

Standard Operating Procedures

Partial Mammography and Attended Not Screened

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Approved by:	Breast Directorate, Women's and Children's		
	Governance		
Approved by Medicines	NA		
Safety Committee:			
Where medicines included in			
guideline			
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This is the most current			
document and is to be used			
until a revised version is			
available			

Aim and scope of Standard Operating Procedure

This document is intended to clarify the appropriate use and documentation of Partial Mammography in accordance with IR(ME)R 2017 and guidance issued by NHSBSP October 2021. This is to ensure that the NHSBSP quality assurance standards are met and the client records are complete and accurate.

Target Staff Categories

Qualified Radiographer Assistant Practitioners



Date	Amendment	Approved by:
23 rd October, 2024	Document approved	Women's and Children's Governance Meeting

Key amendments to this Standard Operating Procedure

Background

To comply with the Equality Act 2010 and with the NHS Cancer Screening Programmes guidance, all clients must be given the same access to the breast screening service. Every attempt should be made to produce a diagnostic screening mammogram for all clients.

Scope:

- 1. NHSBSP Guidance
- 2. Partial mammography codes
- 3. Documentation and recording on NBSS
- 4. When not to record as partial mammography
- 5. Information given to client.
- 6. Health and Safety/manual handling
- 7. Flowcharts detailed and brief

1. Guidance for breast screening mammographers NHSBSP 2017:

Where it is not possible to perform a complete examination and (in the mammographer's professional judgement) a complete examination would not be achievable if repeated, the mammographer should explain this to the client and provide the NHS information leaflet on incomplete mammography. Partial mammography should be recorded on NBSS so that a partial results letter can be generated.

If the operator can screen at least half of 1 breast, in any view, the examination can be clinically justified in accordance with IR(ME)R 2017 as being of net benefit to the client.

A mammogram must not be categorised as 'partial mammogram' if an additional attendance or repeat views would complete the mammogram. Assistant practitioners will need to involve a supervising registered radiographer in these situations.

2. Partial mammography codes:

RM Restricted mobility Unable to attain/maintain position due to restricted mobility CW Consent withdrawn If no images were acquired record as Attended Not Screened LU Limited understanding Unable to co-operate due to limited understanding of procedure. If no images were acquired record as Attended Not Screened PH Pacemaker, Hickman line, Loop recorder CD Chronic disease WC Wheelchair



3. Documentation and recording on NBSS:

<u>Client screening form:</u> record number of images taken, in **Partial Mammography** box enter "Y" against and enter the reason, record any relevant information in the **Radiographer Comment** box.

<u>NBSS:</u> tick **Partial Mammography** box and select the appropriate code from the dropdown menu, add other information as necessary to Comment box (if NBSS is live add relevant information on Notepad).

Partial Mammography			
If any images have been acquired: tick the box, then select the reason for partial mammography from the dropdown menu	Location Mammographer	MAL T Equipment DIGMP T JUB T Film Comment severe kyphosis R i g h t	Reason 51 💌
If necessary, add more detail in the Film Comment box	Views Total Exposures Number of Repeats Repeat Reason	O C Year of Mastectomy	O C Year of Mastectomy
If no images have been acquired: tick attended not screened, give a reason in the Comment box. Add more detail in Notepad	Current Symptoms Film Reader Alert Partial Mammography	No Reason RM Restricted mobility	
The client's day list number should be reused Document appropriately on the Client screening form	n		

4. When not to record as partial mammography

- No images acquired due to restricted mobility, withdrawal of consent or limitations of understanding - record as Not Screened and enter the relevant NS code in the Comment box. A full explanation should be recorded in Notepad on NBSS.
- **NS1:** OSBC appointment pending

NS8: Equipment failure

- NS2: Mammo < 6 months ago SMDE -NS3: Under care Print Screen Mammographer Direct + What's This? ? Help Contents NS4: Consent withdrawn **NS5:** Not possible to acquire images 26-Jul-2024 03:48 pm Clinic CU120 Appointment Date Time 7 NS2 symptomatic mammo 4.2.24 Not Screened Comment NS6: Requires appointment at accessible site NS7: Arrived too late to be screened
- The examination could be completed with a further appointment on another day (when mobility or compliance might be improved, or skin condition resolved) -

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document as either attended not screened or as a routine examination, depending on whether any images were acquired during the initial appointment. Inform the booking office that the client wishes to attend a further appointment.

- > A client has undergone a unilateral mastectomy
- > A client has failed to attend for a technical recall
- > A client has undergone previous mammography less than 6 months ago
- A client has congenital absence of breast tissue on one or both sides (Poland's Syndrome)

5.Information given to clients:

Partial or incomplete mammography information leaflet – where images are acquired but not all of the breast tissue is imaged.

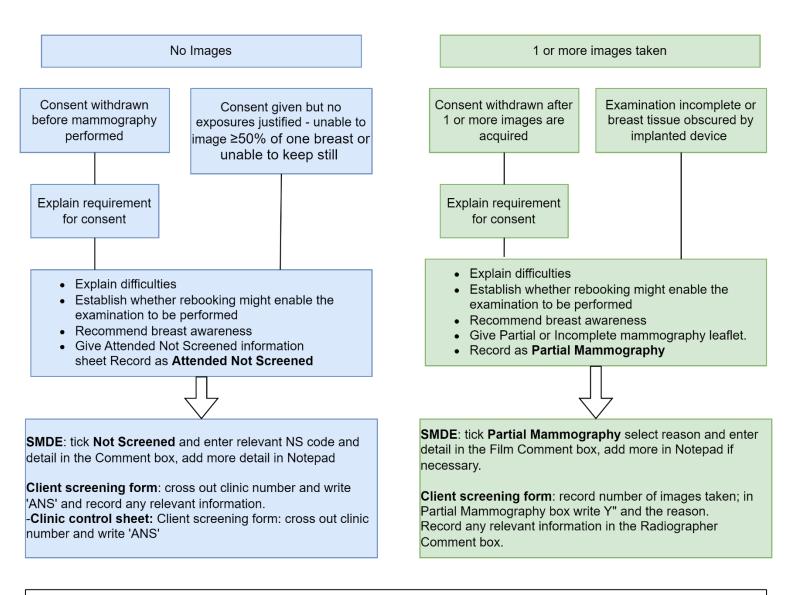
Attended Not Screened information sheet - no images acquired

6.Health and Safety/Manual handling:

When positioning a client with restricted mobility for mammography particular care should be taken to ensure the examination is performed in accordance with WAHT Health and Safety and Manual Handling policies.

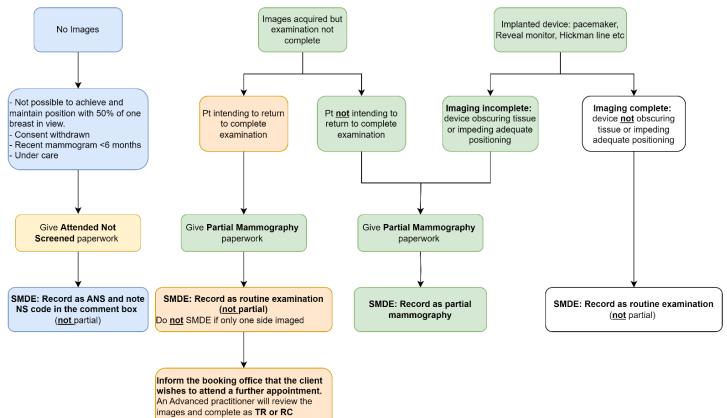
7.Flowcharts





- If the client feels that rebooking and attending on a different day might enable the examination to be completed, the booking office must be informed. Where some images have been acquired, an advanced practitioner would review the images and either request a technical recall or recall the client to an assessment clinic (via the consensus pathway).
- Clients wishing to permanently opt out of breast screening should be advised to contact the screening office.





accordingly.