




## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Physician Associate
<b>Pay Band:</b>	7
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Community
<b>Department:</b>	Primary Care
<b>Base:</b>	To be completed on recruitment
<b><u>ORGANISATIONAL ARRANGEMENTS</u></b>	
<b>Managerially Accountable to:</b>	A named General Practitioner (depending on location of working)
<b>Professionally Accountable to:</b>	Medical Director
<b><u>VALUES &amp; BEHAVIOUR</u></b>	
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p> </div> </div>	

**JOB SUMMARY / PURPOSE:**

Working as part of the primary care team, the post holder will provide high quality medical care and advice for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment, and evaluation of care. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients being treated.

Demonstrate critical thinking in the decision-making process. Under the supervision of a GP, they will work collaboratively as part of the primary care team and provide highly specialist advice to meet the needs of patients, and their relatives/carers, while at all times working within the agreed policies and procedures supporting the way care is provided.

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.

Mentorship and supervision will be provided by a designated GP at all times, with the support, where necessary, of an experienced Physician Associate. The level and type of supervision will be dependent on the post holder's possession of skills and knowledge and be determined by those providing mentoring and supervision.

**DUTIES AND RESPONSIBILITIES****Clinical**

Provide highly specialist advice and treatment to patients as delegated and agreed by the supervising GP and using established clinical guidelines.

Consult with and refer patients to GPs, medical specialists and other health professionals as considered necessary.

Interview patients, take medical histories, perform physical examinations, analyse, diagnose and explain medical problems.

Formulate and adjust as necessary, diagnoses and treatment plans, in consultation with supervising GP where necessary.

Recommend and explain to patients appropriate diagnostic tests and treatment.

Instruct and educate patients in preventative health care.

Confer with patients by telephone as required to provide highly specialist advice.

Order laboratory tests as required and in line with parameters set by the supervising GP.

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

Perform a variety of research and analysis tasks associated with medical diagnosis and treatment.

Research unusual symptoms and treatment options, through consultation with supervising GP and other medical specialists and by undertaking literature reviews and the like.

Give highly specialist clinical instructions to nursing staff and Primary Care Team members as required.

Assist in clinical instruction and supervision of medical students as required.

Confer regularly with GPs, medical specialists, those working at hospital level and members of the primary care team to plan and co-ordinate activities, exchange information, investigate and resolve problems in relation to the care of individual patients.

Encourage and ensure good working relationships with all members of the Primary Care Team.

Implement the policies and procedures of the practice in which the post-holder is working and propose changes to policies and practices where they professionally believe they require amendment.

### **Training/Educational Development**

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.

Ensure continuing education, training and development is undertaken to meet the needs of continuing professional and personal development.

Commit to undertake a minimum of 50 hours of continuing professional development each year and take national re-certification examinations as required.

Perform, as required, a variety of research and analysis tasks associated with improvement of clinical care, medical diagnosis and treatment using the following means:

- Audit of clinical practice
- Review of relevant literature
- Research unusual symptoms and treatment options through consultation with GPs, medical specialists and members of the primary care team

Assist in clinical instruction and supervision of medical and nursing students as well as other learners that may periodically be attached to the practice including, where considered appropriate, the educational development and mentoring of UK training/trained Physician Associates.

Attend regular multi-disciplinary meetings to discuss and learn from recent significant events relating to clinical practice.

Attend education meetings taking place at practice level to update clinical knowledge, practice policy and guidelines and disseminate other useful information relevant to the provision of adequate healthcare for patients.

Regularly reflect on own practice (and keep a record of learning encounters) to identify learning needs and encourage self-directed lifelong learning and continued professional development.

<b><u>PERSON SPECIFICATION</u></b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Undergraduate degree (2:2 or above)</p> <p>Masters degree/Post Graduate Diploma in Physician Associate Studies from a recognised UK training programme</p> <p>Current and valid certification or re-certification by the Physician Associate National Examination Board</p> <p>Registered on the Faculty of Physician Associate Managed Voluntary Register</p> <p>Member 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>		<p>Pre-employment checks</p> <p>Application Form</p>
<b>Experience</b>	<p>A high standard of clinical skills</p> <p>A good knowledge of the common and important conditions seen in general practice</p> <p>Good IT skills</p>	<p>General Practice experience</p>	<p>Application Form and Interview</p>
<b>Aptitude and Abilities</b>	<p>Able to communicate highly complex, highly sensitive and/or contentious information, including where there are barriers to understanding</p> <p>Demonstrates high level of self-awareness i.e. strengths and weaknesses, personal qualities and skills</p>	<p>Ability to speak Welsh</p>	<p>Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Aptitude and Abilities cont'd</b>	<p>Knows when to seek help and advice</p> <p>Has good problem solving and decision-making skills</p> <p>Understands highly complex situations/ information e.g. working with patients with acute, non-acute and chronic illnesses and using a range of skills to decide the best course of action from a range of options and consider the implications of each of these</p> <p>Can manage clinical uncertainty</p> <p>Can manage conflict</p> <p>Can cope under pressure</p> <p>Can plan, prioritise and organise own time and workload effectively and cope with last minute changes</p>		
<b>Values</b>	<p>Demonstrate PTHB Values</p> <p>Demonstrates motivation, reliability and commitment to team working and development of others</p> <p>Demonstrates flexibility, commitment and adaptability</p>		Interview
<b>Other</b>	A full UK driving licence		Application Form and Interview

**GENERAL REQUIREMENTS**

Include those relevant to the post 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take

every opportunity to promote the Welsh language in their dealings with the public.

- **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.
- **Data Protection:** 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 Legislation 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 and the HB or Trust Disciplinary Policy.
- **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.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust 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/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on 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 Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.



- **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/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

## Organisational Chart

