TECHNOLOGIST RECORDING OF CLINICAL HISTORY POLICY: BREAST SCREENING POLICY

(RESULTS - SD 001)

Summary of Changes

	NEW	Previous
BC Cancer	• New policy template, updated MagView processes • Merged with SD-110 Changing History Information Stored in Computer. • Merged technologist practice from SB-100 Single Breast Exam	January 2018, May 2010, May 2003

1. Introduction

1.1. Purpose

Technologists play an integral part in documenting relevant patient clinical history information for the interpretation and reporting of the mammograms by the radiologist screener.

The purpose of this policy is to:

- Define and describe the rules of recording the participant's relevant clinical history information by the technologist.
- Outline the responsibilities of those within scope of this policy

1.2. Scope

All Breast Screening Centre Staff Including:

- Breast Screening Program Technologists
- Client Services Manager
- Provincial Practice Leader

2. Policy

2.1. Patient History

- The technologist must ask the patient each of the questions; obtaining the information prior to entering the clinical history details of the patient into the MagView fields.
  - **Note:** Under no circumstances should a technologist fill out clinical history prior to asking the patient.

- Height / weight will be asked and the patient has the choice whether or not to participate in the collection of data for BMI.

- It is the participant's choice to provide responses to any of the clinical history questions within the current scope of the Breast Screening Program (the Program).

2.2. Documentation in MagView

Documentation Requirements in MagView:

- Must use appropriate and professional language when documenting clinical history in MagView.

- It is not acceptable to write comments about a participant's attitude or behavior.
- At the time of the exam, all MagView Clinical History fields must be filled out within the current scope of the Program following the guidelines outlined in the *MagView Technologist Guide*.
- All new breast symptoms (via the *Clinical Finding Statement* in MagView) reported by the participant at the time of their exam must be documented.
- For single sided breast exams, the technologist must note the condition and any positioning problems for the screener's information in the 'Comments for the Radiologist' field in MagView.
- Breast symptoms will be included on the Primary Care Provider result letters, and when applicable the facilitated Fast Track referral letters.

2.3. Communication with Patient

If there are communication barriers between the participant and the technologist (i.e. language barrier), the technologist will indicate "Unknown" in the MagView Clinical History fields where the participant is unable to provide a clear response.

2.4. Unusual Occurrence

Refer to SA 030 - Unusual Occurrences, Incident Reporting and Feedback Handling Policy when reporting unusual occurrences.

Note: Unusual occurrences and complaints will not be documented in the participant's record in MagView.

2.5. Alteration in MagView

The technologist shall not make any unauthorized alterations to the MagView Clinical History once the study is in released status.

When an alteration(s) are required, a Patient Care Comment in MagView must be provided including any changes that are made and the user's initial.

3. Responsibilities and Compliance

3.1. Responsibilities

Technologists:

Documenting relevant participant clinical history information for the interpretation and reporting of the mammograms by the radiologist screener.

Centre managers and MagView Super Users:

Authorizing alterations on released studies.

3.2. Compliance

All staff members are responsible for adhering to this policy and monitoring their activities in accordance with the policy. Staff members observing a violation of this policy may support others to review and understand the policy and/or advise their management of the need for education and support of the policy. If a deficiency in adherence to the policy occurs, the appropriate documentation should occur through the Patient Safety Learning System (PSLS) and the program unusual occurrence notification as appropriate. (SA 030 - Unusual Occurrences, Incident Reporting And Feedback Handling Policy).

4. Related Documents

SA 030 – Unusual Occurrences and Incident Reporting

PHSA Patient Safety Event Management and Review Policy

MagView Technologist Guide

Clinical Findings FAQS

MVC 001 - MagView User Guides

5. Definitions

MagView Clinical History: A legal document and part of the participant's medical record.

MagView: Is a Breast Imaging Electronic Reporting System (BIERS), used by BC Cancer Breast Screening Program Screening Centres for recording participant clinical history and results.

****Last page of document****

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	Amanda Hunter	New policy template, updated MagView processes, Merged with SD-110 Changing History Information Stored in Computer. Merged technologist practice from SB-100 Single Breast Exam	16-MAR-2023