

## JOB DETAILS:

<b>Job Title</b>	Physicians Associate - CAMHS
<b>Pay Band</b>	Band 7, Annex U
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Acute Medicine
<b>Department</b>	Directorate of Medicine and A&E
<b>Base</b>	Ty Llidiard, Bridgend

## ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Supervising Consultant
<b>Reports to: Name Line Manager</b>	Clinical Director
<b>Professionally Responsible to:</b>	Dr Anthony Gibson

### Job Summary/Job Purpose:

The post holder will work within Cwm Taf Morgannwg UHB policies and procedures in Ty Llydiard's CAMHS team, planning specialist programmes of care to ensure efficient patient flow.

The Physicians Associate (PA) will act within a predetermined level of supervision and within agreed national guidelines and will have significant autonomy to act independently although the supervising doctor will be available for consultation.

The Physicians Associate (PA) will support the specialist trainees and junior clinical

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fellows/doctors in the delivery of high quality care to patients in CAMHS.

The Physicians Associate will have been trained to exercise autonomy in medical decision making.

The post holder will be required to :

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

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

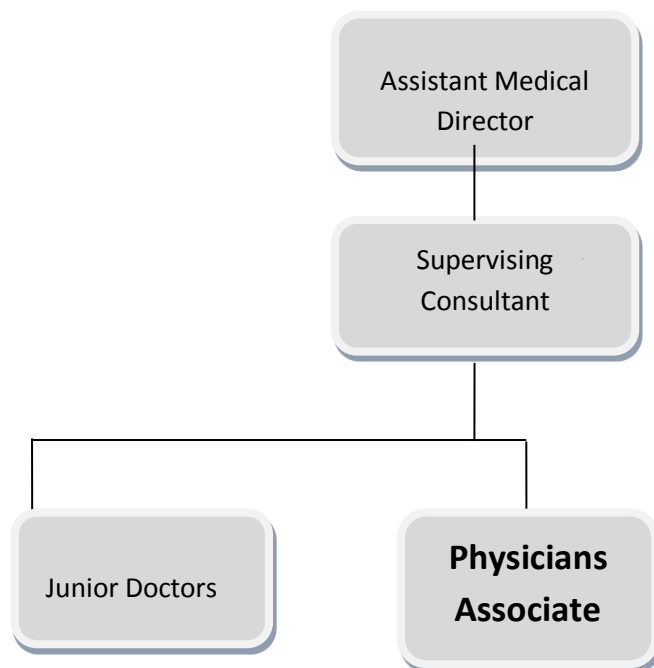
He/She will be highly skilled at working in a multi-professional team environment, and, as a life-long learner, engage in active professional development.

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.

An annual appraisal will be carried out with the Lead Clinician in CAMHS or their nominated deputy.

Presently national legislation does not exist which would allow independent prescribing by the Physicians 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.

## Organisational Chart



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## **DUTIES/RESPONSIBILITIES:**

The post holder will :

- Be required to conduct daily ward rounds with the medical team, review patients and formulate appropriate clinical plans.
- 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.
  - Making and receiving referrals.
  - Discharging patients within agreed protocols.
- Provide clinical advice and support to patients, their families and other healthcare professionals following diagnosis through to treatment.
- 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.
- Be actively involved in in-patient care, liaising with ward staff and other members of the clinical team as appropriate.
- Assess patients in an acute medical admission and arrange appropriate investigations.
- 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.
- Provide in-patient stay information to patients' family general practitioners.
- Carry out procedures which will include :
  - Venepuncture.
  - Intravenous cannulation.
  - Blood gas sampling and analysis.
  - ECG.
- Work with the supervising Physician('s) to ensure appropriate medications are prescribed to patients being discharged from the Unit.

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- 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 organisations.
- Be accountable for care given and to comply with the Fitness to Practice and Code of Conduct standard as established by the UK Managed Voluntary Register for Physician Associates (and subsequently the appropriate statutory regulating body when in place).
- 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**

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 Acute 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 terminology and the healthcare standards.

### **Education and Training/Self-Development**

The post holder will :

- Identify own training and development needs and undertake appropriate training/education as required eg. 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.
- Take and pass the National re-certification examination every five years, as recommended by the National Examination Sub Committee of the UKUBPAE (UK Universities Board of Physician Associate Education) and subsequently as required by the statutory regulating body when in place.
- Be trained in and demonstrate fair employment practices, in line with UHB policies.

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- Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the UHB's Health and Safety Policies.
- Adhere to all Cwm Taf UHB policies and procedures as applicable.
- Be responsible for the safe use of equipment used.

### **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.

### **Infection Control**

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role, ensuring patients safety at all times.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<p>Qualified Physicians Associate with relevant Post Graduate Diploma</p> <p>Currently working as a PA.</p> <p>Possess additional, transferable highly specialist knowledge acquired through training or experience to Masters Level equivalency.</p> <p>Registration with the UK Managed Voluntary Registry for Physician Associates/Faculty of PA's.</p> <p>Membership of the Faculty of Physician Associates at the Royal College of Physicians.</p>	<p>Evidence of CPD.</p> <p>Teaching/Mentoring course.</p> <p>ALS competent.</p>	Application form
<b>Experience</b>	<p>Previous and current role as a Physicians Associate in General Medicine.</p> <p>Experience in the Acute care setting.</p>	<p>Experience of managing staff and resources.</p> <p>Knowledge of audit.</p> <p>Knowledge of patient planning and assessments.</p>	Application form and interview
<b>Aptitude and Abilities Skills</b>	<p>Experience of supervising others.</p> <p>Experience in delivering training.</p> <p>Skills for assessing and interpreting specialist acute patient conditions, taking appropriate action,</p>	<p>Knowledge of prescribing.</p> <p>Knowledge of adult Intensive Care and Medicine.</p> <p>Ability to learn or speak Welsh.</p>	Interview

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	<p>recognising and managing emergency situations</p> <p>All relevant clinical practical skills such as intubation, cannulation, airway management, arterial line cannulation, central line insertion.</p> <p>Ability to work independently.</p> <p>Team worker.</p> <p>Ability to make difficult clinical decisions.</p> <p>Friendly and approachable with good communication skills.</p> <p>Ability to lead and manage staff.</p>		
<b>Personal Qualities</b>	<p>Self-motivated.</p> <p>Willing to learn and develop further.</p> <p>Flexible to meet service demand.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Circumstances</b>	<p>Ability to travel if needed to a number of different NHS sites.</p> <p>Able to work hours flexibly.</p>		<p>Application form and interview</p>



## **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

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- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).
- **Confidentiality of Information:** 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. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation 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 without bias. 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 HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. \*Delete as appropriate. The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person

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Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Directorate Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Divisional Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

### **Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

#### **Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Combination of standing, sitting and walking eg. manoeuvring patients in wheelchairs, on beds	<b>Daily</b>	<b>Up to 5mins at a time</b>	Manual handling training provided.

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Concentration when undertaking patient assessments, medical examinations, completing case notes and discharge planning information.	Daily	Duration of consultation	
The work pattern will be unpredictable and the post holder will be required to change tasks at short notice.	Daily	Several times per shift	

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

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Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Regularly be required to communicate diagnostic outcomes to patients/relatives/carers/parents who may be upset, distressed and emotional.	Daily	Up to 1hour	
Exposed to terminally ill patients, may be expected to deal with sudden deaths and bereavement.	Several times a week	Up to 1 hour	

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

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<b>Examples of Typical Conditions</b>	<b>How often per week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
Frequently be exposed to blood and bodily fluids when working in clinical environment.	<b>Daily</b>	<b>For large portion of shift.</b>	PPE will be provided.
Will be exposed to verbal aggression from distressed patients/relatives/families etc.	<b>Several times a week</b>	<b>Up to 20mins</b>	

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