

## **Job Description**

**Job Title:** PCN Physician Associate for Care Homes

**Reports to:** Clinical Director

**Salary Range:** Band 7

### **SW Healthcare (SWH)**

SW Healthcare is a GP federation and provider of community based healthcare services to NHS patients within South Worcestershire. The organisation utilises the excellent clinical expertise that already resides within the local NHS environment and harnesses it with efficient administration pathways to provide patients with more convenient and accessible services. We hope that by doing this we will not only deliver pathway improvements to patients but also go some way to relieving the growing volume pressures that are being experienced within local hospitals and GP practices.

### **Malvern Town PCN**

Malvern Town PCN are primarily looking for a Physician Associate (PA) to support patients in residential care and / or nursing homes, support the wider Care Home Team, this includes, however, not exclusive to GPs, community nursing team, pharmacy team and being an integral member of the wider MDT.

### **Job Purpose**

A PA is a trained healthcare professional who works directly under the supervision of a doctor as part of the medical team. They are usually generalists with broad medical knowledge but can develop expertise/specialisms in a particular field. The responsibilities of the role include direct patient contact through assessment, examination, investigation, diagnosis and treatment. Physician associates will have a key role support delivery of Network Contract DES Services.

### **Key areas and responsibilities**

- Physician associates will provide first point of contact care for patients presenting with undifferentiated, undiagnosed problems utilising history-taking, physical examinations and clinical decision-making skills to establish a working diagnosis and management plan in partnership with the patient (and their carers where applicable)
- They will also review, analysis and action diagnostic test results.
- They will deliver integrated patient centred-care through appropriate working with the wider primary care multi-disciplinary team and social care networks.
- They will undertake face-to-face, telephone and online consultations for emergency or routine problems, as determined by the PCN, including management of patients with long-term conditions.
- Physician associates will provide health/disease promotion and prevention advice to patients.
- Physician associates will utilise clinical guidelines and promote evidence-based practice and partake in clinical audits, significant event reviews and other research and analysis tasks.

- Through participating in continuing professional development opportunities Physician associates will keep up to date with evidence-based knowledge and competence in all aspects of their role, meeting clinical governance guidelines for continuing professional development (CPD).

### ***Confidentiality***

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately;
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

### ***Health & Safety***

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines;
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks;
- Making effective use of training to update knowledge and skills;
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards;
- Reporting potential risks identified.

### ***Equality and Diversity***

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation;
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues;

### ***Personal/Professional Development***

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, annual Appraisal including taking responsibility for maintaining a record of own personal and/or professional development;
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- PAs are be required to undertake the UK PA National Re-Certification Exam every six years and maintain professional registration working within the latest code of professional conduct (CIPD).

### ***Quality***

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of Clinical Governance issues, quality and risk; participate in Significant Event Analysis reviews
- Assess own performance and take accountability for own actions, either directly or under supervision;

- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance;
- Work effectively with individuals in other agencies to meet patient's needs;
- Effectively manage own time, workload and resources. He/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first.

### ***Contribution to the planning and implementation of services***

The post-holder will:

- Apply practice policies, standards and guidance;
- Discuss with other members of the team how the policies, standards and guidelines will affect own work;
- Participate in audit where appropriate.
- Work with the Lead GP(s) to achieve standards of quality, performance standards, without compromising levels of patient healthcare.
- Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future (as directed by NHS/DoH/, new legislation etc.)

### **Communication**

- Be able to effectively communicate at all levels of the organisation to a variety of health professionals, users and carers, independent and voluntary sector to provide the best outcomes for users of the services.
- Provide interface between hospital, primary, community and social settings, participate where appropriate in clinical meetings relating to patient care and outcomes
- Communicate effectively with patients and carers
- Be able to keep accurate contemporaneous documentation, both written and computerised, inpatient records and will need to be familiar with EMIS Web.
- Recognise people's needs for alternative methods of communication and respond accordingly

### **Clinical Governance**

- To participate and operate within the clinical governance framework for the organisation at all times, incorporating service users and carers, audit, guidelines and risk management.
- To actively participate in the practices, becoming familiar with and abiding by its plans, policies and procedures.

### **IT Security Policy**

- You are required to work within the remit of the S.W. Healthcare and Technology Security Policy.
- As a consequence of the above unauthorised/inappropriate use of computers including the internet, email, passwords, computer packages etc. will be regarded as gross misconduct and will be treated as such under S.W.Healthcare disciplinary procedure.

***This job description may be reviewed in the light of changing organisational and service needs. Any changes will be fully discussed with the post holder. The post holder may also be required to carry out other work appropriate to the grade of the post.***

## PERSON SPECIFICATION

<b>Person specification – Physician Associate</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Post graduate Diploma/Master (physician associate)	✓	
Member of Physician Associate Managed Voluntary Register	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a primary care environment		✓
Experience of working as a physician associate	✓	
Experience in triage	✓	
Experience of dealing with a range of clinical conditions	✓	
<b>Clinical knowledge and skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to effectively triage, assess and diagnose	✓	
Knowledge of national standards that inform practice (e.g. National Service Frameworks, NICE guidelines etc.)	✓	
Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Practice Nurse role and others within the organisation	✓	
Requesting pathology tests and processing the results, advising patients accordingly		✓
Diabetes		✓
Hypertension		✓
Asthma		✓
CHD		✓
Understand the importance of evidence-based practice	✓	
Broad knowledge of clinical governance		✓
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understanding when to refer to GPs	✓	
Awareness of issues within the wider health arena		✓
Knowledge of health promotion strategies		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills (written and oral)	✓	
Ability to assess and manage patient risk effectively and safely	✓	
Relevant Clinical Skills to manage care needs of the Practice Population	✓	
Relevant clinical leadership skills	✓	
Well-developed word processing/data collection/IT skills	✓	
Excellent interpersonal, verbal and written communication skills	✓	
Negotiation & conflict management skills	✓	
Reflective practitioner	✓	
Change management skills	✓	
Clinical governance awareness in primary care	✓	
Time management and ability to prioritise workload	✓	
Clear, polite telephone manner		
EMIS user skills		
Ability to work as a team member and autonomously		
Good interpersonal skills		
Problem solving and analytical skills		
Ability to follow clinical policy and procedure		
Understanding of the audit process		

<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure/in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilise resources	✓	
Punctual and committed to supporting the team effort	✓	
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
Disclosure Barring Service (DBS) check	✓	
Occupational Health Clearance	✓	