

Document Control

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| Title Standard Operating Procedure for performing x-rays of breast pathology specimens | | | |
| Author | | Author's job title Advanced Practitioner Radiographer/ Lead Mammographer | |
| Directorate Operations | | Department Radiology | Team/Specialty Mammography |
| Version | Date Issued | Status | Comment / Changes / Approval |
| 0.1 | June 2018 | Draft | Initial version for consultation to Mammographers |
| 0.2 | Nov 2019 | Draft | Sent to RMG for approval, noted stakeholders and contacts not correct. Details corrected. Also main contact and author details updated. Sent to mammography team for consultation again as changes not recorded. |
| 0.3 | Jan 2020 | Draft | Draft approved by Mammography team, issue/ review dates added and sent to RMG for final approval. |
| 1.0 | Feb 2020 | Final | Approved at Radiology Management Group meeting |
| Main Contact Radiology Department North Devon District Hospital Raleigh Park Barnstaple, EX31 4JB | | Tel: Direct Dial – Tel: Internal – Email: | |
| Lead Director Director of Operations | | | |
| Document Class Standard Operating Procedure | | Target Audience Mammographers | |
| Distribution List Senior Management | | Distribution Method Trust's internal website | |
| Superseded Documents None (new documentation) | | | |
| Issue Date January 2020 | | Review Date January 2023 | Review Cycle Three years |
| Consulted with the following stakeholders: (list all) <ul style="list-style-type: none"> Mammographers | | Contact responsible for implementation and monitoring compliance: Lead Mammographer | |
| | | Education/ training will be provided by: Lead Mammographer | |
| Approval and Review Process <ul style="list-style-type: none"> Radiology Management Group (RMG) | | | |
| Local Archive Reference G:\ Radiology Public Drive | | | |
| Local Path MAMMO / Protocols and Guidelines / Published SOP's | | | |
| Filename SOP- pathology specimens (mammography) | | | |
| Policy categories for Trust's internal | | Tags for Trust's internal website (Bob) | |

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| website (Bob)Radiology/ mammography | |
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1. Background

- 1.1. Mammographers are qualified diagnostic radiographers with a good understanding of breast anatomy. They must maintain accuracy in positioning of the breast, applying appropriate compression which has three main uses: ensuring the breast is of an even breast thickness, limiting patient movement and reducing patient dose. Good communication, compassion and patient care skills will ensure accurate positioning and compression of the breast whilst remaining sensitive to the physical and emotional needs of the patient. Mammographers will use independent, professional, ethical judgment, with an expectation to engage in continuing education to enhance patient care, knowledge, and competence.

2. Purpose

- 2.1. The Standard Operating Procedure (SOP) has been written to:
- Identify the procedure for performing x-rays of breast pathology specimens.

3. Scope

- 3.1. This Standard Operating Procedure (SOP) relates to the following staff groups:
- Mammographers
 - AP Mammographers
 - Pathology staff

4. Definitions

Definition of 'Mammographer'

An experienced clinical Radiographer who must:

1. Hold PgCert Mammography (or working towards this qualification)
2. Hold membership of Society of Radiographers or other professional body offering professional indemnity insurance
3. Show enthusiasm, desire and aptitude to acquire additional skills

5. Location

- 5.1. This Standard Operating Procedure is to be implemented in the ultrasound department where all mammography imaging is carried out.
- 5.2. Staff undertaking this procedure must be able to demonstrate continued competence as per the organisations policy on assessing and maintaining competence.

6. Equipment

- Siemens mammomat inspiration
- Compression paddle (24 x 30cm or 18 x 24cm)

7. Procedure

- Book patient on to CRIS under the code XPATH (pathology specimen). As the examination does not involve radiation to an individual, a standard x-ray form is not required. It can be useful to scan the pathology form on to CRIS instead.
- Select correct patient name off the browser. Double click patient name and click exam.
- Old exams may be viewed in the 'Viewing' tab if downloaded from PACS for reference and comparison.
- Position specimen on to the x-ray table, Pathologist (if present) may help with orientation of specimen.
- Use one of the standard compression paddles (18 x 24cm or 24 x 30cm); selecting the paddle dependent on the size of the specimen. Do not apply compression.
- Select the 'left specimen' or 'right specimen' default on the mammography unit. This will default to a manual exposure.
- After performing x-ray check images are diagnostic, apply additional markers or annotate the image using 'tools' if required (it can be useful for pathology to annotate according to location/ slice).
- Send images to PACS. The image does not require a formal report, therefore autoreport these images using the code 'RRC'.

Associated Documentation

- Standard Operating Procedure for performing a standard mammogram