</p> <p>Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.</p>
TRUST VISION & VALUES
<p><i>DO NOT AMEND THIS SECTION</i></p> <p>The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:</p>



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Connected: The connections we build with everyone around us
Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

The Post holder is required to work within the UHB Breast Mobile and Static Sites and essential car user.

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:

PERSON SPECIFICATION

JOB TITLE: Specialist Breast Radiographer	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
General Education and Qualifications As required for university entry to Radiography Degree course(E) Professional Qualifications Radiography Degree or diploma of the College of Radiographers.(E) State registered radiographer.(E) Evidence of CPD.(E)	G.C.S.E, N.V.Q., G.N.V.Q., A/O Levels Holds the Certificate of Competence in Mammography or the Post Diplome Mammography core training qualification. (D)
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
Experience in general radiography (E)	Experience in breast screening (D)
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE



<p>Ability to work well under pressure/stressful conditions.(E)</p> <p>Ability to work as part of a team and to work on own initiative. (E)</p> <p>Must be able to train and influence colleagues.(E)</p> <p>Ability to problem solve.(E)</p> <p>Must participate in audit activities.(E)</p> <p>Understanding and knowledge of current techniques and equipment used in breast imaging.(E)</p>	<p>Knowledge of NHS BSP (D)</p>
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<p>Personal Attributes</p> <p>Reliability(E)</p> <p>Punctuality(E)</p> <p>Desire to perform well both professionally and personally.(E)</p> <p>Caring, empathetic approach to patients/carers.(E)</p>	