

**JOB DESCRIPTION**

**JOB TITLE: Physician Associate (PA), North & West Primary Care Network**

**LOCATION: The PA will be based in Ryeland and Weobley & Staunton practices with potentially some home visiting / care home visiting requirements.**

**ACCOUNTABLE TO: Primary Care Network member practices, Taurus Healthcare Ltd.**

**SUPERVISION:**  **General supervision is received from the accountable GP(s) available each day. The amount of supervision given will be in accordance with the competence of the Physician Associate.**

**STATUS: Full Time / Part Time/Permanent Contract**

**SALARY:**  **£42,230 to £46,350 per annum, dependent on experience**

**DESCRIPTION OF ROLE:**

**The PA will provide care for presenting patients from initial history taking and clinical assessment through to the diagnosis, treatment and evaluation of care. They will demonstrate critical thinking in the clinical decision making process, including assessment and diagnostic skills, leading to the delivery of safe care for all patients. They will work collaboratively with the healthcare team to meet the needs of the patients, supporting the delivery of policy and procedures. The PA will provide holistic and clinical service, with support from the GPs as required, implementing agreed management plans, personalised care planning and following approved protocols as appropriate.**

**Mentorship and supervision will be provided by designated senior medical personnel. The level and type of supervision will be dependent on the post holder’s acquisition of skills and knowledge and determined by the organisations clinical governance arrangements.**

**DUTIES AND RESPONSIBILITIES:**

The post holder will work collaboratively with other members of the Primary Care Team within the policies and procedures of their practice and the Integrated Care Board, and will have the following duties and responsibilities under the broad headings below:

1. **Clinical**

* Participate in all treatment and preventative healthcare services in the Practice as delegated and agreed by the supervising physician(s).
* Provide direct clinical care to patients using established local and national clinical guidelines.
* Interview patients, take medical histories, perform physical examinations, analyse, diagnose and explain medical problems during consultations and home visits.
* Recommend and explain appropriate diagnostic tests and treatment. Administer opportunistic immunisation as appropriate eg influenza vaccine.
* Request and interpret results of laboratory investigations when necessary. Review and communicate results where appropriate.
* Consult and refer patients to physicians, medical specialists and other health professionals as appropriate; in primary, secondary or community care.
* Instruct and educate patients in all matters relating to their physical and mental health. This may include medication, diet, social habits, contraception, lifestyle and preventative healthcare.
* Conduct telephone consultations which may involve discussing the results and implications of laboratory investigations with patients as well as dealing appropriately with routine and emergency complaints.
* Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.
* Update the patient record with information for QOF/DRUMS and other practice monitoring and review systems.
* Work with a supervising physician to visit, assess and provide care for patients in their own homes or in residential or nursing homes linked with the practice where appropriate.
* Contribute to the clinical development of the Practice by developing a special interest and to help establish appropriate systems to manage common chronic medical conditions, ensuring compliance with current accepted national guidelines. This would include carrying out audits and contributing to the development of practice policies.
* Undertake other activities when needed that are within the post holder’s clinical competence and which would not otherwise jeopardise the delivery of primary medical services to the patients.
* Liaise with community hospitals, consultants and other healthcare providers, insurance companies and other community organisations to refer/consult on specific cases.
* Engage with the nursing and non-clinical members of the Primary care team as required, requesting action where appropriate.

1. **Training and Educational Development**

* Ensure continuing education, training and development is undertaken to meet clinical governance guidelines for Continuing Professional Development and a Personal Development Plan, which is in keeping with Practice priorities.
* Keep up to date with relevant medical research and evidence-bases medical practice by attending continuing education courses and professional meetings, reading journals etc.
* Undertake 40 hours of CPD (50% type 1 and 50% type 2) every year as dictated by the Faculty of Physician Associates
* Take and pass the national re-certification exam every 6 years as required by Faculty of Physician Associates
* Perform a variety of research and analysis tasks associated with the improvement of clinical care, medical diagnosis and treatment where appropriate using the following means:
* Audit of clinical practice
* Review of recent literature
* Research unusual symptoms and treatment options, through consultation with physicians and other medical specialists.
* Assist in clinical instruction and supervision of medical and nursing students as well as other learners that may periodically be attached to the practice, including the educational development and mentoring of Physician Associate students.
* Attend regular multidisciplinary meetings organised by the practice in order to discuss and learn from recent significant events relating to clinical practice occurring within the organisation.
* Attend regular educational sessions as per the preceptorship training in order to update clinical knowledge, practice policy and guidelines and disseminate other useful information relevant to the provision of adequate healthcare for patients.
* Regularly reflect on own practice in order to identify learning needs and encourage self-directed lifelong learning and continues professional development.
* Actively engage in a personal portfolio in order to keep a record of learning encounters and CDP undertaken.

1. **Administration**

* Send and receive written information on behalf of the practice regarding matters of insurance, housing and other issues relating to the physical and social welfare of patients.
* Work together with other members of the Primary healthcare team to deliver the objectives of the GMS contract including the terms of Quality and Outcomes Framework and the Herefordshire Clinical Commissioning Group and other KPI’s.
* Attend regular multi-disciplinary meetings organised by the practice in order to discuss the health and social needs of particular patients.

**OTHER INFORMATION** :

**General**

The duties of this post are a guide to the range of responsibilities that may be required. These may change from time to time to meet the needs of the service and/or the development needs of the post holder.

The post holder will be required to undertake any other duties according to the needs of the service. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made.

**Travel to other sites**

The post holder will be required to travel.

**Medical Examinations**

All appointments are conditional upon prior health clearance by the practice.

Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

**Professional Registration**

Applicants will be expected to maintain full registration on the Faculty of Physician Associate Managed Voluntary Register for the duration of their employment, without exception. Proof of registration must be produced on appointment and proof of renewal must also be produced.

**Disclosure and Barring**

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974.

All applicants who are offered employment will be subject to a criminal record check before the appointment is confirmed

**Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group.

**COMMUNICATIONS AND WORKING RELATIONSHIPS**

**PERSONAL DEVELOPMENT**

* To attend mandatory training and fire lectures regularly and assist with fire policy/evacuation procedure when necessary.
* To keep up to date with and attend training on revisions to information systems or changes in protocols for the inputting of data in the light of Local and national initiatives. To adhere to agreed protocols at all times.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

# CLINICAL GOVERNANCE AND QUALITY ASSURANCE

* To realise the importance of confidentiality when dealing with patients and staff, particularly when giving or receiving information over the telephone in accordance with the Data Protection Act.
* Maintain the high standards of the service by contributing towards individual, team and service objectives and acting at all times in the best interest of patients.
* To accurately collect, collate and input data to Information Systems as required by procedures to ensure that patient database records are up to date and accurate.

## INFORMATION GOVERNANCE

* Taurus Healthcare requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the company and its service users and employees.
* All Taurus Healthcare staff are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.
* Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date.  The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
* All Information obtained or held during the post-holder’s period of employment that relates to the business of the company and its service users and employees will remain the property of the Taurus Healthcare.  Information may be subject to disclosure under legislation at the Company’s discretion and in line with national rules on exemption.
* Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal.  Breaches after the post-holder’s employment has ended could result in the Company taking legal action against them.

**HEALTH AND SAFETY**

* To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with Trust Health & Safety policies and procedures and ensuring incidents, accidents and near misses are reported; taking part in the risk management process and carrying out tasks/using equipment only when competent to do so.
* Be responsible for ensuring the general environment is clear of all hazards.
* All staff have a responsibility to apprise themselves of how the prevention of the spread of infection relates to their role.  They have a responsibility to ensure they are aware of Company policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

**EQUALITY AND DIVERSITY**

* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Act in a way that recognises the importance of peoples rights, interpreting them in a way that is consistent with Taurus procedures / policies and current legislations.
* Act as a chaperone as needed.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description may be amended by management through consultation with the post holder in order to reflect changes in, or to, the job.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- | --- | --- |
| Job Title: **Physician Associate (PA), Primary Care Networks** | | | | | |
| CRITERION | ESSENTIAL  (Should possess to do the job) | DESIRABLE  (Could also possess) | Tested @ INTERVIEW | Tested on APPLICATION FORM | WEIGHTING FOR EACH CRITERIA  High = 3  Medium = 2  Low = 1 | |
| EDUCATIONAL AND PROFESSIONAL QUALIFICATION | | | | | | |
| **If UK Trained**: |  |  |  |  |  | |
| Degree at 2:2 level or above |  |  |  |  |  | |
| PG Dip in Physician Associate Studies from a UK PA programme |  |  |  |  |  | |
| Current and valid certification or re-certification by the UK Physician Associate National Examination |  |  |  |  |  | |
| Member of the Faculty of Physician Associates at the RCP, which includes registration on the UK Physician Associate Register (the PA Managed Voluntary Register) |  |  |  |  |  | |
| **If US Trained**: |  |  |  |  |  | |
| Current and valid certification with the National Commission on Certification for Physician Assistants (NCCPA) |  |  |  |  |  | |
| Member of the Faculty of Physician Associates at the RCP, which includes registration on the UK Physician Associate Register (the PA Managed Voluntary Register) |  |  |  |  |  | |
| MSc Degree in Physician Associate Studies, Physician Assistant Studies or Medical Sciences |  |  |  |  |  | |
| CLINICAL EXPERIENCE | | | | | | |
| Experience of working within a medicine environment |  |  |  |  |  | |
| Experience of preventative medicine and chronic disease management |  |  |  |  |  | |
| PROFESSIONAL AND MULTI-DISCIPLINARY TEAM WORKING | | | | | | |
| Ability to work well with colleagues and within a team |  |  |  |  |  | |
| MANAGEMENT AND ADMINISTRATIVE EXPERIENCE | | | | | | |
| Ability to organise and prioritise workload effectively |  |  |  |  |  | |
| Ability to exercise sound judgements when faced with conflicting pressures |  |  |  |  |  | |
| Ability to motivate and develop the multi-disciplinary team |  |  |  |  |  | |
| Ability to manage and lead a working group |  |  |  |  |  | |
| Sound IT knowledge, including internet, Outlook, Word, Excel |  |  |  |  |  | |
| CLINICAL EFFECTIVENESS | | | | | | |
| Experience of conducting clinical audit |  |  |  |  |  | |  |
| RESEARCH, INNOVATION AND SERVICE IMPROVEMENT EXPERIENCE | | | | | | |  |  |  |  |  |  |
| To assist in the development of the Physician Associate role in the UK |  |  |  |  |  | |
| Assist in the educational development of Physician Associate students through student shadowing and/or teaching |  |  |  |  |  | |
| An awareness of current developments and initiatives in health care |  |  |  |  |  | |
| PERSONAL QUALITIES OR ATTRIBUTES | | | | | | |
| Ability to work flexibly to meet the needs of patients |  |  |  |  |  | |
| Energy and enthusiasm and the ability to work under pressure |  |  |  |  |  | |
| An enquiring and critical approach to work |  |  |  |  |  | |
| Caring attitude to patients |  |  |  |  |  | |
| Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff and agencies |  |  |  |  |  | |
| Commitment to Continuing Professional Development |  |  |  |  |  | |
| OTHER REQUIREMENTS | | | | | | |
| No history of or pending medical legal cases |  |  |  |  |  | |
| Appropriate Immigration Status (where appropriate) |  |  |  |  |  | |
| An understanding of the current NHS environment, particularly in relation to reforms, initiatives and issues |  |  |  |  |  | |
| A full driving licence and access to a vehicle |  |  |  |  |  | |
| PERSONAL CIRCUMSTANCES | | | | | | |
| Residence within a reasonable distance of the work location |  |  |  |  |  | |