

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09402

JOB DETAILS

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|------------------------|----------------------------------|
| Job Title: | Physician Associate |
| Pay Band: | 7 |
| Department: | All Departments |
| Directorate: | All Directorates |
| Clinical Board: | All Clinical Boards |
| Base: | Agreed in Contract of Employment |

ORGANISATIONAL ARRANGEMENTS

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| Managerially Accountable to: | A named Health Board Manager |
| Reports to: | A named Supervising Consultant/General Practitioner (depending on location of work) |
| Professionally Responsible to: | Clinical Director |

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

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| We care about the people we serve and the people we work with | Treat people as you would like to be treated and always with compassion |
| We trust and respect one another | Look for feedback from others on how you are doing and strive for better ways of doing things |
| We take personal responsibility | Be enthusiastic and take responsibility for what you do. |
| We treat people with kindness | Thank people, celebrate success and when things go wrong ask 'what can I learn'? |

We act with integrity

Never let structures get in the way of doing the
right thing.

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

The function of the Physician Associate (PA) is to provide high quality patient care in conjunction with clinical teams.

The post will require you to work flexibly which will involve working in a shift pattern and as part of a wider clinical team which may include Advanced Nurse Practitioners (ANPs), Junior

Doctors, Pharmacists and other Allied Health Professionals.

Working as part of the multi-disciplinary team, you will undertake physical assessment and history taking of patient and provide immediate care and initiate treatment as per clinical pathways/protocols and Multi-Disciplinary Team decisions. You will provide high quality, safe and effective clinical care in conjunction with the clinical teams and may be the lead specialist providing specialist advice to staff and patients.

You will work autonomously and will act within a predetermined level of supervision within agreed national guidelines and although the supervising Consultant/GP who will always be readily available for consultation.

You will be supported to develop clinical knowledge and will have access to continuing professional development. As a life-long learner you will also engage in active professional development.

You may also be required to supervise less experienced staff.

DUTIES AND RESPONSIBILITIES

Main Duties

Patient/Client Care

- You will work autonomously and practice under the (indirect) supervision on a named Consultant/GP. You will agree scope of practice with supervising consultant/GP
- To be accountable for care given and to comply with the Fitness to Practice and standard as established by the UK Managed Voluntary Register for Physician Associates (and subsequently the appropriate statutory regulating body when in place). To work within the framework of the scope of professional practice

- You will be expected to formulate a detailed differential diagnosis having taken a history from patients/service users and completed a physical examination.
- You will order and interpret appropriate diagnostic tests and make an appropriate assessment and diagnosis.
- Perform diagnostic/therapeutic procedures subject to training/experience. This will include the following but this is not an exclusive list:
 - Venepuncture
 - Intravenous cannulation
 - Aerial Blood gas sampling and analysis
 - Arterial line insertion
 - Injections
 - ECG
 - Urethral catheterisation
 - Nasogastric tube insertion
 - Lumbar puncture
 - Thoracentesis
 - Ascetic Drains
- Utilise the early warning score system (NEWS) to triage patient reviews
- Develop programmes of care for patient. Working with patients and service users to agree a comprehensive management plan considering individual characteristics, background and circumstances
- Provide clinical advice and support to patients, their families and other healthcare professionals following diagnosis through to treatment and management of their condition. This will include long term management consistent with life circumstances.
- Initiate review and revise treatment and therapy plans, record and present findings in a manner consistent with local policies and procedures.
- Work with the supervising doctor to ensure appropriate medications are prescribed to patients.
- Liaise with referring units regarding the transfer of patients and ensure appropriate transfer of highly complex and sensitive clinical information and investigations for patients moving between clinical teams/specialities and primary and secondary care.
- Work with the wider multi-disciplinary team in the assessment of a patient for an admission or discharge. Review patients for discharge, and prepare appropriate documentation as part of the overall discharge planning process. This may involve amending arrangements at short notice.

- Assist the medical and multi-disciplinary team in all clinical emergencies
- May lead in a specialist clinical area providing specialist advice to staff and patients
- Work with, refer to and take referrals from other healthcare professionals such as nursing and AHP staff
- Identify clinical priorities per shift in conjunction with medical teams
- Accept responsibility for own caseload, developing accurate specialised care plans, which reflects the assessments undertaken and incorporates the issues and recommendations made, ensuring clear documentation in the patient's records.
- Fully document all aspects of patient care and complete required paperwork for legal and administrative purposes. Keep accurate, legible and concise patient records in accordance with professional standards, codes of conduct and UHB policies and procedures.

Communication

- Communicate highly complex, sensitive and contentious information directly to patients, relatives and other members of staff. This may be undertaken in highly emotional and distressing circumstances when discussing the patient treatment plans, providing reassurance and support as required.
- Communicate clearly and concisely in an emergency situation, prioritising the activities required.
- Maintain and demonstrate clear written communication skills with highly developed IT skills.
- Communicate effectively with the referring doctor and the patients' General Practitioner/Consultant by promptly issuing a clinical letter (paper or electronically) indicating patient finding and management plan (including any prescription advice) with conditions for review with by the Physician Associate, Nurse Practitioner, Consultant or General Practitioner.
- Ensure timely and relevant handover of care to other members of the clinical team
- Undertake patient education, counselling and health promotion.

Planning and Organising

- Planning and organising activities for staff, patients or clients.

Analysing and Judgmental

- Uses skills of history taking and physical examination to assess patient's status and determine treatment required using care pathways and protocols.
- Utilises own professional judgement to decide when patients require medical intervention or referral to another speciality
- Makes judgements involving complex facts which require analysis, interpretation and comparison of a range of options

Service Development

- To participate in departmental service reviews and initiatives in terms of clinical effectiveness, clinical excellence and best use of resources.
- To ensure use of the quality improvement terminology and the healthcare standards.

Education, Training and Human Resources

- Register on the Physician Associate Managed Voluntary Register (PAMVR)
- Maintain your place on the managed voluntary register for Physician's Associates and to recertify every 6 years
- Undertake regular clinical skills for the speciality procedures e.g. chest drain, Lumbar Puncture, central lines and ascetic drains.
- Complete a minimum of 50 hours CPD per year, registering activity via a CPD diary
- Identify own training and development needs and undertake appropriate training/education as required e.g. attendance at least one annual conference
- Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.
- Establish a formal educational needs plan with your supervisor which will be reviewed on regular basis.
- On commencing employment work with your supervisors to draw up agreements on allocation of CPD dedicated work hours, including agreement on frequency of tutorials, teaching and training opportunities (as appropriate). These agreements will need to be reviewed on a regular basis.
- Adhere to all UHB policies and procedures as applicable, including any GP practice

based procedures if based in a practice.

- May supervise and train less experienced PAs.

Financial and Physical Resources

- Responsible for safe use of equipment in course of duties
- May be required to order stock

Research and Development

- To undertake regular audits and present data as required in order to identify areas of success/for improvement.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to

service users.

- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the

discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

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| Job Title: | Physician Associate | Department: | All |
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|--------------|-----------------------|------------------------|-----|
| Band: | 7 | Clinical Board: | All |
| Base: | Confirmed in Contract | | |

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-------------------------------------|---|---|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Masters' degree in Physician Associate studies from a recognised UK training programme and evidence of successful completion of UK National PA examinations • Registered with the UK Physician Associate Managed Voluntary Register (PAMVR) • Membership of the faculty and voluntary PA register or National Commission Certificate for PAs (NCCPA) • Undertakes continuing medical examinations to maintain on-going certification with the PA managed voluntary register or equivalent. | <ul style="list-style-type: none"> • Proof of CPD • Currently working as a Physician Associate | Application Form Certificate Check |
| EXPERIENCE | <input type="checkbox"/> Experience of working as a Physician Associate | | Application Form References |
| SKILLS | <ul style="list-style-type: none"> • Excellent interpersonal skills with patients and other health professionals. • Ability to communicate complex information verbally and in writing • Ability to use own initiative and to manage own workload • Ability to demonstrate skills and knowledge in areas of risk assessment • Commitment to life-long learning and personal development • Ability to adapt according to changing service needs • Skills for assessing and interpreting patient conditions, taking appropriate action, recognising and managing emergency situations • Ability to make difficult clinical decisions • Experience in delivering training • Ability to work as part of a multidisciplinary team • Ability to use IT systems | <ul style="list-style-type: none"> • Ability to learn or speak welsh. • Ability to lead and manage staff others | Application Form Interview References |
| SPECIAL KNOWLEDGE AND SKILLS | <input type="checkbox"/> All relevant clinical practical skills such as intubation, cannulation, airway management, arterial line cannulation, central line insertion | | Application Form Interview References |

CAJE Reference:
RWM/2020/0125

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| PERSONAL QUALITIES (Demonstrable) | <ul style="list-style-type: none">• Ability to work independently• Self-motivated• Willing to learn and develop further | | Application Form Interview References |
| OTHER (Please Specify) | <ul style="list-style-type: none">• Ability to travel if needed to a number of different NHS sites.• Flexible approach to work• Indemnity insurance required for working in GP Practice | | Interview Document Check* |

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| Date Prepared: | | Prepared By: |
| Date Reviewed: | | Reviewed By: |