

# Trainee Assistant Practitioner in Breast Imaging

## Candidate Pack



## Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- This role involves helping with breast screening by taking X-ray pictures called mammograms, under the guidance of a senior radiographer.
- You will work in hospitals and travel to mobile screening units across Shropshire.
- You'll also help with equipment checks, keeping the work area clean, and doing simple office tasks.
- You'll support women during their appointments, including those with disabilities or special needs.
- You'll learn how to do more advanced tasks over time, with training leading to a qualified role after about 18 to 24 months.
- To apply as a trainee, you must be over 16, not already in government-funded training, and meet UK residency rules.

## Job Description

<b>Job title:</b>	Trainee Assistant Practitioner in Breast Imaging
<b>Grade:</b>	4
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Lead Superintendent Radiographer
<b>DBS required:</b>	Yes- Enhanced

## Job overview

To undertake routine mammography, under supervision of a senior radiographer, within the NHS Breast Screening Programme and to provide support to the wider Breast Imaging team. Other duties will include, routine QA equipment testing and general housekeeping. Undertaking any clerical duties as per departments needs. The ability to travel to all mobile screening sites within Shropshire is an essential requirement of this post. In the case of a trainee post-holder, this will be a developmental role into all areas listed below, leading to the post of Band 4 Mammographer Assistant Practitioner on successful completion of the training programme (approximately 18-24 months) and working a minimum of 30 hours per week.

Please see below details to be able to undergo this role as an Apprentice: Can be any age post full-time education 16+, Cannot already be on an Apprenticeship or any Government funded training, Cannot have a qualification at the same or higher level in the same vocational area. There needs to be significant new learning. Has been a

UK resident for 3 or more years. Or Meets the eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked funding document:

### Trainee Assistant Practitioner in Breast Imaging

## **Scope and Range**

- To work within the scope of practice of a Level 4/5 Assistant Practitioner.
- To carry out mammography examinations to the required standard.
- To work under the supervision (direct or indirect) of a senior radiographer.
- To be responsible for radiation protection of patients/carers/others during mammography procedures

## **Main duties and responsibilities**

- Provision of mammography

To act within the knowledge, skills and training of the role.

To undertake screening mammography at the static and mobile units.

To assist in more complex procedures e.g. breast ultrasound or biopsy.

To develop/maintain high quality clinical standards of mammography whilst minimising technical repeats and recalls.

To observe all relevant Radiation Protection legislation and comply with Local Rules and IR(ME)R 2000 .

To work within the time constraints of the Breast Screening service.

To check and document identity and demographic details of all women, to observe and note any breast problems, significant clinical signs and symptoms, referring to a radiographer as necessary.

To ensure that patients/clients receive a comprehensive explanation about the mammographic examination and procedure for receiving results.

To be aware of the needs of each woman and be able to communicate with women from different backgrounds and those with challenging behaviour, learning or physical disabilities.

To refer to a more senior member of staff when a woman presents with technical challenges or when she has previous breast surgery, breast implants or a pacemaker.

To regularly perform PGMI on films produced to maintain the less than 3% recall/retake rate.



To take part in regional client satisfaction surveys. To attend multi-disciplinary team meetings.

To perform QA tests on the imaging equipment, accurately record results and report any variations to a radiographer

## **Provision of a welcoming environment**

To greet patients, clients and visitors in a courteous manner which promotes their sense of dignity at all times.

To confidently respond to any questions or concerns from patients, clients and visitors, knowing when to refer to a senior member of staff.

## **Efficient administration**

To accurately record all relevant information on NBSS.

To file and retrieve X-Ray packets as required.

To ensure that client confidentiality is maintained at all times in accordance with Trust policy.

To complete accurate and legible hand written records.

To have a working knowledge of the Radiology Information System (CRIS) and the National Breast Screening Computer System (NBSS).

## **Communication**

To take telephone enquiries in an efficient and polite manner, referring to relevant members of staff as appropriate.

To communicate with clients and visitors in a polite and respectful manner, taking into consideration language and cultural barriers.

To be up to date with current issues in all aspects of Breast Screening care and other areas of women's health.

To communicate effectively with all members of the breast team and other departments.

## **Provision of support during clinical and radiological procedures**

To assist radiographers performing mammograms on women with restricted mobility or wheelchair users.

To prepare and clear sterile trolleys for biopsy procedures.

To provide general support to the radiographer during invasive procedures.

To provide support for clients undergoing specialised procedures.

## **Duties when working on the mobile unit**

To maintain a clean, safe working environment for staff and clients.

To maintain adequate stock levels.

To report any faults/damage to a senior member of staff.

To ensure the unit is secure at all times.

## **Stock control and housekeeping**

To ensure that adequate stocks are maintained, checked and stored in the correct place

and report to the Superintendent when items need to be ordered.

## **General**

To be able to prioritise the workload to maintain the efficiency of the service.

To comply with written policies, procedures and work practices of the Trust.

To comply with all departmental and Trust Health and Safety policies.

To cover the duties of work colleagues as required.

Physical, mental and emotional demands

## **Physical demands**

Use of heavy x-ray equipment

Transport of Dimex and screening paper work at the end of the screening day.

## **Mental Demands**

To work in a small area to a very strict and demanding timetable, with very little flexibility to

vary pace of work. Appointment schedule has to be adhered to because of physical space

and volume of activity

## **Physical, mental and emotional demands**

Physical demands

Use of heavy x-ray equipment

Transport of Dimex and screening paper work at the end of the screening day.

## Mental Demands

To work in a small area to a very strict and demanding timetable, with very little flexibility to

vary pace of work. Appointment schedule has to be adhered to because of physical space

and volume of activity.

9

## Emotional Demands

Required to offer support empathy and understanding to ladies undergoing investigative diagnostic procedures.

Required to offer support, empathy and understanding to women after test results are given.

## Working conditions

The post-holder is required to work on mobile units at all screening sites within the county and in the Mammography Suites at the Royal Shrewsbury and Princess Royal Hospitals.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	Maths and English at Level 2 e.g. GCSE grade A* - C or 9 - 4 or equivalent. Trainee required to study for a foundation degree- Assistant Practitioner (Health) - Higher Apprenticeship – FdSc	
<b>Experience &amp; knowledge</b>	Genuine interest in the work of the Breast Screening Service.  Previous experience of working as part of a team.	Previous experience of working in the NHS or a care setting Time spent in a Mammography department. Awareness of Health & Safety issues in the workplace

	Basic knowledge of the NHS Breast Screening programme	
<b>Skills</b>	<p>Effective communicator with a wide range of people.</p> <p>Able to work closely with colleagues.</p> <p>Able to work under close supervision and on own initiative recognising personal limitations.</p> <p>Understands the significance of confidentiality.</p>	<p>Ability to use departmental IT systems namely- NBSS (Breast Screening), CRIS (Radiology)Example</p>
<b>Other</b>	Able to travel to and work at all breast screening sites	

## 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 and 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. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust's 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.

