

JOB DESCRIPTION

Job Title:	Physician Associate
Band:	Band 7
Contracted Hours:	Full time - 37.5 hrs per week
Division:	Various as set out in the advert
Department:	Various as set out in the advert
Base:	Various posts within Health Board Sites

Organisational Arrangements:

Responsible to:	The Divisional Director
Managerially accountable to:	Clinical Director and Non Medical Service Manager
Reports to:	Supervising Consultant

JOB SUMMARY

The post holder will work within Aneurin Bevan University Health Board policies and procedures in Unscheduled Care, and is expected to deliver hands on clinical care to patients within the environment under the supervision of the medical consultant.

The Physician Associate (PA) will act within a predetermined level of supervision and within agreed national guidelines.

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

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 six years.

An annual appraisal and quarterly reviews will be carried out with the Lead Clinician and non Clinical Service Manager or either of their nominated deputies.

As the Physician Associate profession is currently non-regulated, there is no legislation which allows them to prescribe.

PURPOSE OF THE POST AND GENERAL RESPONSIBILITIES

- The Physician Associate will support the specialist trainees and junior clinical fellows/doctors in the delivery of high quality care to patients in unscheduled care.
- The post holder must demonstrate high standards of professional behaviour and be expected to help develop the physician's associate role across the organisation.
- To work as a member of the multidisciplinary healthcare team for the designated clinical service, providing high quality, individually focused care and technical support to the medical team in order to alleviate real time work pressures.
- To act as a core member of the ward based healthcare team in order to carry out; (a) any practical medical intervention/procedure that is required on any patient, controlled by his/her medical team. B) Administration follow ups that are set and required by the medical team in conjunction to patient care.
- Authority to assess and treat will be granted in line with demonstrated skills and competencies. At no time will the post-holder work outside the limits of authority granted.
- The post holder is required to be registered with the UK Managed Voluntary Registry for Physician Associate.

General Duties

- To provide supervised level of care to patients that require diagnostic testing, observation, measurement and appropriate technological interventions in order to aid recovery.
- Developing and delivering appropriate treatment and management plans on behalf of the supervising consultant.
- Performing diagnostic and therapeutic procedures according to speciality: for example:

- Undertake 12 lead ECG
- Obtain arterial blood gas samples
- Requesting and Interpreting diagnostic studies.
- Administer medication via intramuscular, subcutaneous intra-dermal and intravenous injections or oral routes.
- Interpret written prescriptions accurately, seeking confirmation when the drug, dose or route of administration are unclear, or where the prescription as where written is outside standard practice.
- Perform a variety of research and analysis tasks associated with medical diagnosis and treatment.
- To review patients for discharge and prepare appropriate documentation. To work with the supervising consultant to ensure appropriate medications are prescribed to patients being discharged from the unit.
- Consult with and refer patients to GPs, medical specialists and other health professionals as considered necessary.
- Interview patients, take medication histories, perform physical examinations, nutritional assessments, analyse, formulate differential diagnoses and explain medical problems.
- Order laboratory requests as required and in line with parameters set by the supervising doctor.
- Provide health promotion and disease prevention advice for patients
- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.
- Encourage and ensure good team working relationships with all members of the team.
- Implement the policies and procedures of the practice in which the post-holder is working.
- Conduct daily ward rounds or attend outpatient clinics with the medical team.
- To support and assist ward based staff in the management of surgical patients

- Individual competency assessments of advanced procedural skills would be the local process and will be endorsed by the directorate and then signed off by the Medical Director.

Job Plan

- In line with the terms and conditions, the final job plan is subject to the agreement of the Health Board through the Clinical Director and the appointee. See *provisional job plan on page 9*

Service Development

The post holder will:

- 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 medicine, some of which will impact across the organisation.
- Undertake regular audits and present data as required in order identifying areas of success/for improvement within the department.
- Deliver specialist training to other clinical hospital staff in line with the current training programme.
- Ensure use of the quality improvement techniques and the healthcare standards

Teaching/Training (as agreed with Clinical Director/Lead)

- Through experiential learning and CPD the post holder may develop specialist expertise that reflects the speciality of their supervising doctor. However, they are expected to maintain their broad clinical knowledge base through regular testing of generalist knowledge and demonstrated maintenance of generalist clinical skills.
- To complete the national re-certification examination every Six years, as recommended by the National Examination Sub Committee of the UKBPAAE (UK Universities Board of Physicians Associate Education).
- Keep up to date on relevant medical research and evidence based medical practice, technology and related issues by attending continuing education courses and professional meetings, reading journals etc.

- Attend regular multi-disciplinary meetings to discuss and learn from recent significant events relating to clinical practice.
- Regularly reflect on own practice (and keep a record of learning encounters) in order to identify learning needs and encourage self-directed lifelong learning and continued professional development.

Communication

The post holder will:

- Communicate clearly and concisely in an emergency situation, prioritising the activities required.
- Maintain and demonstrate clear written communication skills with highly developed IT skills.
- Be required to 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.
- Ensure that in all circumstances the patient is aware that they are being treated by a PA and not a doctor.

Quality and Standards

- To be familiar with and actively promote adherence to the Competence and Curriculum Framework for the Physician Assistant and to actively promote the professions standards.
- To undertake all work in accordance with the Health Board's procedures and operating policies.

Personal Development

- To attend accredited conferences and meetings to update personal level of professional practice, teaching and management skills.
- To participate in an annual Job Planning Review.
- To participate in the Health Board's Annual Appraisal process to ensure continued professional development.

Management (as agreed with Clinical Director)

- To provide medical information for the development of systems appropriate for Health Board needs.

- To participate in departmental and senior staff meetings.
- To attend other departmental, Divisional and Health Board meetings as necessary.
- To attend regional and national meetings as necessary.
- To undertake all work in accordance with Health Board procedures and operating policies.

Location

The principal place of work for this post is to be confirmed. The post holder will generally be expected to undertake their programmed activities at the principal place of work or other locations agreed in the Job Plan/Job Description. Exceptions will include travelling between work sites and attending official meetings away from the workplace. The post holder may be required to work at any site within the Health Board, including new sites.

OTHER DUTIES

The post holder may also be required to undertake other relevant duties as required.

The framework is a guide to the duties you will be expected to perform immediately upon your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet the Health Boards requirements.

- **Essential Values and Behaviours:** -The post holder undertaking this role is expected to behave at all times in a way that demonstrates dedication and commitment to the organisation and its core values:
 - Patient First
 - Passion for Improvement
 - Pride in what we do
 - Personal Responsibility
- **Review:** The duties outlined in this job description will be regularly reviewed. It is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

- **Job Limitations:** At no time should the post holder work outside their defined level of competence as agreed by the Supervising Medical Consultant. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. 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, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. 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.
- **Risk Management:** The Organisation 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 Organisation's Risk Management Policy, Health and Safety Policy and other associated policies and to actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Organisation in confidence (even after an employee has left the Organisation). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff has a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Health & Safety:** The post holder is required to co-operate with the Organisation 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 has a responsibility to access Occupational Health and other support in times of need and advice.
- **Safeguarding Children and Vulnerable Adults:** The Health Board is committed to safeguarding children and adults therefore all staff must be aware of the relevant procedure policies and attend the required level of safeguarding children and adults training.

- **NHS Wales Code of Conduct for Healthcare Support Workers:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations. This role will require the post holder to comply with the Code of Conduct for Healthcare Support Workers in Wales.

Provisional Job Plan

Day	Time	Location	Type of Work	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				

PHYSICIAN ASSOCIATE PERSON SPECIFICATION

Attributes	Essential	Desirable	Method Of Assessment
Qualifications and/or Knowledge	<ul style="list-style-type: none"> • BA/BS degree prior to undertaking PA Programme • Master's degree in physician Associate Studies from a recognised UK training programme and evidence of successful completion of the UK National PA exam. • Current and valid certification or re-certification by the Physician Associate National Examination Board • Registration with the UK Managed Voluntary Registry for Physicians Associate • Undertake continuous directly observed procedural skills, case based discussions, and min clinical examination exercises to maintain on-going certification with the PA Managed Voluntary register or equivalent 	<ul style="list-style-type: none"> • ILS ACLS, PALS Certification • Evidence of successful completion of internship period 	Certificates/ Application
Experience and Ability	<ul style="list-style-type: none"> • Experience of workload prioritisation • Ability to exercise sound judgement when faced with conflicting pressures • Ability to motivate and develop the multi-disciplinary team • Ability to manage and lead a working group • Ability to implement and interpret policies and procedures • Experience of conducting clinical audit • Assist in the educational development of Physician Associate Students through student shadowing and/or teaching • Awareness of current developments and initiatives in emergency medicine services • Ability to be mobile and to meet the travel requirements of the post • Able to communicate highly complex, highly sensitive and/or contentious information, including where there are barriers to understanding • Understands highly complex situations/ information to decide the best course of action 	<ul style="list-style-type: none"> • Assist in the development of the role of Physician Associate locally and nationally 	Application/ Interview

Attributes	Essential	Desirable	Method Of Assessment
Skills	<ul style="list-style-type: none"> • High level of clinical skills • Ability to work well with colleagues and within a team • Verbal and written communication skills • Ability to maintain confidentiality • Ability to respond to questions in a tactful and professional manner • Critical & Analytical Skills • Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff and agencies • Commitment to professional development • Possess good IT Skills • Has good problem solving and decision making skills. • Knowledge of medical procedures and terminology 	<ul style="list-style-type: none"> • Ability to learn or speak Welsh 	Application/ Interview
Personal Qualities	<ul style="list-style-type: none"> • Can demonstrate flexibility, commitment and adaptability • Ability to travel if needed to a number of different NHS sites • Demonstrates high level of self-awareness and knows when to seek advice • Caring attitude toward patients • Energy and enthusiasm and the ability to work under pressure 		Application/ Interview/ References
Knowledge	<ul style="list-style-type: none"> • An understanding of the current NHS environment, particularly in relation to reforms, initiatives and issues 	<ul style="list-style-type: none"> • Knowledge of evaluation to support the development of a 'new role' 	Interview