

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 Safety Committee: <i>Where medicines included in guideline</i>	NA
Date of Approval:	23rd October, 2024
Date of Review: This is the most current document and is to be used until a revised version is available	23rd October, 2027

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**

Key amendments to this Standard Operating Procedure

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

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:

Client screening form: 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.

NBSS: 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

If necessary, add more detail in the **Film Comment** box

If no images have been acquired: tick attended not screened, give a reason in the **Comment** box. Add more detail in **Notepad**

The client's day list number should be reused
 Document appropriately on the **Client screening form**

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

NS2: Mammo < 6 months ago

NS3: Under care

NS4: Consent withdrawn

NS5: Not possible to acquire images

NS6: Requires appointment at accessible site

NS7: Arrived too late to be screened

NS8: Equipment failure

- **The examination could be completed with a further appointment on another day** (when mobility or compliance might be improved, or skin condition resolved) -

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

No Images

Consent withdrawn before mammography performed

Consent given but no exposures justified - unable to image $\geq 50\%$ of one breast or unable to keep still

Explain requirement for consent

- Explain difficulties
- Establish whether rebooking might enable the examination to be performed
- Recommend breast awareness
- Give Attended Not Screened information sheet Record as **Attended Not Screened**



SMDE: tick **Not Screened** and enter relevant NS code and detail in the Comment box, add more detail in Notepad

Client screening form: cross out clinic number and write 'ANS' and record any relevant information.

-Clinic control sheet: Client screening form: cross out clinic number and write 'ANS'

1 or more images taken

Consent withdrawn after 1 or more images are acquired

Examination incomplete or breast tissue obscured by implanted device

Explain requirement for consent

- Explain difficulties
- Establish whether rebooking might enable the examination to be performed
- Recommend breast awareness
- Give Partial or Incomplete mammography leaflet.
- Record as **Partial Mammography**



SMDE: tick **Partial Mammography** select reason and enter detail in the Film Comment box, add more in Notepad if necessary.

Client screening form: record number of images taken; in Partial Mammography box write 'Y' and the reason. Record any relevant information in the Radiographer Comment box.

- 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.

