

JOB DESCRIPTION

JOB DETAILS:

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| Job Title: | Physician Associate in Microbiology & Infectious Diseases |
| Band: | Band 7 |
| Hours of Work: | 37.5 hours/week |
| Department/Ward: | Microbiology North Wales / Microbiology Swansea / Microbiology West Wales |
| Division: | Health Protection Division |
| Base: | To be agreed in discussion with appointee: Public Health Wales Microbiology serves three acute hospitals in North Wales at Ysbyty Gwynedd (Bangor), Ysbyty Glan Clwyd (Rhyl), and Ysbyty Maelor (Wrexham), two acute hospitals in Swansea at Singleton Hospital and Morriston Hospital, and four acute Hospitals in West Wales at Carmarthen, Haverfordwest, Aberystwyth, and Llanelli. In discussion with the Microbiology Clinical Lead, the appointee will nominate one of these as their geographical base to deliver a balanced and effective clinical service. |

ORGANISATIONAL ARRANGEMENTS

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| Accountable to: | 1. (Managerial) | Professional Lead Consultant, Microbiology Division, via the Regional Clinical Lead |
| | 2. (Reporting) | Professional Lead Consultant, Microbiology Division, via the Regional Clinical Lead |
| | 3. (Professional) | Medical Director, Public Health Wales |

JOB PURPOSE

The Physician Associate (PA) works under the supervision of a fully trained doctor in line with the NHS Wales Physician Associate Governance Framework. The PA works in support of the clinical team across the clinical setting in which they are placed.

The Physician Associate (PA) will act within a predetermined level of supervision and within agreed national guidelines, with the autonomy to act independently although the supervising Consultant/GP will always be readily available for consultation.

The PA will have been trained to exercise autonomy in medical decision making and can work across both Primary and Secondary Care settings.

This post has been developed to support the Microbiology and Infectious Diseases service delivered by the Public Health Wales Infection Service. The post will involve liaison between clinical teams and the microbiology diagnostic service, and support for the management of patients with difficult and complex infections.

The post-holder will be expected to:

- Develop and deliver appropriate treatment and management plans on behalf of the supervising doctor;
- Perform diagnostic and therapeutic procedures;
- Request and interpret diagnostic studies.
- Formulate a differential diagnosis based on history and physical examination;
- Prescribe medications (subject to the necessary legislation changes);

The post holder will be aware of the limits of their competence and committed to acting within these limits.

The post holder will be highly skilled at working in a multi-professional team environment, and, as a life-long learner, engage in active professional development.

Although they may develop specialty expertise, PAs are expected to maintain their broad clinical knowledge base through continuing professional development (CPD) and will be required to sit for a national re-certification exam every five years. In addition PAs will be expected to be on the Physician Associate Managed Voluntary register.

An annual appraisal will be carried out with the lead supervising clinician or their nominated deputy.

Presently national legislation does not exist which would allow independent prescribing by the physician's associate. This may change in the future. Subject to such legislation prescription of medications will require sign off by a supervising doctor or designated prescribing pharmacist.

DUTIES AND RESPONSIBILITIES

- The post holder will be expected to formulate a detailed differential diagnosis having taken a history and completed a physical examination of patients/service users

- To ensure continuity of a high standard of care, assessing the health needs of the patients and taking appropriate actions, these will include
 - Ordering of diagnostic tests (with the exception of radiological investigations)
 - Making and receiving referrals
 - Discharging patients within agreed protocols
- To provide clinical advice and support to patients, their families and other healthcare professionals following diagnosis through to treatment.
- To work with patients and service users to agree a comprehensive management plan considering individual characteristics, background and circumstances
- To 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.
- To be actively involved in all aspect of patient care, liaising with other members of the clinical team as appropriate, as determined by the clinical setting in which they are placed.
- Work with the wider Multi-Disciplinary Team in the assessment of a patient for an admission or discharge.
- To review patients for discharge, and prepare appropriate documentation as part of the overall discharge planning process. This may involve amending arrangements at short notice.
- To carry out exposure prone procedures which will include:
 - Venepuncture
 - Intravenous cannulation
 - Blood gas sampling and analysis
 - ECG
- To work with the supervising doctor to ensure appropriate medications are prescribed to patients being discharged from the unit
- To 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 primary and secondary care.
- 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.
- Keep accurate, legible and concise patient records in accordance with professional standards, codes of conduct and UHB policies and procedures.

Service Development

- To participate in departmental service reviews and initiatives in terms of clinical effectiveness, clinical excellence and best use of resources. This will require the post holder to participate in the development of policies and procedures within (department), some of which will impact across the organisation.
- To undertake regular audits using research methodology and present data as required in order to identify areas of success/for improvement within the clinical setting in which they work. This will include collation and presentation of research findings.
- To deliver regular specialist training to other clinical hospital staff in line with the current training programme.
- To ensure use of the quality improvement terminology and the healthcare standards.

Education and Training/Self-Development

- The PA must undertake an internship for 12 months maintaining a portfolio of cases and competencies which will be reviewed and signed off by their supervising doctor and their initial training institution
- 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.
- To maintain your place on the managed voluntary register for Physician's Associates and to recertify every 6 years.
- To take and pass the national re-certification examination every six years, as recommended by the National Examination Sub Committee of the UKBPAA (UK Universities Board of Physician Associate Education) and subsequently as required by the statutory regulating body when in place.
- To be trained in and demonstrate fair employment practices, in line with Trust policies.
- Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
- Adhere to all Public Health Wales policies and procedures as applicable, including any GP practice based procedures if based in a practice.

Communication

- To communicate clearly and concisely in an emergency situation, prioritising the activities required.
- Maintain and demonstrate clear written communication skills with highly developed IT skills.

- The post holder will be required to communicate highly complex, sensitive and contentious information directly to patients, relatives and with other members of staff. On occasion this may be undertaken in highly emotional and distressing circumstances.

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| ORGANISATION |
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PUBLIC HEALTH WALES NHS TRUST

Public Health Wales was established in October 2009 and drew together the former National Public Health Service with other public health bodies. It provides expert public health advice in relation to disease surveillance, prevention and control; environmental hazard surveillance and control; child protection; promoting health and well-being; health, social care and well-being strategies; public health policy and healthcare planning. Public Health Wales also delivers screening services for Wales: Antenatal Screening; Bowel Screening; Cervical Screening; Newborn Hearing Screening; Diabetic eye Screening.

National Infection Service

The National Infection Service Wales has been formed to deliver a fully integrated service encompassing diagnostic and clinical microbiology and health protection and disease surveillance to prevent, reduce the spread and minimise the impact of infection and environmental hazards on individuals and communities in Wales.

The National Infection Service is led by Andrew Jones, Director of Integrated Health Protection/ Deputy Director of Public Health Services. The Microbiology Service is led by Dr Robin Howe (National Clinical Lead, and David Heyburn (Head of Operations), and has an annual budget of £21 million.

The service is in an exciting period of development. With the support of the Welsh Government, the service has benefitted from additional investment to develop 54 new posts across the national network to strengthen and develop a new national patient-focused service utilising modern diagnostics and a multi-disciplinary clinical and scientific workforce. Integration with the Health Protection service gives a holistic service encompassing prevention, diagnosis, management, and control of infection across the community and hospitals in Wales.

The network delivers full clinical and diagnostic services to four of the seven Health Boards in Wales, with laboratories based in Cardiff, Swansea, Carmarthen, Aberystwyth, Bangor, Rhyl, and Wrexham. Aneurin Bevan University Health Board and Cwm Taf University Health Boards each maintain local microbiology laboratories, but these are supported by the Public Health Wales network for some primary testing (e.g. mycobacteriology, chlamydia NAAT), and most reference testing (e.g. reference virology). Many services have been rationalised to be delivered around the network.

In addition, the National Infection Service provides a number of reference services for the UK and Wales, and specialist services for Wales:

- UK Anaerobe Reference Unit (Cardiff)
 - The unit provides reference identification & susceptibility testing of anaerobes. It performs whole genome sequencing of all *C. difficile* isolates in Wales to provide comprehensive characterisation and typing. In addition, the unit delivers periodic surveillance of antimicrobial resistance, and is available for clinical advice for difficult anaerobic infections.
- UK Toxoplasma Unit (Swansea)
 - The unit provides confirmatory and specialist testing, and clinical advice for individual patient management.
- Cryptosporidium Reference Unit (Swansea)
 - The unit services Wales and England for confirmatory and specialist testing for *Cryptosporidium*, and typing of referred isolates to support cluster/outbreak investigations. In addition, advice is available on diagnostic methods, and the investigation, epidemiology, control and prevention of *Cryptosporidium*.

- Pathogen Genomics Unit (Cardiff & Swansea)
 - The PathogEN Genomics Unit (PenGU) provides a sequencing and analysis unit to support pathogen genomics across the network. There are a number of specific work streams:
 - HIV resistance typing
 - Speciation, typing and resistance prediction in Mycobacteria
 - DIGEST - typing of all *C. difficile* isolated in Wales
 - ARGENT – Whole Genome Sequencing to support investigations into antimicrobial resistance and outbreaks
 - WIESL – typing of influenza and enteroviruses
- Specialist Antimicrobial Chemotherapy Unit (Cardiff)
 - The unit provides molecular and phenotypic confirmation of resistance and gives advice on the clinical management of difficult infections. In addition, the unit coordinates all susceptibility testing across Wales, and acts as a reference laboratory for NEQAS, and a development laboratory for BSAC.
- Regional Mycology Laboratory (Cardiff)
 - The unit operates within the UK Clinical Mycology Network and provides routine mycology across the Public Health Wales network, and specialist phenotypic and molecular testing to support the diagnosis of mycological disease. It has particular expertise in the development and clinical evaluation of molecular diagnostics in immunocompromised patients.
- Wales Centre for Mycobacteriology (Cardiff)
 - The unit provides reference identification, typing and susceptibility testing for Wales and South West England by phenotypic and genomic methods. In addition, it provides primary mycobacterial diagnostics for all of Wales.
- Welsh National Virology Unit (Cardiff)
 - The unit provides primary testing for the Public Health Wales laboratory network as well as reference services including molecular and confirmatory testing for HIV, Hepatitis C, syndromic respiratory testing and meningitis/encephalitis testing. It performs molecular characterisation of influenza viruses and enteroviruses, and contributes to national and international surveillance schemes.
- Food, Water and Environmental Service (Bangor, Cardiff, Carmarthen)
 - The services performs food, water and environmental sample testing for Local Authorities and Health Authorities in relation to surveillance and outbreak investigation and control. There is very close liaison between laboratory staff and Environmental Health Officers/Consultants in Communicable Disease Control.

RESOURCES

MICROBIOLOGY LABORATORY NETWORK

The Laboratory network is currently organized into three regional groups:

- South East Wales.
 - Cardiff Laboratories at University Hospital of Wales & Llandough,
- Mid & West Wales.
 - Swansea laboratory at Singleton Hospital
 - Hywel Dda laboratories at Carmarthen (Glangwili Hospital) and Aberystwyth (Bronglais Hospital)
- North Wales
 - Hub laboratory at Rhyl (Ysbyty Glan Clwyd)
 - Spoke laboratories at Bangor (Ysbyty Gwynedd) and Wrexham (Ysbyty Maelor).

The Public Health network provides a comprehensive diagnostic service for Wales. Diagnostic work is distributed around the network as appropriate within the principles of rapid testing being delivered close to the patient at all acute hospital sites, and more comprehensive testing being delivered regionally or nationally.

Across the network, there is a drive to modernisation, with many recent developments:

- Genomics is delivered from Swansea and Cardiff laboratories (PathogEN Genomics Unit – PENGU) using MiSeq sequencers.
- Molecular enterics is delivered across the network using the SeroSep platform in 4 laboratories
- Rapid respiratory molecular testing is delivered at 5 sites using the Biofire platform, with additional comprehensive testing delivered through in-house methods from Cardiff.
- Front-end automation has been procured for the Swansea and Cardiff laboratories.
- The North Wales laboratory in Rhyl has a Kiestra system to support cultural microbiology.

GENERAL PROVISIONS

- **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.
- **Job Limitations:** 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 Act 1998 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.
- **Health & Safety:** The post holder is required to co-operate with the health Boards 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 required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.

- **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.
- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **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 by others. The 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 any one who you may be working with. 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.
- **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: July 2019

Prepared By: Dr RA Howe

Date Reviewed: 6th April 2021

Reviewed By: Dr RA Howe

NATIONAL PUBLIC HEALTH SERVICE WALES
PERSON SPECIFICATION

Job Title: Physician Associate **Directorate** Health Protection

Band: Band 7 **Division:** Microbiology

Base: North Wales Microbiology Clinical Team

| | ESSENTIAL | DESIRABLE |
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| KNOWLEDGE/ TRAINING/ EXPERIENCE | <ul style="list-style-type: none"> • Qualified Physician's Associate and re-sat and passed examinations every 6 years • ALS competent • Possess additional, transferable Highly Specialist knowledge acquired through training or experience to masters level equivalent • Membership of the faculty and voluntary Physician Associate Managed Voluntary register (PAMVR) or National Commission Certificate for PAs (NCCPA) | <ul style="list-style-type: none"> • Proof of CPD • Teaching / mentoring course • Experience of Managing staff and resources • Knowledge of audit • Knowledge of patient planning and assessment • Knowledge of prescribing • Experience in a primary care setting • current role as a physician's associate |
| COMMUNICATION & RELATIONSHIP SKILLS | <ul style="list-style-type: none"> • The post holder will be required to communicate highly complex, sensitive and contentious information directly to patients, relatives and with other members of staff. On occasion this may be undertaken in highly emotional and distressing circumstances. • Communication with patients, on matters of their care where there may be barriers to understanding • Friendly and approachable with good communication skills | <ul style="list-style-type: none"> • Able to communicate in Welsh (written and/or verbal) |

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| ANALYTICAL & JUDGEMENT SKILLS | <ul style="list-style-type: none"> • Skills for assessing and interpreting specialist acute patient conditions, taking appropriate action, recognising and managing emergency situations • Ability to make difficult clinical decisions | |
| PLANNING & ORGANISING SKILLS | <ul style="list-style-type: none"> • Planning and organising care plans for patients, which may require adjustments to plans • Planning and organising referrals for diagnostics and tests | |
| PHYSICAL SKILLS | <ul style="list-style-type: none"> • All relevant clinical practical skills such as intubation, cannulation, airway management, arterial line cannulation, central line insertion, | |
| RESPONSIBILITY FOR PATIENT/ CLIENT CARE | <ul style="list-style-type: none"> • Develops programmes of care for patients | |
| POLICY & SERVICE DEVELOPMENT | <ul style="list-style-type: none"> • Implement policies and proposes changes to policy | |
| FINANCIAL & PHYSICAL RESOURCES | <ul style="list-style-type: none"> • Knowledge and experience of financial management at an appropriate level. • Knowledge of mandatory and national requirements including where relevant, financial and procurement regulations related to own service. | |
| HUMAN RESOURCES | <ul style="list-style-type: none"> • Ability to lead and manage staff • Experience of supervising others • Experience in delivering training • Team worker | |
| INFORMATION RESOURCES | <ul style="list-style-type: none"> • Updating patients records • Maintain and demonstrate clear written communication skills with highly developed IT skills. | |
| RESEARCH & DEVELOPMENT | <ul style="list-style-type: none"> • Requirement to carry out audit as part of an audit plan | |
| FREEDOM TO ACT | <ul style="list-style-type: none"> • Ability to work independently | |

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| MENTAL EFFORT | <ul style="list-style-type: none"> • Able to demonstrate attention and sustained concentration for assessing patients • Able to pro-actively engage, observe and record patients' notes | |
| EMOTIONAL EFFORT | <ul style="list-style-type: none"> • Patient assessment and arranging care plan/referrals | |
| WORKING CONDITIONS | <ul style="list-style-type: none"> • Ability to travel if needed to a number of different NHS sites. Able to work hours flexibly. • Ability to perform a range of exposure prone procedures as set out above. | |
| PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> • Self-motivated • Willing to learn and develop further | |

Public Health Wales NHS Trust is a non-smoking environment