

Job Description

Physician Associate

Location: various

Hours: full time or part time

Salary: competitive

Responsible to: Clinical Lead

Job Summary

As Physician Associate, you will work as part of the Team using a wide range of the skills you have including (but not limited to);

- Care planning
- Supporting GPs with managing results
- Supporting GPs with their paperwork.

As the Physician Associate you will act within your professional boundaries, providing care for patients from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care under the supervision of a GP.

You will show safe clinical decision-making and expert care for patients within the general practice, in consultation with the duty GP. You will work with the multi-disciplinary general practice team to support the delivery of policy and procedures and meet the needs of patients.

Supervision and mentoring will be provided by the appropriate senior medical staff - the type of support will depend on the post holder's skills and knowledge and determined by our clinical governance arrangements.

Key Responsibilities

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).

CLINICAL

- Provide high-quality clinical care to patients using established clinical guidelines, delivered in a timely manner.

- Carry out consultations (whether face to face, online or phone), with patients of all ages as an autonomous practitioner and using own clinical judgement to diagnose, treat, refer and/or discharge patients
- Make referrals to secondary care and social services within locally agreed protocols, guidance and pathways.
- To perform specialist diagnostic physical examinations and treatment procedures.
- To instruct and educate patients in preventative health care.
- Ensure complete and accurate documentation of each and every patient contact.
- Assist or carry out home visits as necessary or directed by clinical supervisor(s).
- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.
- Carry out necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports within the scope of a PA's practice. Discuss the result and implications of laboratory investigations with patients;
- Utilise clinical guidelines and promote evidence-based practice;
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support with an emphasis on prevention and self-care;
- Identify community health needs and participate in the development of patient/family-centred strategies to address them
- Contribute to the practice quality targets to consistently achieve high standards of safe, evidence-based, cost-effective patient care and service delivery.
- Work to deliver, with other members of the practice team the objectives of our GMS contracts and contribute to the clinical and management development of College Health care provision.

ADMINISTRATION

- Contributes and participates in audits, evaluation and clinical standard setting within the Practice and/or PCN.
- Accurate and timely summarising of patient records and read-coding patient data
- Complete all required paperwork for legal and administrative purposes in accordance with relevant standards
- Ensure that all practice policies are fully implemented
- Work in accordance with all governance and internal systems relating to (but not limited to) the management of clinical data and systems
- Review and action patient clinical discharge letters

TRAINING AND DEVELOPMENT

- Taking responsibility for own development with relevant evidence-based knowledge and competence in all aspects of the role to meet clinical governance guidelines for Continuing Professional Development (CPD) and a Personal Development Plan (PDP).
- Stay up to date through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, demonstrating skills and activities to others who are undertaking similar work.
- Subject to a performance review, including taking responsibility for maintaining a record of own personal and/or professional development.

- Work closely with other clinical staff and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets
- Work to deliver the NHS contract requirements related to the practice (including the terms of the Quality and Outcomes Framework and locally enhanced services)
- Commit to take and pass the necessary Physician Associate re-certification exams (currently every 6 years) to maintain qualifications required to carry out duties of the role and as statutory regulatory bodies require.

GOVERNANCE

- Produce complete and accurate records of patient consultation, in line with best practice, confidentiality, policies and procedures
- Deliver care according to NHS guidance, NICE guidelines and evidence-based care
- Take part in the maintenance of quality governance systems and processes across the Practice and its activities.
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
- Work with other clinical teams on improving the quality of healthcare in response to local and national policies and initiatives as appropriate
- Evaluate patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Manage, review and identify learning from patient complaints, clinical incidents and near-miss events
- Awareness of statutory safeguarding, notification processes and local guidance for children/vulnerable patients, applying relevant policies and legislation to protect them
- Ensure compliance with policies, procedures and guidelines for self and others, by taking action or alerting senior management team if the practice appears to contravene policy, or if there are concerns over any aspect of patient care.

HEALTH & SAFETY

- The post-holder will manage their own and others' health & safety and infection control as defined in the Practice's Health & Safety Policy, the Practice Health & Safety Manual, and the Practice's Infection Control Policy and published procedures.
- Comply with Practice health and safety policies by following agreed safe working procedures
- Awareness and compliance with national standards of infection control, hygiene, regulatory / contractual / professional requirements, and good practice guidelines.
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
- Reporting incidents using the organisations Incident Reporting System

CONFIDENTIALITY

- Maintain confidentiality of information, acting within the terms of the Data Protection Act and Caldicott guidance on patient confidentiality at all times.
- Maintain an awareness of the Freedom of Information Act.

EQUALITY AND DIVERSITY

- The post-holder will support, promote and maintain the Practice's Equality & Diversity Policy.
- No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.
- The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

OTHER DELEGATED DUTIES

This job description is not intended to be exhaustive - it may be changed after consultation with the post holder. The employee shares with the employer the responsibility for review and modification of duties.

Person Specification

Job Title: Physician Associate

| | Essential | Desirable |
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| Core Values | <ul style="list-style-type: none"> • Strong commitment to the vision and values of NCPC • Genuine interest in and commitment to the needs of the local community • Commitment to the development of people and services, as required by NCPC | |
| Qualifications and Training | <ul style="list-style-type: none"> • Degree at 2:1 level or above and Postgraduate Diploma/Master in Physician Associate from an accredited University • Current and valid certification or re-certification by the Physician Associate National Examination. • Member of Faculty of Physician Associates. | <ul style="list-style-type: none"> • Evidence of continuing professional development activities • Member of Physician Associate Managed Voluntary Register |
| Skills and Experience | <ul style="list-style-type: none"> • Ability to work cohesively within the multi-disciplinary team. • Ability to adhere to regulations as well as work flexibly to meet the needs of the Practice. • Clinical examination skills • Developing care plans with patients and carers • Management of patients with common acute medical conditions • Experience of managing GP paperwork including insurance reports and hospital letters • Ability to maintain confidentiality. | <ul style="list-style-type: none"> • Experience of working to achieve standards within the Quality and Outcome Framework (QOF) • Experience of working in General Practice |

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| <p>Personal qualities</p> | <ul style="list-style-type: none"> • Ability to work flexibly to meet Practice demands Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff and agencies. • Caring attitude to patients • Must value and appreciate the worth of others. • A recognition of the importance of showing respect, dignity and compassion to patients and colleagues. • Commitment to continuing clinical education and professional development. | |
| <p>Other requirements</p> | <ul style="list-style-type: none"> • Commit to a DBS Check | <ul style="list-style-type: none"> • UK Driving Licence |