



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Job Description

Job Title	Physician Associate
Pay Band	7
Delivery Unit	Singleton NPT
Service	Cancer
Department	Oncology
Reports to (Line Manager):	Sarah Gwynne
Accountable to (Managerially):	Sarah Gwynne
Accountable to (Professionally):	Martin Bevan
Safeguarding Children Training	1
Our Values In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.	

Job Summary/Job Purpose

The function of the Physician Associate 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, which may include evenings and weekends as the service develops and as part of a wider clinical team including Advanced Nurse Practitioners, 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 patients and provide immediate care and initiate treatment as per clinical pathways/protocols and Patient Group Directions.

The post holder will work autonomously and be supervised by a named Consultant.

The post holder 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.

The post holder will be supported to develop clinical knowledge and will have access to continuing professional development opportunities.

May supervise less experienced staff.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

The postholder will work with Acute Oncology Service (AOS), the inpatient team, the Malignancy of Unknown Origin MDT and the oncology consultants to support cancer patients both ambulatory areas and inpatient in both Singleton and Morriston Hospital, and to provide oncology advice as required.

The Acute Oncology Service in Swansea was launched in 2015. The team has developed to consist of three full time AOS nurses, a clinical fellow, a GP with extended interest in oncology, a clinical lead for AOS and 2 consultants with sessions to support the nursing team and to conduct medical reviews. The service covers both Singleton and Morriston Hospital.

The AOS service currently consists of two main areas:

1. An outreach advisory service for patients with cancer in acute beds outside of the

Cancer Centre, providing links to the oncology teams based at the Cancer Centre to ensure improved pathways of care.

2. A Malignancy of Unknown Origin (MUO)/Carcinoma of Unknown Primary (CUP) service. There is a MUO/CUP MDT held once weekly with radiology and pathology representation. There is also a GP led MUO clinic after the MDT which the PA will support.

After a recent successful business case the service is being expanded to include an additional 4 band 7 posts (mix of PA and CNS), a band 8 ANP team leader and increased medical support.

The AOS service will be extending to cover the current roles, in addition to a strong focus on ambulatory care and admission management across the Health Board, linking in with the Acute Medical Redesign plans in Swansea Bay University Health Board. This will include providing oncology advice to the ambulatory areas, supporting oncology hot clinics, being a clinical navigator to direct patients to the right place first time. The postholder will have a role in shaping these areas of work as they develop over the next few months.

In order to gain experience in oncology and to support the wider team, the PA will be expected to work on the oncology IP ward and support chemotherapy and radiotherapy areas as needed.

Appropriate supervision/access to senior input will be provided.

The postholder will be expected to participate in ongoing data collection to demonstrate the effectiveness of the service, audit against national standards for management of acute oncology emergencies (MSCC and neutropenic sepsis) and the development of ambulatory care pathways.

Example job plan:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Oncology	AOS	AOS	Self	Oncology

	IP work	singleton	Morrisotn inc ambulatory area referrals	directed learning	IP work
PM	Oncology IP work	Onology hot clinic	AOS Morrison Inc ambulatory area referrals	MUO MDT MUO clinic	Oncology IP work

Take a history from patients and perform appropriate physical examination, order and interpret appropriate diagnostic tests and make an appropriate assessment and diagnosis.

Performing diagnostic/therapeutic procedures, subject to training/experience. Including, but not exclusively:

Venepuncture
Cannulation
Arterial blood gases
Injections
ECG
Urethral catheterisation
Nasogastric tube insertion
Lumbar puncture
Thoracentesis
Ascitic Drains

Utilise the early warning score system (NEWS) to triage patient reviews.

Initiate review and revise treatment and therapy plans, record and present findings in a manner consistent with local policies and procedures.

Request appropriate investigations and interpret their findings. Assist medical and nursing staff in all clinical emergencies.

Inform and counsel patients and relatives/carers regarding explanation of procedures, diagnosis, treatment and management of conditions. This will include long term management consistent with life circumstances.

Fully document all aspects of patient care and complete required paperwork for legal and administrative purposes.

Communicate effectively with the referring doctor and the patients General Practitioner/Consultant by promptly issuing a clinical letter (paper or electronically) indicating patient findings and management plan (including any prescription advice) with conditions for review either by the Physician Associate, Nurse Practitioner, Consultant or General Practitioner.

Liaise with, and refer to, (where appropriate) other clinical specialties. There will also be a requirement to follow up their patients whilst under the care of other specialties within the system.

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 staff and AHPs.

Allocate work and provide supervision to support staff as required. Identify clinical priorities per shift. In conjunction with the medical teams. Agrees scope of practice with the Supervising Consultant.

Reviews development & progress at regular intervals during the year with Supervising Consultant.

Follows locally agreed policies, protocols and procedures.

Identifies areas for service improvement in conjunction with the clinical team, and contributes to their development.

Undertakes own professional development review with Supervising Consultant via PDP process.

Contributes to MDT meetings

Service Management

Works with indirect supervision using clinical skills to deliver patient care.

Uses skills of history taking and physical examination to assess patients' status and determine treatment required using care pathways, protocols.

Utilises own professional judgment to decide when patients require medical intervention or referral to another specialty.

Make judgments involving complex facts which require analysis, interpretation and comparison of a range of options.

Plans and organizes straightforward tasks and own workload.

Service Improvement

Take an active role in the departmental clinical audit and governance activity. Assist with regular audit/surveys to support and inform service development. May develop policies in a specialist area.

Communications

Communicate complex, sensitive or contentious information to patients, carers and relatives.

Communicate with Wards and departments, Supervising Consultant, Practice Development Nurse, Junior Doctors, Advanced Nurse Practitioners & NP in training, Consultants for each specialty, Charge Nurses, Allied Health Professionals and Support Services, General Practitioners, Higher Education Institutes and Regional and National PA networks.

Be responsible for effective communication of sometimes a highly complex nature to patients and relatives.

Ensure timely and relevant handover of care to other members of the clinical team

Finance

Responsible for the use of expensive equipment in course in daily work routine.

Personal and People Development and People Management

Register on the Physician Associate Managed Voluntary Register. Recertification every six years.

Undertake regular clinical skills for specialty procedures e.g. chest drain, Lumbar Puncture, central lines, ascetic drains.

Complete a minimum of 50 hours CPD per year, registering activity via the CPD Diary.

Establish a formal educational needs plan with their supervisor which will be reviewed on a regular basis.

On commencing employment PAs and their supervisors should draw up agreements on allocation of CPD dedicated work hours, including agreement on frequency of tutorials, teaching and training opportunities (as appropriate). These agreements would need to be reviewed on a regular basis.

May supervise and train less experienced PA's

Effort and Environmental

The post holder must have a reasonable level of fitness, as they will be required to walk throughout the hospital in the course of a shift.

The post holder must also be able to run to clinical emergencies and provide care / resuscitation as required once on site.

The post holder must be able to tolerate unpredictable workload patterns and irregular break times.

Skills to safely handle and move patients on a daily basis, including the urgent transfer of acutely unwell patients.

Due to the nature of the post and workload, the post holder is at risk of exposure to needle stick injuries and bodily waste e.g. sputum, urine, faeces, vomitus, blood and exudates and must be able to deal with such situations as per guidelines.

Ability to deal with and manage rapidly changing clinical situations

Concentration, organisational and decision making skills to deal with competing demands with frequent interruptions

Effectively managing limited resources and prioritising workload Dealing with acutely unwell patients and distressed relatives / carers

Using negotiation skills to manage conflict and de-escalate potentially violent or aggressive situations

Dealing with complaints about aspects of care / service delivery Working with and providing optimal care in areas with reduced lighting

Working with and providing optimal care in confined spaces, often in emergency situations

General Considerations

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour framework 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.
- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
- **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 / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** 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 General Data Protection Regulation and Organisational Policy (GDPR). Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Health & Safety:** The post holder is required to co-operate with the health Boards Health and Safety Policy 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.
- **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
- **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.
- **Corporate Governance:** The post holder is required to ensure the highest standards of

corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business Conduct, Standing orders and Standing Financial Instructions.

- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **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. All staff are requested to report any 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.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Disclosure Barring Service Enhance check as part of the Health Board's pre-employment check procedure.
- **Safeguarding Children:** The Health Board is committed to safeguarding children and adults at risk. All staff must therefore attend the required level of safeguarding children & adult training. This post requires minimum level 3
- **Cognitive Dysfunction:** Some degree of cognitive impairment is now common in the communities that we serve. We encourage all our staff to undertake online training for dementia awareness, so as to understand and be responsive to the particular needs of people with cognitive dysfunction.
- **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the

control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Health Board.

- **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 Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Job Description:** This job description is not exhaustive 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.

For Clinical Staff Only: All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations NMC, GMC, GDC, HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

- **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. Healthcare 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.
- **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.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Person Specification

Physician Associate

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Degree in a life science and/or a significant background in healthcare.</p> <p>Masters degree in Physician Associate Studies from a recognised UK training programme and evidence of successful completion of the UK National PA exam.</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>Undertakes continuing medical examinations to maintain on-going certification with the PA managed voluntary register or equivalent.</p>		Application form
Experience		Prev experience in oncology or related area	Application form and interview.

Aptitude and Abilities	<p>Excellent interpersonal skills with patients and other healthcare professionals</p> <p>Ability to communicate complex information both verbally and in writing</p> <p>Ability to work using own initiative to manage own workload.</p> <p>Ability to demonstrate skills and knowledge in areas of risk assessment</p> <p>Commitment to lifelong learning and personal development</p> <p>Ability to adapt according to changing service needs</p> <p>IT skills – e-mail, basic word processing, ability to search inter and intranet</p> <p>Ability to work using own initiative to manage own workload.</p> <p>Ability to work as part of a multi-disciplinary team.</p> <p>Ability to travel between sites in a timely manner</p>	<p>Welsh Speaker</p>	<p>Interview</p>
-------------------------------	--	----------------------	------------------