

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Physician Associate – Movement Disorder and Falls |
| **Reports to** | Designated Consultant |
| **Band** | 7 |
| **Department/Directorate** | Medicine Division – Healthcare for Older People department |

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| **JOB PURPOSE** |
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| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  In addition the post holder will deal with the wider healthcare community, external organisations and the public and will have exposure to a range of commercial & non-commercial Parkinson’s Disease research studies.  Of particular importance are working relationships with:  **Internal to the Trust:**   * HfOP Clinical Leads and consultants * Ward-based clinical teams including Neurology, other specialty-based teams, doctors in training, nurses, ACPs and the wider multi-disciplinary team * Community Specialist Nurses * Pharmacists * Technical staff * Cluster Manager   **External to the Trust:**   * Social workers * Research nurses * University of Exeter academic colleagues |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The postholder will receive supervised training and support to undertake the following duties and responsibilities:   * Join Consultant supervised clinics in Parkinson’s Disease and Falls * Rotate around the various key Healthcare for Older People sub-specialty areas spending time in Stroke, Orthogeriatrics, Dementia wards as well as time in the patient Parkinson’s Disease ward * Supervise tilt tests, do falls assessments and bone health reviews * Learn how to do rating scales like MOCA and UPDRRS, as well as Hallucinations & Delusions rating scales * Gain exposure to the range of commercial and non-commercial Parkinson’s Disease research studies supported by the Healthcare for Older People department * Spend time with the community Parkinson’s Disease Nurses learning about admission avoidance and how the multi-disciplinary team keep people out of hospital * Learn how to interpret dopamine active transporter (DAT) scans and report Parkinson’s Kinetigraph (PKG) results * Support inpatient wards by participating in ward rounds, coordinating blood results and writing discharge summaries   General responsibilities/duties:   * Perform initial patient assessment and examination, initiate diagnostic process and interpret investigations and recommend initial treatment * Take patient histories and perform physical examinations of a patient recording all information in the patients’ medical records * Work within a Specialist-led team to develop skills to start becoming more independent in assessing and planning care for patients * To develop extensive specialist knowledge and experience, acting as a resource to the clinical team and Allied Health professionals. * Practice under the supervision of a named clinical consultant and other qualified staff as agreed. * Order and interpret diagnostic laboratory tests or various other therapies. * Discriminate between normal and abnormal findings to recognise early stages of serious medical, emotional or mental problems in the patient. * Work with the multi-disciplinary team in an appropriate management plan for the patient e.g. Social Services, Community Nursing Teams, and Clinical Nurse Specialists. * Refer and converse with appropriate specialists in regard to patient management * Work collaboratively with the medical team, i.e. Physicians, Clinical Nurse Specialists, Advanced Nurse Practitioners, Staff Nurses, Physiotherapists, Occupational Therapists, Mental Health colleagues, social services, etc. to encourage and ensure good working relationships. * Maintain knowledge and proficiency in medical practices through continuing education, staff meetings and workshops * Work with the supervising physician/s to ensure appropriate medications are prescribed to patients being discharged from inpatient care. * Maintain accurate and timely clinical documentation * To develop skills and competencies as directed by the Trust. * Utilises advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality. * Is able to assimilate risk/benefits and rationalise decision making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge. * Is able to seek out advice and support from consultant colleague when required * Attend and participate in the weekly Physician Associate teaching sessions |

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| **ORGANISATIONAL CHART** |
| This post is based within the Healthcare for Older People (HfOP) department, which sits within Cluster 3 (Healthcare for Older People, Stroke, Neurology and Neuro-rehabilitation) of the Medical Services division. The line management structure for this post comes under 2 designated HfOP Consultants, Drs Ray Sheridan and Sarah Jackson. |
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| **FREEDOM TO ACT** |
| * This post will work under close supervision of a Consultant led specialist team. In future, more autonomous roles will develop and emerge as the Physician Associate career structure progresses but for the purposes of this post there is an expectation that clinical decisions and management plans would be closely supervised by a Consultant Physician * The Physician Associate profession has grown over the last few years with a dedicated Physician Associate leadership team within the Trust * A key component of this role is a clear idea of a career progression with Consultant supervision and mentoring. There are regular Physician Associate specific teaching sessions which are not only beneficial for ongoing CPD requirements, but also help create a warm and welcoming Physician Associate community. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Work collaboratively with the clinical team, i.e. consultants, junior doctors, ACPs, nursing staff, therapy staff etc. to encourage and ensure good working relationships. * Liaise closely within the department, other teams and primary and community services to ensure collaborative working arrangements are in place which maximise benefits to patient care and support efficient patient flow. * Promote a positive image of the department both externally and internally. * Participate in and contribute to Trust wide initiatives and projects as appropriate. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Use advanced analytical and judgemental clinical skills within a diagnostic process, and with reference to evidence-based practice and local protocols, to consider differential diagnosis in order to ensure the delivery of appropriate care. |
| **GOVERNANCE** |
| **GOVERNANCE**   * Recognise and work within own competence * Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures. * Prioritise, organise and manage own workload in a manner that maintains and promotes quality. * Deliver care according to NSF, NICE guidelines and evidence-based care. * Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation. * Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities. * Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required. * In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate. * Evaluate patients’ response to health care provision and the effectiveness of care. * Support and participate in shared learning across the practice and wider organisation. * Use a structured framework (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events. * Assess the impact of policy implementation on care delivery * Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable procedures and local guidance. * Ensure compliance with Trust policies, procedures and guidelines for self and others, by taking action/alerting senior |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Ensure that care is delivered in style appropriate to the patients' needs. * Acts as a role model in terms of health promotion and health education for both staff and patients. * Constantly evaluates patient care in order to promote current research based practice. * Takes immediate remedial action where care falls below the required standard and escalates any concerns that cannot be addressed within the Ward/Department immediately. |
| **PATIENT/CLIENT CARE** |
| |  | | --- | | * Ensure that care is delivered in style appropriate to the patients' needs. * Acts as a role model in terms of health promotion and health education for both staff and patients. * Constantly evaluates patient care in order to promote current research based practice. * Takes immediate remedial action where care falls below the required standard and escalates any concerns that cannot be addressed within the Ward/Department immediately. | |
| **SUPERVISORY AND HUMAN RESOURCES GOVERNANCE** |
| * Ensure a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns. * Ensure that in own practice, efficient and effective use is made of all resources (e.g. medical supplies & equipment), and make recommendations for improvement where appropriate and reporting any concerns. * Actively participate in team, departmental and, as required, Trust meetings to support continuous improvement in the quality/ supplies & equipment), and make recommendations for improvement where appropriate. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Deal with concerns and complaints from patients and others openly and honestly ensuring the Trust’s Complaints Policy is followed * Assess the impact of policy implementation on care delivery * Ensure compliance with Trust policies, procedures and guidelines for self and others, by taking action/alerting senior management team if practice appears to contravene policy, or if concerned about any aspect of patient care * Assist with regular audit/surveys to support and inform service development. |
| **QUALITY MANAGEMENT** |
| * Set, monitor and develop standards of care. * Act as a change initiator/agent when a need to change practice in order to improve safety or quality has been identified. * Monitoring and maintaining all quality systems and processes within own work area ensuring all Divisional and Trust reporting requirements are met. * Encourage a culture of openness ensuring staff report incidents and concerns. * Deal with concerns and complaints from patients and others openly and honestly ensuring The Trust’s Complaints Policy is followed. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To participate in controlling the use of resources within budgetary limits |
| **HUMAN RESOURCES** |
| * Ensure that Trust policies are adhered to in relation to disciplinary and grievance procedures. * To take part in regular performance appraisal. |
| **INFORMATION MANAGEMENT/RESOURCES** |
| * To contribute to the collection, recording and storage of information. * Keep clear, concise records in terms of patient documentation, staff records and own portfolio. |
| **RESEARCH AND DEVELOPMENT** |
| * This post will involve exposure to a range of commercial & non-commercial Parkinson’s Disease research studies * Maintain knowledge and proficiency in medical practices through appropriate continuing professional development. * Take an active role in the departmental clinical audit and governance activity. * Attend teaching sessions so as to improve knowledge and clinical practice. * Maintain 16 hours of CPD per year (8 hours type 1 and 8 hours type 2) as required by the UK Managed Voluntary Register for Physicians Associates. * Teach and train junior doctors, multi-disciplinary staff and students. * Assist in development and mentoring of Physicians Associate students as the profession progresses. |
| **TRUST-WIDE RESPONSIBILITIES** |
| Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **THE TRUST VISION AND VALUES** |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:   * Honesty, Openness & Integrity * Fairness * Inclusion & Collaboration * Respect & Dignity   We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Physician Associate – Movement Disorder and Falls |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BA/BSc level degree prior to undertaking PA programme.  PG Dip or MSc in Physician Associates Studies.  Valid certification of Physician Associate National Exam.  Current full UK driving licence.  Registration with the UK Managed Voluntary Register.  Member of Faculty of Physician Associates within the RCP.  BLS/ILS/PILS/ALS certification.  Member of UKAPA. | E  E  E | D  D  D D  D |
| **KNOWLEDGE & EXPERIENCE**  NHS experience.  Clinical experience of working in a healthcare environment.  Significant clinical experience within patients with movement disorders and managing highly complex cases  Experience of clinical audit.  Experience of designing audit projects.  Evidence of research experience, e.g. publications.  Proven experience of service development. | E  E E | D  D  D  D |
| **SKILLS & ABILITIES**  Ability to apply research outcomes to clinical problems.  Ability to take responsibility for clinical care of patients under the supervision of Consultants.  Demonstrate clinical leadership.  Ability to drive change.  Ability to work in teams. | E  E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Excellent interpersonal skills.  Demonstrated commitment to service Improvement.  Demonstrates commitment to CPD.  Demonstrates ability to create good working relationships.  Demonstrates initiative and drive.  Enthusiastic, highly motivated and committed to delivering an exceptional service.  Caring attitude toward patients.  Energy and enthusiasm and the ability to work in a busy environment.  An inquiring and critical approach to work.  Verbal and written communication skills.  Must be willing to act as a role model.  Must be willing to take personal responsibility.  Must have the courage to speak up.  Must value and appreciate the worth of others. | E  E  E  E  E  E  E  E  E  E  E  E  E  E |  |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  | ✓ |
| Blood/body fluids | Y |  |  |  | ✓ |
| Blood/body fluids | Y |  |  |  | ✓ |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | ✓ |
| Heavy manual handling (>10kg) | Y |  |  | ✓ |  |
| Driving | N |  |  |  |  |
| Food handling | Y | ✓ |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | ✓ |  |
| Mental Effort | Y |  |  | ✓ |  |
| Emotional Effort | Y |  |  | ✓ |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  |  | ✓ |  |