

BC Cancer Breast Screening Program – Policy & Procedure Manual: Change Guide

Section:	Policy Title:	Type of Change Made:
SA – General	SA 030 – Unusual Occurrences and Incident Reporting	<ul style="list-style-type: none"> Edit: policy content. Addition: new “Unusual Occurrence” form template.
	SA 050 – Breast Screening Centre Fundraising	<ul style="list-style-type: none"> Procedure change (minor).
SB – Eligibility	SB 001 – Breast Screening Policy	<ul style="list-style-type: none"> Edit: new definitions (‘High Risk Women’ outlined). Addition: new gene mutations in correspondance with the Hereditary Cancer program (HCP). Edit: Risk and referral table updated to be more clear and consise. Edit: Additional Considerations for under 40 and age 75 and over have changed.
	SB 010 – Eligibility Criteria – Basic Booking Guidelines	<ul style="list-style-type: none"> Edit: Transgender language has been updated. Addition: new policy reference, SB 120. Reference to policy SB 001 (see changes as described above).
	SB 020 – Special Needs (Limited Mobility)	<ul style="list-style-type: none"> Addition: PHSA policy added in for reference.
	SB 040 – Breast Symptoms	<ul style="list-style-type: none"> Edit: change in procedure.
	SB 070 – Lobular Carcinoma In Situ (LCIS) & Equivical Diagnosis for Breast Cancer	<ul style="list-style-type: none"> Edit: addition of LIN 1/2.
	SB 080 – Breast Cancer	<ul style="list-style-type: none"> Edit: policy update.
	SB 090 – Lymphoma	<ul style="list-style-type: none"> Removed policy.
	SB 090 – Incomplete Exam Policy	<ul style="list-style-type: none"> Addition: new policy wording. New procedure for ‘Incomplete Results’.
	SB 100 – Single Breast Exam	<ul style="list-style-type: none"> Previously titled: ‘One Breast’.
	SB 120 – Breast and Chest Screening for Transgender, Two-Spirit, and Gender Diverse People	<ul style="list-style-type: none"> New policy. Created in partnership with Trans Care BC, PHSA program in 2018. Staff educational webinar to follow in January 2019.
SC – Scheduling	No policy and/or content changes.	

SD – Results	SD 001 – Technologist Recording of Clinical History on Mammography (MA) Report	<ul style="list-style-type: none"> Edit: updated procedure.
	<ul style="list-style-type: none"> SD 010, SD 020, and SD 030 were combined, edited, and rearranged. 	
	SD 010 – Screener Interpretation of Mammogram	<ul style="list-style-type: none"> Previously titled: '<i>Reporting of Mammographically Detected Abnormalities</i>'. Total content change, moved to SD 020.
	SD 020 – Communication of Mammographically Detected Abnormalities	<ul style="list-style-type: none"> Previously titled: '<i>Comparison with Previous Films</i>'.
	SD 040 – Result Entry Verification	<ul style="list-style-type: none"> Addition: OCR procedure. Addition: related policies.
	SD 060 – “Fast-Track” Facilitated Referral to Diagnostic Work-up	<ul style="list-style-type: none"> Addition: new procedure for fast track and new materials update.
	SD 90 - Misdirected Screening Reports	<ul style="list-style-type: none"> Edit: minor change to the procedure and inclusion of BC Cancer Risk Management.
	SD 100 – Amendment of Mammography Reports	<ul style="list-style-type: none"> Addition: new procedure, reflects SA 030.
	SD 120 - No Identifier on Client Films	<ul style="list-style-type: none"> Removed: analog policy.
SE – Diagnostic Follow-Up	No policy and/or content changes.	
SF – Film and File Management	SF 020 – Record Retention	<ul style="list-style-type: none"> Addition: new procedure for record retention. (2 → 7 pgs.)
	SF 030 – Transfer of Files Between Centres	<ul style="list-style-type: none"> Addition: new procedure to coincide with digital imaging changes.
SG – Quality Management	SG 010 – Professional Standards - Technologists	<ul style="list-style-type: none"> Edit: minor revisions to the qualification requirements.
	SG 020 – Professional Standards – Physicists	<ul style="list-style-type: none"> Addition: extended physicist responsibility section.
	SG 040 – Minimum Reading Volume for Screeners.	<ul style="list-style-type: none"> Edit: updated policy language and included annual volume < 2,500 will be monitored.
	SG 060 – WorkSafe BC Regulation – Ionizing Radiation	<ul style="list-style-type: none"> Edit: updated evidence citation.
	SG 110 – Equipment Test Failure Protocol	<ul style="list-style-type: none"> Edit: background regulation update. EditL new Category I test chart. Reduction in policy length (15 → 11 pgs.)

	SG 130 – Breast Screening Image Assessment Program.	<ul style="list-style-type: none">Previously titled: ‘<i>Quality of Image Audit for New SMPBC Screening Centres</i>’.Edit: procedure change.Addition: yearly image assessments for all sites process.
	SG 140 – Management of Critical Incidents	<ul style="list-style-type: none">Previously: P&P manual had the policy listed as “<i>Under Review</i>”.Policy has been completed and updated.
SG DG – Digital Mammography	No policy and/or content changes.	
SH – Mobile Services	SH 001 – Mobile Service Site Criteria	<ul style="list-style-type: none">Edit: new procedure set, combined previous policies SH 001 and SH 080.Removed: old criteria check list.Addition: new criteria form, “Breast Screening Mobile Site Assessment”.
	SH 040 – Mobile Service Staff – Travel Expenses	<ul style="list-style-type: none">Edit: updated to reflect the PHSA travel policy guidelines.
	SH 060 – Mobile Service Secondary ID Back up System	<ul style="list-style-type: none">Removed: analog policy.
	SH 060 – Mobile Equipmen Handling (current)	<ul style="list-style-type: none">With the previous policy deletion the policy was renumbered to remain sequential.
	SH 080 – Mobile Site Selection	<ul style="list-style-type: none">Removed: policy was removed as the content was moved into policy SH 001.
SI – Access to Information	SI 060 – Computer and Laptop Use and Maintenance	<ul style="list-style-type: none">Addition: set of related PHSA IMIT policies for reference.
SJ – Financial	SJ 001 – Capital Equipment Funding for Screening Centres	<ul style="list-style-type: none">Edit: updated Ministry of Health reference from 1999 to 2013.
	SJ 010 – SMP Volunteer Expenses	<ul style="list-style-type: none">Removed: outdated policy.
SK – Professional Development	No policy and/or content changes.	
SL – Program Information and Promotion	SL 001 – Program Promotion and Education Materials	<ul style="list-style-type: none">Edit: procedure reduction from four steps to only two steps.