

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Physician Associate (PA)
<b>BAND:</b>	7
<b>DEPARTMENT:</b>	Learning Disability
<b>DIRECTORATE:</b>	Mental Health Directorate
<b>REPORTING TO:</b>	Dr Soe Win, Consultant Psychiatrist
<b>ACCOUNTABLE TO:</b>	Dr Sanjay Nelson, Clinical Director

### JOB SUMMARY

East London Foundation Trust (ELFT) is committed to supporting the diversification of our workforce and to promote and develop career pathways for allied health professionals as clinical leaders within our services. As a Trust we have been exploring options to bring new skillsets into our teams, to offer the best support possible to the communities that we serve. We believe that the role of the Physician Associate is a crucial part of many of our teams moving forwards. This is an exciting opportunity to be a part of a cohort of Physician Associates joining our mental health trust. With newly developed posts available across multiple directorates including child and adolescent services, forensic services, learning disability services and inpatient services, across East London, Luton and Bedfordshire.

The successful applicant will be working with the Intensive Support Team within Services for People who have a Learning Disability. The services are based at Twinwoods Resource Centre, Milton Road, Clapham, MK416AT.

The Intensive Support Team aims to provide high quality specialist healthcare expertise for people who have a learning disability. We work in partnership with service users, carers and other agencies and professionals to ensure that services provided meet individual needs.

IST also support individuals to access mainstream services through collaborative working and education of colleagues.

The Intensive Support Team (IST) is committed to supporting people with a Learning Disability who are experiencing a crisis in relation to a behaviour which is challenging or is experiencing a mental health need, whilst living in the community.

The IST is committed to providing assessment, treatment and support to individuals in a safe and least restrictive environment, with as little impact on their daily lives as possible.

The Physician Associate (PA) will be working as part of a multi-disciplinary team under the supervision of a consultant Psychiatrist and will be a source of continuity for service users by monitoring physical as well as mental health requirements, ensuring that high quality patient care is delivered at all times.

As a PA you will be acting within your professional boundaries, providing care for patients from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care under the supervision of a Consultant. You will demonstrate safe, clinical decision-making and expert care for patients, in consultation with the supervising Consultant. You will work with the multi-disciplinary team to support the delivery of policy and procedures and meet the needs of patients.

The PA will have regular supervision (both clinical and professional) from a designated consultant, with regular meetings to support on-going development within the role, as well as attending regular continued professional development (CPD) sessions with your peers and following recommended annual appraisals as set out by the Faculty of Physician Associates (FPA).



Physician Associates will be encouraged to support and lead quality and service improvement projects, develop teaching skills, and gain experience of working in mental health outside of a ward setting, depending on their area of interest this could include Crisis Teams, Liaison Psychiatry, or Community Mental Health Teams.

## KEY RESPONSIBILITIES

### 1. *Clinical Duties*

- Provide direct clinical care to patients using established clinical guidelines, involving consulting with and referring patients to medical specialists and other health professionals as indicated.
- Conduct psychiatric and physical assessments, taking medical and psychiatric histories from service users, performing physical examinations, establishing differential diagnoses and making appropriate treatment plans under supervision of a consultant psychiatrist.
- Respond in a timely way to requests to assess or review patient's physical and / or mental health and provide advice to staff on further management/investigations/ interventions.
- Participate in multidisciplinary team meetings, handovers and other relevant clinical meetings.
- Assist the consultants by writing letters, chasing referrals/treatments, preparing medical notes and summarising patient notes for the purposes of contributing to discharge summaries and reports.
- Work collaboratively with the multidisciplinary team i.e: Psychiatrists, Junior Doctors, Senior Nurses, Nursing Staff, Support Workers, Occupational Therapists, Psychologists, SALT's to ensure good working relationships.
- Liaise with external (community teams, primary care and relevant secondary health care providers) and internal teams/departments relating to a service users care or treatment needs.
- Undertake assessment and assistance to ward staff in the event of medical emergencies.
- Support proactive screening and interventions with regard to the physical health of patients.
- Provide health promotion and disease prevention advice to service users, including those relating to smoking, drugs and alcohol.
- Provide psycho-educational support to patients and carers / families.
- Liaise with pharmacy regarding issues relating to medication.
- Communicate very sensitive, complex condition related information to patients, carers & relatives, using a high degree of empathy.
- Treat patients and their family members using a high degree of empathy and advanced communication skills.
- Carry out procedures which will include (but not be limited to):
  - ECG
  - Venepuncture
  - IV cannulation
  - Interpretation of blood results
  - Mental state examination
  - Cognitive assessment

### 2. *Research and Service Development*

- The successful candidate will be encouraged to participate in relevant audit, quality improvement opportunities and other governance activities within the service.
- Contribute to the achievement and maintenance of key performance indicators for the trust.
- Support the development of skills and physical health competencies in the wider team and organisation
- Contribute to the development of service care pathways and the ongoing development of the service
- The successful candidate will be encouraged to take a leadership role in promoting and developing the role of PAs within the Trust and nationally, in line with a national drive to increase the number of PAs working in mental health settings.

#### JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.



*We care*

*We respect*

*We are inclusive*

<b>Statement on Employment Policies</b>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the

<b>General Data Protection Regulation (GDPR)</b>	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Quality Improvement</b>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and Professional Development/Investors in People</b>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>



**PERSON SPECIFICATION  
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<b>JOB TITLE:</b>	<b>Physician Associate</b>
<b>BAND:</b>	<b>7</b>
<b>DEPARTMENT:</b>	Clerkenwell Ward
<b>DIRECTORATE:</b>	Forensic Directorate
<b>REPORTING TO:</b>	Dr Soe Win, Consultant Psychiatrists in LD
<b>ACCOUNTABLE TO:</b>	Dr Sanjay Nelson, Clinical Director

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<ol style="list-style-type: none"> <li>Undergraduate degree in a health or life science prior to undertaking the Physician Associate programme</li> <li>Postgraduate Diploma or Masters in Physician Associate studies from an accredited UK training programme</li> <li>Evidence of having successfully passed the UK National Physician Associates exam (evidence of six-year recertification exam pass where necessary)</li> <li>Registration on the Faculty of Physician Associates Managed Voluntary Register-post qualification</li> <li>Training in Basic Life Support, Immediate Life Support or Advanced Life Support from the Resuscitation Council</li> </ol>	<ol style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>D</li> </ol>	<ul style="list-style-type: none"> <li>S/I</li> </ul>
<b>Experience</b>	<ol style="list-style-type: none"> <li>Evidence of understanding of the needs of the healthcare sector and the patients'/service users</li> <li>Demonstrable knowledge of evidence informed practice</li> <li>Knowledge of national and local guidance for the role of a Physician Associate</li> <li>Demonstrable patient assessment skills</li> <li>Experience of working as a Physician Associate in General Practice and/or Secondary Care</li> <li>Experience of working within a mental health environment</li> <li>Experience of working with people with Learning Disability and Neurodevelopmental Disorders</li> </ol>	<ol style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>D</li> <li>D</li> <li>D</li> </ol>	<ul style="list-style-type: none"> <li>S/I</li> </ul>
<b>Knowledge and Skills</b>	<ol style="list-style-type: none"> <li>Ability to use own initiative to organise and prioritise workload effectively to meet deadlines</li> <li>Ability to exercise sound judgment when faced with conflicting pressures</li> <li>Able to build rapport and communicate effectively with service users, colleagues,</li> </ol>	<ol style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> </ol>	<ul style="list-style-type: none"> <li>S/I</li> </ul>

	<p>relatives and other professionals and agencies</p> <p>4. Ability to work autonomously and as part of a multidisciplinary team</p> <p>5. Aware of own limitations, knowing when to ask for help from senior colleagues</p> <p>6. Knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance</p> <p>7. Knowledge of psychiatric intervention and terminology</p> <p>8. Strong skills in ECG, venipuncture, cannulation and interpretation of blood investigations</p> <p>9. Ability to manage a dedicated caseload of patients</p> <p>10. Ability to liaise with external agencies and internal teams/departments relating to a service users care or treatment needs</p> <p>11. Excellent written and verbal communication skills</p> <p>12. Clinical knowledge and skills in the field of Learning Disability, assessment and management.</p> <p>13. Clinical knowledge and skills in the field of neurodevelopmental disorders including Autism and ADHD, assessment and management</p> <p>14. IT literate with experience of using NHS IT systems to enter patient information</p> <p>15. Experience of conducting clinical audit</p> <p>16. Demonstrable understanding of research, including awareness of ethical issues</p> <p>17. Ability to implement and interpret policies and procedures</p> <p>18. Experience of assisting in the development of the role of Physician Associates in the UK and/or the educational development of Physician Associate students through student shadowing/teaching</p>	<p>4. E</p> <p>5. E</p> <p>6. E</p> <p>7. E</p> <p>8. E</p> <p>9. E</p> <p>10. E</p> <p>11. E</p> <p>12. D</p> <p>13. D</p> <p>14. D</p> <p>15. D</p> <p>16. D</p> <p>17. D</p> <p>18. D</p>	
Other	<p>1. Commitment to CPD and professional development</p> <p>2. Enthusiasm and 'can do' attitude</p> <p>3. Ability to listen to needs of others</p> <p>4. Ability to motivate and develop the multi-disciplinary team</p> <p>5. High expectations for quality</p>	<p>1. E</p> <p>2. E</p> <p>3. E</p> <p>4. E</p> <p>5. E</p>	<p>• S/I</p>

S: Shortlisting I: Interview T: Test