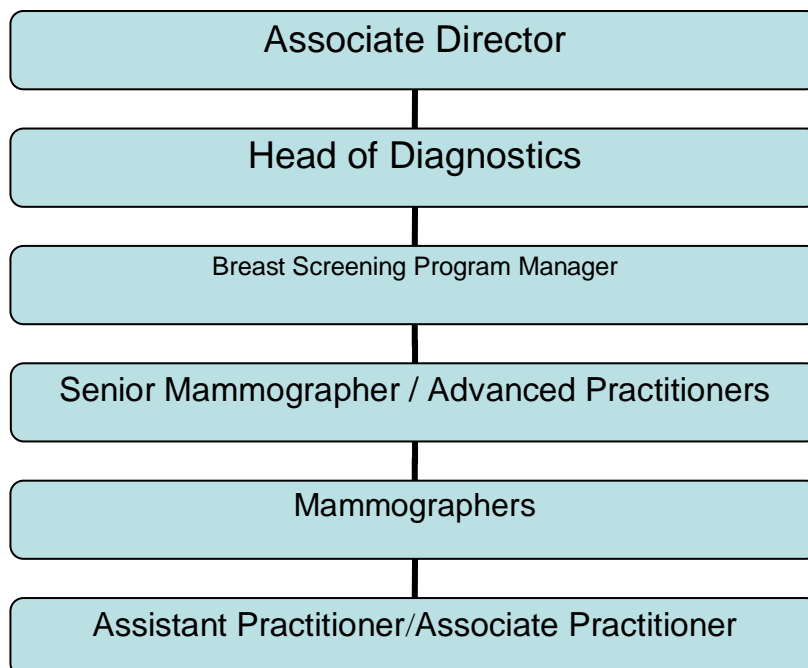


HR Use Only
Job Ref:
209-A-24-6082769

### **JOB DESCRIPTION**

<b>JOB TITLE</b>	Assistant Practitioner/Associate Practitioner
<b>PAY BAND</b>	Band 4
<b>DIRECTORATE / DIVISION</b>	Allied Health and Clinical Support
<b>DEPARTMENT</b>	Radiology
<b>BASE</b>	Macclesfield District General Hospital
<b>RESPONSIBLE TO</b>	Programme Manager
<b>ACCOUNTABLE TO</b>	Head of Diagnostics
<b>RESPONSIBLE FOR</b>	Radiology

### **Organisational Chart**



### **Job Summary -**

- To work as radiographic operator under a radiographic practitioner within the Radiology Department working within achieved competencies to agreed protocols.
- To provide assistance to Radiologists, Mammographers and other staff in all areas of the department.

- To work toward further competencies which may be in a wider diagnostic modality as dictated by departmental workload.
- Post holder will be expected to possess or work towards a qualification recognised by the College of Radiographers as an Associate Practitioner in Mammography as part of their apprenticeship.

### **Key Duties/Responsibilities**

1. To be familiar with the policies and protocols which are in operation within the department.
2. To be familiar with the operation of agreed diagnostic/x-ray equipment within the department ensuring a level of competency which would enable compliance with radiation protection and health and safety.
3. To report malfunctions or incidents to Senior Mammographic / Radiographic staff.
4. To perform under the guidance of a Radiographic Practitioner who is responsible for justification of examination requests and checking of all radiographs taken as per IRMER (Ionising Radiation Medical Exposure) 2017 regulations.
5. To produce diagnostic images of a consistent and acceptable diagnostic standard within agreed scope of practice and meeting those as defined by NHSBSP (National Health Service Breast Screening Programme). To perform high quality mammography for Cheshire & Stockport Breast Screening Programme at all screening sites and East Cheshire symptomatic service.
6. Liaise with the supervising radiographer or other HCPC registered radiographer if requiring repeating images. Mammography is performed under supervision of state registered mammographer.
7. To provide evidence of CPD.
8. To co-operate with all staff in the provision of an efficient and effective service.
9. To maintain high standards of care for patients and relatives.
10. To have due regard for Local Radiation Rules IRMER 2017 (Ionising Radiation Medical Exposure) and Health and Safety Policy.
11. To ensure all patient details are entered and checked on all relevant databases, operating worklists, tracking details etc as per departmental protocols are complied with, previous films are obtained where applicable.
12. To undertake any other duties this may be delegated by other senior staff. This includes administrative tasks as and when needed.
13. To undertake any other duties and responsibilities that may be assigned by senior staff and to use co-ordination and organisational skills to ensure the full service of the department is completed when there are limited staff on duty.

14. To assist in the departmental Quality Assurance Programme and to be actively involved in future developments.
15. To report to senior staff any malfunction or breakdown of equipment or any other problems arising in the workplace.
16. To be flexible in assisting in the provision of an out of hours rota, including evenings, weekends and Bank Holidays.
17. To maintain a broad understanding of the work of the Diagnostic and Therapeutic Services Division and of the Trust as a whole and actively contribute your ideas for the improvement of service provision.
18. To ensure own actions contribute to the maintenance of quality service provision.
19. To be responsible for self development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
20. To develop and maintain effective working relationships with colleagues.
21. To be aware of and work within the Trust's Equal Opportunities Policy and to treat all contacts, staff or clients with dignity and respect.
22. To abide by all relevant Trust and Departmental policies including Confidentiality and Data Protection. The post holder is reminded that any breach of the Trust's confidentiality policies and procedures will result in disciplinary action.
23. All staff have a duty to ensure the Health and Safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. **ALL** accidents must be reported to your manager and, in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following policies and procedures including Moving and Handling guidelines.

**This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.**

### **GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS**

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

**Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

**Infection Control:**

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

**Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

**Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

**Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Equality & Human Rights:**

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

**Values based Recruitment:**

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

**Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

**SAFEGUARDING Adults and Children:**

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

**Disclosure and Barring Service (DBS)**

“REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions”.

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

**THE TRUST OPERATES A NO SMOKING POLICY**

HR Use Only
Job Ref:
209-A-24-6082769

### PERSON SPECIFICATION

<b>JOB TITLE</b>	Assistant / Associate Practitioner Breast Screening
<b>PAY BAND</b>	Band 4

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b> (Application / Interview/ Assessment )
<b>QUALIFICATIONS</b>	Foundation Degree in Assisting Professional Practice or equivalent  GCSE Maths Grades A-C, 4-9 or Functional Skills Maths level 2 or equivalent  Must undertake and achieve the Mammography Associate apprenticeship Level 4	Attendance at study days  Attendance at conferences etc	Application Form and Interview.
<b>KNOWLEDGE</b>	Knowledge of Infection Control  Involvement with Quality Assurance  Awareness of confidentiality	Knowledge of CRIS/PACS (Picture Archiving and Communication System)  Understanding of NHSBSP (National Health Service Breast Screening Programme) procedures	Application Form and Interview.
<b>SKILLS</b>	Effective communication skills both written and verbal  Ability to demonstrate caring attitude to patients/clients and staff members  IT skills  Consistent and reliable  Able to display good judgement  Able to self-motivate	Able to prioritise	Application Form and Interview.
<b>EXPERIENCE</b>	Experience of working in a Breast Services Unit	Experience of working in a Radiology unit	Application Form and

			Interview.
<b>SPECIFIC JOB REQUIREMENT</b>	<p>Ability to work weekends and extended working day</p> <p>Ability to travel across site as required</p> <p>Ability to work in sometimes unpleasant conditions (i.e. body odour) whilst maintaining professional and empathetic manner to patient/client</p>	Current driving licence	Interview.
<b>OTHER</b>	<p>Enjoys meeting people</p> <p>Conscientious</p> <p>Punctual</p> <p>Approachable</p> <p>Confident</p> <p>Smart, tidy and a professional appearance and manner</p>		Interview.

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

**Signature of Postholder:** .....

**Date:** .....

**Print Name:** .....

**Signature of Manager:** .....

**Date:** .....

**Print Name:** .....