

“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”

JOB DETAILS

Job Title	Physician Associate - Oncology
Reports to	Oncology Consultant lead
Band	7
Department/Directorate	Oncology, Specialist Services Division

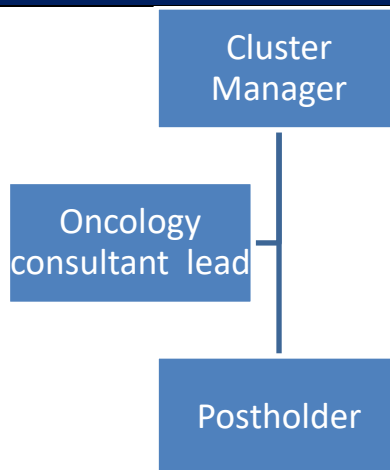
JOB PURPOSE

- The post holder will work in the Oncology team; working on the Oncology daycase unit, Cherrybrook, Oncology inpatient unit Yeo ward and working closely with the Acute Oncology team to assess patients presenting with emergency conditions.
- The post holder will provide expert assistance to the consultants, registrars and specialist nurses in the provision of a high-quality care and support for patients.
- The role will provide assessment, diagnosis, treatment planning and implementation, crisis intervention, medications, staff consultation.
- The post holder is expected to participate in all aspects of the care pathway as appropriate and will be expected to perform delegated duties with a high degree of clinical skill and knowledge, working within their relevant area.
- The role will support other services as needed for patient flow as well as contributing to decision making for patients to be admitted, transferred or discharged.
- The post holder will be required to work flexibly which will involve a shift pattern as part of a wider clinical team.
- The post holder will be supervised by a designated consultant with regular meetings to support ongoing development within the role.

KEY WORKING RELATIONSHIPS

- Patients, carers and relatives.
- Oncology consultants and other medical staff, including ACPs and non-Medical Consultant practitioners.
- Oncology and Haematology nurses
- Cancer Services Clinical Matron.
- Lead Cancer Nurse
- Cancer Services Pharmacy Team
- Exeter Oncology Centre Radiographers and Staff
- Clinical team working across Cherrybrook, Yeo ward, Acute Oncology and Outpatients.
- Oncology and Haematology administrative staff.
- All members of the multi-disciplinary team across the Trust.

ORGANISATIONAL CHART



KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- To 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.
- To exercise a high degree of personal autonomy when assessing and planning care for patients with a range of presenting complaints.
- 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.
- Interpret radiological studies (routine imaging).
- Discriminate between normal and abnormal findings to recognise early stages of serious medical, emotional or mental problems in the patient.
- Coordinate consultants' ward rounds, and take responsibility for following up resulting actions.
- Ensure safe and effective handover of patients to the appropriate ward.
- 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.
- Carry out necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports within the scope of a PA's practice and as directed by supervising physician.
- Discuss the result and implications of laboratory investigations with patients
- Work collaboratively with the clinical team, i.e. Physicians, Clinical Nurse Specialists, Advanced Nurse Practitioners, Staff Nurses, Pharmacists, 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.

- Work towards taking responsibility for actively and safely managing patients.
- Work with the teams to develop/improve and implement new models of working to ensuring efficiency within the area of work.
- Maintain accurate and timely clinical documentation.

PATIENT CARE

- 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.
- Interprets broad policy and establishes standards.
- Acts as a lead specialist within their sphere of expertise.
- Works within the code of conduct for GMC, FPA and professional guidelines.
- 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.

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.

EDUCATION & TRAINING/SELF-DEVELOPMENT

- The physician associate may be expected to participate in mentoring newly appointed physicians associates and PA students within the hospital which will be discussed after being successfully appointed.
- Maintain knowledge and proficiency in medical practices through continuing education, staff meetings, and workshops.
- Assist in the development and mentoring of the UK Physician Associates as the profession progresses within the hospital.
- Take an active role in the departmental clinical audit and governance activity
- Value the importance of clinical governance and participate as directed. Recognise risks to themselves, the team, patients and others and takes appropriate action to eliminate/minimise danger.
- Safeguarding Patients and Vulnerable Adults - all employees have a responsibility for safeguarding patients and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.
- Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including full participation in KSF/appraisal, supervision, action learning and by maintaining a professional/personal portfolio of learning.

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 patients' health procedures and local guidance.
- 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.

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.

HUMAN RESOURCES

- Ensure that Trust policies are adhered to in relation to disciplinary and grievance procedures.
- To take part in regular performance appraisal.

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.
- Actively participate in team, departmental and, as required, Trust meetings to support continuous improvement in the quality/effectiveness and efficiency of patient care, and in the management and development of staff.

QUALITY MANAGEMENT

- Set, monitor and develop safe standards of care.
- Acts 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

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

- Maintain knowledge and proficiency in medical practices through appropriate continuing professional development.
- Take an active role in the departmental clinical audit and governance activity.
- Assist with regular audit/surveys to support and inform service development.
- 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

- 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 yourself 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 (DSE).

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:

Compassion
Inclusion
Integrity
Empowerment

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 equal opportunity for all and encourage flexible working arrangements including job sharing.

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 Trust's Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

POST	Physician Associate
BAND	7

PERSON SPECIFICATION

Requirements	Essential	Desirable
QUALIFICATION/TRAINING BA/BSc level degree prior to undertaking PA programme. PG Dip in Physician Associates Studies. Valid certification of Physician Associate National Exam. 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 E	D D D
KNOWLEDGE & EXPERIENCE NHS experience. Experience of clinical audit. Clinical experience of working in a healthcare environment. Previous experience in Speciality Medicine related to the department applied for. 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	D D
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	

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