

## JOB DESCRIPTION

JOB DETAILS	
Job Title	Physicians Associate
Reports to	Clinical Director and Consultants in Medicine
Band	AfC Band 7
Department/Directorate	Medicine

JOB PURPOSE
<p>As a Physicians Associate, you will work as part of a supported team using a wide range of the skills you have including (but not limited to);</p> <ul style="list-style-type: none"> <li>• Obtaining accurate medical history and performing appropriate physical examination for patients with complex conditions e.g. multi morbidity frailty or higher acuity</li> <li>• Requests undertake interprets and where necessary acts upon tests, develops a differential diagnosis.</li> <li>• Developing, implementing and managing a treatment plan of care, where appropriate and/or referral to other professionals and consultants</li> <li>• Give advice to patients, relatives and carers, on the treatment and management plan</li> </ul> <p>You will work with the multi-disciplinary team to support the delivery of policy and procedures and meet the needs of patients.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• To perform initial patient assessment and examination, initiate diagnostic process and interpret investigations and recommend initial treatment.</li> <li>• Take patient histories and perform physical examinations of a patient recording all information in the patients' medical records.</li> <li>• To exercise a high degree of personal autonomy when assessing and planning care for patients with a range of presenting complaints.</li> <li>• To develop extensive specialist knowledge and experience, acting as a resource to the clinical team and allied health professionals.</li> <li>• Practice under the supervision of a named clinical consultant and other qualified staff as agreed.</li> <li>• Order and interpret diagnostic laboratory tests or various other therapies.</li> <li>• Discriminate between normal and abnormal findings to recognise early stages of serious medical, emotional or mental problems in the patient.</li> <li>• Coordinate consultants ward rounds, and take responsibility for following up resulting actions.</li> <li>• Ensure safe and effective handover of patients to the appropriate ward.</li> </ul>

- 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.
- Instruct and counsel patients regarding mental and physical health, including:
  - Dietary advice.
  - Disease and disease prevention.
  - Treatment.
  - Normal development.
- Refer and converse with appropriate specialists in regard to patient management
- To perform diagnostic/therapeutic procedures, such as:
  - Injections.

### KEY WORKING RELATIONSHIPS

Areas of Responsibility: (type of work undertaken)

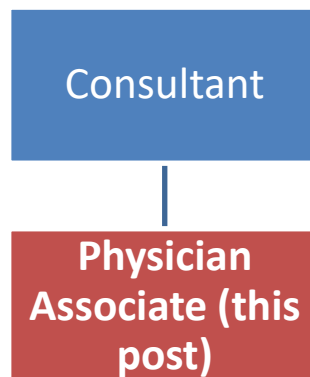
No. of Staff reporting to this role: (If applicable)

The Physicians Associate will be based at Northern Devon District Hospital within the Medicine Division. This post is advertised for qualified and registered PAs although those awaiting exam results also welcome to apply. The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. The post holder will be working with our General Medical team and will work closely with all medical and non-medical professionals.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Medicine Division Senior Management Team</li> <li>• Lead Clinician for General Medicine</li> <li>• Group Manager – Medicine Division</li> <li>• General Medical Physicians</li> <li>• Junior medical doctors</li> <li>• Medical Staffing Team</li> <li>• Medical Education Team</li> <li>• Pharmacists</li> <li>• Locum agencies and doctors</li> <li>• Nursing staff</li> <li>• Rota Coordinators</li> <li>• Physician Associates</li> <li>• Workforce Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Patients relatives</li> <li>• Social Services</li> <li>• Other specialist services</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- To work within the nursing and medical teams and contribute to decisions about patient care.
- Be professionally accountable for all aspects of own work, including the management of patients in your care.
- To work autonomously be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy.
- The post holder will work with the Advanced Nurse Practitioner to lead and support development of the service

## COMMUNICATION/RELATIONSHIP SKILLS

- Present and discuss complex patient issues within their specialism, for optimum patient care and management
- 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.
- Communicate effectively through the correct channels (emails/EPIC chat/face to face/telephone). Overcome barriers to communication, such as impairments to understanding complex issues, including learning disabilities and patients and families who may be facing palliative care or end of life discussions.
- Escalate barriers or complexities to senior member within the team
- Communicate highly sensitive and complex medical issues to patients and their family, such as diagnosis, prognosis, progression of disease, changes on condition, taking in to consideration any barriers to communication or understanding. This may include palliative care and EOL discussions.

## ANALYTICAL/JUDGEMENTAL SKILLS

Post holder must be able to deal with complex facts or situations that require analysis, interpretation and comparison of a range of options.

The post holder must hold skills for assessing and interpreting complex needs for patients and clients and taking the appropriate action.

To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care.

### **PLANNING/ORGANISATIONAL SKILLS**

The post holder must organise daily ongoing/planned activities in line with the management plan for their patients as well as plan patient care programmes/organising and coordinating of case conferences and multidisciplinary teams or activities.

To support and prevent admission for the patient with the relevant diagnosis and support the coordination of complex discharges for patients with the relevant diagnosis that have been admitted.

Is there a range of activities that they plan and coordinate?

### **PATIENT/CLIENT CARE**

- Provide high level, specialised programme of care for patients. Develop and implement programmes of care based on the thorough assessment of the patient's care needs, involving other healthcare providers as needed.
- Carry out complex diagnostic procedures (e.g. lumbar puncture clinics) to assist in the diagnostic process, and interpret test results.
- To support patients in meeting their own health and wellbeing through providing expert information, advice and support.
- To develop care pathways for patients with the relevant diagnosis. This includes providing highly specialist advice to patients and family and other health care professionals on all of the above, acting as the clinical expert in their specialist area.
- 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.

### **POLICY/SERVICE DEVELOPMENT**

Implement and adhere to the trusts policies and procedures within your day to day working life and develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.

To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report. Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards – both clinical and operational.

To participate in developing the specialist service strategy and shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this.

To employ effective decision-making skills to address complex issues and use effective change management skills to implement these. To use effective prioritisation, problem solving and delegation

skills to manage time effectively. To establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise.

#### **FINANCIAL/PHYSICAL RESOURCES**

The post holder has a personal duty of care in relation to equipment and resources.

Be responsible and safe when using equipment. The post holder will work within a defined day to day operational budget.

Ensuring that any projects undertaken are established and managed in a financially responsible manner.

#### **HUMAN RESOURCES**

The post holder is to be responsible for the day to day management of their own working day as well as working well within the team. They will have responsibility for workload allocation for a small group of staff.

To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.

To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to students or other members of staff. This will also include teaching and sharing knowledge on their specialist area, and supervising students.

To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carers.

To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with a relevant diagnosis are able to deliver the highest standards of care.

#### **INFORMATION RESOURCES**

Maintain patient records (soon to be MyCare) as well as checking results and documenting/filing them correctly.

To document all patient contacts in patient record, as per Trust Documentation Policy.

#### **RESEARCH AND DEVELOPMENT**

To support where necessary in QIPs, Audits, trials within own working area.

To identify areas of potential research relating to the speciality and to participate in relevant research activities.

To ensure the Trust provides accurate clinical data to national data collection programmes relevant to the service.

#### **PHYSICAL SKILLS**

High degree of competence and dexterity is required within the practical working skills on a day to day basis.

Keyboard skills are required to produce reports and use MyCare

Physical skills obtained through practice/developed physical skills; set up IV, Blood transfusions ect.

#### **PHYSICAL EFFORT**

The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods.

Standing for long periods of time (especially to use WOWs in line with MyCare)

Push WOWs through bays on wards

#### **MENTAL EFFORT**

The post requires frequent occasions of consecration and unpredictable interruptions. There will also be times of prolonged concentration.

This will be required for history taking, physical examinations, diagnosis; assessing complex diagnosis.

Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms.

### **EMOTIONAL EFFORT**

The post will be exposed to frequent distressing or emotional, distressing and emotional circumstances.

Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis.

Talk to relatives following a death.

Ability to adapt to an unpredictable workload. Work with patients in the aftermath of bad news.

Work with patients with mental health problems or occasional challenging behaviour.

### **WORKING CONDITIONS**

Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting.

Occasional aggressive behaviour when dealing with face to face complaints

### **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

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.

### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy. Successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

### **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.

# PERSON SPECIFICATION

<b>Job Title</b>	Physician Associate Band 7
------------------	----------------------------

Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Member of Faculty of Physician Associates which includes registration with the UK Managed Voluntary Registry	E	
Relevant first BA/BSC degree prior to undertaking PA programme	E	
Post graduate Diploma in Physician Associate studies from UK training programme or equivalent	E	
Current certification of Physician Associate National Exam or National Commission on Certification for Physician Assistants (NCCPA)	E	
Experience of clinical audit		D
Teaching and education experience		D
<b>KNOWLEDGE/SKILLS</b>		
Knowledge of clinical procedures and medical terminology	E	
Knowledge to undertake a structured clinical assessment	E	
High degree of understanding of confidentiality		D
Clear written and oral communication skills	E	
Leadership skills	E	
<b>EXPERIENCE</b>		
Able to manage and control research projects	E	
IT competence in the usual applications – database, spread sheet and presentation software etc	E	
Experience of working in multi-disciplinary teams	E	
Experience of managing complex workloads and prioritisation	E	
Experience of working in a clinical environment prior to undertaking PA		D
<b>PERSONAL ATTRIBUTES</b>		
Good interpersonal skills,	E	
Good communication skills,	E	
Ability to be empathetic,	E	
Ability to handle difficult or emotional situations,	E	
Excellent organisational skills	E	
Motivation	E	



Ability to adapt and change to meet the needs of the service	E	
Able to work as a team member	E	
<b>OTHER REQUIREMENTS</b> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations if required	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	Y				✓
Blood/body fluids	Y				✓
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
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			✓	