

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Doctors Assistant |
| **Reports to** | Consultant |
| **Band** | Band 3 |
| **Department/Directorate** | Medicine |

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| **JOB PURPOSE** |
| The post holder will carry out instructions from medical staff in relation to ordering tests and investigations for inpatients. The post holder will work effectively as a member of the multi-disciplinary team. This will involve enabling liaison with Medical, nursing and other multidisciplinary team under the direct supervision of the Consultant. Good communication skills towards patients and colleagues and the ability to organise allocated work is an essential component of this post.  Doctors’ Assistants work alongside Junior Doctors to support their inpatient/ward work. The role combines a range of clinical and administrative competencies. The role will work with some autonomy alongside Junior Doctors, with clinical supervision provided by a consultant. Doctors' Assistants improve patient flow, facilitating earlier treatment, assessment, investigations and discharge.  The post holder will work autonomously within guidelines, carrying out the role on ward  areas and other departments. Ensure results are available for the Medical team. General administrative duties include updating EPIC, chasing results and organising the team in line with patient flow.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Carry out instructions from medical staff in relation to ordering tests and investigations for inpatients. * Liaise with other departments at the request of the medical or nursing team in order to facilitate investigations. * To undertake urgent venepuncture and cannulation as directed by medical team following completion of competency training. * Ensure patient’s journey is not delayed through monitoring and ensuring investigations are performed in a timely manner and results are made available to the appropriate clinician. * Ensure results are available for the medical team. * Inform the medical team or senior nurses of any delays for investigations in order that they can escalate any potential problems. * Take telephone call messages for the medical team either during the ward round or when they are performing an investigation. * Collating pathology results * Booking and facilitating scans and investigations. * To undertake urgent ECG’s. * To assist medical staff with clinical procedures, as directed. * To undertake ABG analysis, following sample being obtained by medical staff. * To support medical team in the event of medical emergencies. * To undertake blood glucose monitoring. * Ensure new patient VTE assessment is carried out within 24hr of admission on the ward. * Check all patient Covid-19 result and carry new test if require * Liaise with the discharge coordinator for any diagnostic delay for patient. * Radiology investigations – processing request. * To act in a professional manner and maintain confidentiality at all times. Follow Trust policies, and contribute to the development of the Doctors Assistant role |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: (type of work undertaken)  No. of Staff reporting to this role: (If applicable)    The Doctors Assistant will be based at Northern Devon District Hospital within the Medicine Division. This post is advertised for those who hold an NQ 3 or equivalent in healthcare. 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** | | |  | | --- | | * Medicine Division Senior Management Team * Lead Clinician for General Medicine * Group Manager – Medicine Division * General Medical Physicians * Junior medical doctors * Medical Staffing Team * Medical Education Team * Pharmacists * Locum agencies and doctors * Nursing staff * Rota Coordinators * Physician Associates * Workforce Planning | | * Patients relatives * Social Services * Other specialist services | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * To work within the nursing and medical teams and contribute to support with patient care. * Be professionally accountable for all aspects of own work, including the management of patients under your teams care. * To work autonomously to be able to provide organisational and clinical support to the medical team 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 * Act on own initiative when delivering patient/client care with supervision |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Work collaboratively within a multi-disciplinary team * Demonstrate good communication within the team and with patients both written and verbal * Provide and receive routine information within the team via the ward manager * Use of IT. Communicate effectively using computer systems within the Trust (EPIC) * Participate in and contribute to Trust wide initiatives and projects as appropriate * Escalate barriers or complexities to senior member within the team |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * The post holder must hold skills for assessing and interpreting needs for patients and clients and taking the appropriate action. * Escalate barriers or complexities to senior member within the team |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * The post holder must organise daily ongoing/planned activities in line with the management plan for their patients as well as support planned patient care programmes/organising and coordinating of case conferences and multidisciplinary teams or activities * Organise own day to day work tasks or activities |
| **PATIENT/CLIENT CARE** |
| * Undertakes a limited range of delegated clinical care duties relevant to the services provided/work area |
| **POLICY/SERVICE DEVELOPMENT** |
| * 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. * 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. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Careful use of equipment/handles patient/client valuables; ensure equipment used by others * 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** |
| * Demonstrates own duties to new starters/ supervises work of students and junior staff * 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. |
| **INFORMATION RESOURCES** |
| * Contributes to updating patient records on EPIC * To document all patient contacts in patient record, as per Trust Documentation Policy. |
| **RESEARCH AND DEVELOPMENT** |
| * Participates in audits, surveys, research and development activities  |  | | --- | | * To ensure the Trust provides accurate clinical data to national data collection programmes relevant to the service. | |  | |
| **PHYSICAL SKILLS** |
| * Hand eye coordination required when using test equipment. * Keyboard skills are required to produce reports and use EPIC * High degree of competence and dexterity is required within the practical working skills on a day to day basis |
| **PHYSICAL EFFORT** |
| * Turns, manoeuvres patients/clients for toileting, bathing using aids, restrains patients/clients, active participation in physical activities * The role will have a combination of sitting, standing and walking with frequent moderate effort for several short periods. * Standing for long periods of time (especially to use WOWs in line with EPIC) * 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. * Ability to carry a caseload of clients and support with the formulated treatment plans |
| **EMOTIONAL EFFORT** |
| * Care of patients/clients with chronic illness/conditions, terminally ill and deaths, challenging behaviour * The post will be exposed to frequent distressing or emotional, distressing and emotional circumstances. |
| **WORKING CONDITIONS** |
| * Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting. * Utilisation of computer on wheels whilst completing ward duties |
| **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.  T*his* |

PERSON SPECIFICATION

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| **Job Title** | Doctors Assistant |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * Minimum of 5 GCSEs or equivariant with Grade C/4 or above in Maths and English * Knowledge of full range of administrative policies and procedures * European Computer Driving Licence (ECDL ) or knowledge of IT systems within Trust * NVQ level 3 in Health & Social Care or HCA UHP Level 3 | E  E  E | D |
| **KNOWLEDGE/SKILLS**  Good IT skills;  Ability to record personal generated information;  Strong organisation and time management skills;  Ability to work in a multi-disciplinary team;  Ability to work with colleagues in other specialities;  Ability to communicate effectively using persuasion, tact, empathy, and reassurance;  Ability to overcome communication barriers with patients;  Ability to organise and prioritise own day to day work tasks and activities;  Ability to plan own work from tasks delegated by medical professionals;  Possessing a personal duty of care in relation to equipment and resources including safe use of equipment;  Ability to demonstrate duties to new starters; | E  E  E  E  E | D  D  D  D  D  D |
| **EXPERIENCE**   * At least 12 months experience working at Healthcare Assistant level in an Acute setting. * A range of clinical experience in both medical and surgical settings. |  | D  D |
| **PERSONAL ATTRIBUTES**   * Good interpersonal skills, * Good communication skills, * Ability to be empathetic, * Excellent organisational skills * Motivation | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**   * DBS clearance | E |  |

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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 | Y | X |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y | X |  |  |  |
| Blood/body fluids | Y | X |  |  |  |
| Laboratory specimens | Y | X |  |  |  |
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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) | Y | X |  |  |  |
| 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) | y |  | X |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | N |  |  |  |  |
| Heavy manual handling (>10kg) | Y | X |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | X |  |
| Mental Effort | Y |  |  | X |  |
| Emotional Effort | Y |  |  | X |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | X |  |  |