

**HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Physician Associate  
**Grade/Band:** Band 7  
**Base:** Colne House, Watford 21 Upton Road WD18 0JP  
**Responsible to:** Clinical Director

**Hertfordshire Partnerships University Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university trust, HPFT continues to develop strong links with the University of Hertfordshire providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT. Building on the CQC Good, we are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.



**Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

### **Our Mission**

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing
- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

### **Our Vision**

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

## **Values and Behaviours**

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### **Our values set the tone for:**

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

## **Job Summary**

Hertfordshire Partnership University NHS Foundation Trust are seeking enthusiastic Physician Associates to play a key role in the management of patients and to support the effective functioning of community teams and contribute to wider service developments. The post holder will be accountable for ensuring that high quality patient care is delivered at all times. The Physician Associate will be supervised by a designated consultant with regular meetings to support on-going development within the role. The Physician Associate will attend regular CPD sessions to support on-going development.

## **General Requirements**

Physician Associates will have a base in Watford, Colne House at Hertfordshire Partnership University NHS Foundation Trust, but may also be asked to undertake work in conjunction with Crisis teams or the inpatient unit.

Physician Associates will be expected to work flexibly and co-operatively with other members of the clinical team and will be required to cover for colleagues during periods of absence. The Physician Associate role will complement other roles in the team and strengthen the multi-disciplinary team. They will have continuing responsibility for patients in association with others in the clinical team. They will ensure accurate records are maintained.

Physician Associates will be supported to undertake mandatory training and other training specific to their role in conjunction with the Medical Education Department.

They will undergo an annual PDR or appraisal.

Physician Associates will be provided with a weekly timetable outlining fixed clinical commitments such as ward rounds, hand overs, supervision and training. They will also have time for undertaking roles related to their skill set in the clinical setting as detailed below. They will be expected to respond to clinical demands and play a role in prioritising clinical and other needs.

Physician Associates will be expected to register with the Physician Associate Managed Voluntary Register (PAMVR) run by the Royal College of Physicians and be expected to keep up to date with necessary professional development.

The post holder will be accountable for their clinical responsibilities and comply with the Department of Health, UK Managed Voluntary Register for Fitness to Practice and Code of Conduct standard and all trust policies. They will adhere to the principles of confidentiality and the Data Protection Act at all times

### **Principal Duties**

Physician Associate roles are likely to include, but not be limited to the following:

- Practice under the supervision of the Clinical Director.
- Conduct initial psychiatric assessments, take patient histories and perform physical examinations
- Establish differential diagnosis, making appropriate treatment plans under supervision of Consultant Psychiatrist.
- Participate in multidisciplinary team meetings, handovers and other relevant clinical meetings
- Treat patient and their family members using a high degree of empathy and advanced communication skills
- Respond in a timely way to requests to assess or review patient's physical and / or mental health
- Record clinical notes about patient contacts and provide advice to staff on further management / investigations / interventions
- Review and summarise patient notes for the purposes of contributing to discharge summaries and reports.
- Undertake assessment and assistance to ward staff in the event of medical emergencies
- Work collaboratively with the relevant team i.e. Psychiatrists, Junior Doctors, Senior Nurses, Nursing Staff, Support Workers, Occupational Therapists, Psychologists to ensure good working relationships

- Liaise with primary care and relevant secondary health care providers relating to a patient's care or treatment
- Liaise with community teams about a patient's on-going care and treatment needs
- Support health promotion activities including those relating to smoking, drugs and alcohol
- Provide psycho-educational support to patients and carers / families
- Support proactive screening and interventions with regard to the physical health of patients.
- Liaise with pharmacy regarding issues relating to medication
- Contribute to the development of physical health competencies in mental health staff in a range of settings.

Carry out procedures which will include (but not be limited to):

- ECG
- Venepuncture
- IV cannulation
- Interpretation of blood results
- Mental state examination
- Cognitive assessment

### **Service Development**

- The post holder will be willing to participate in research/audit/QI opportunities as they arise
- Be responsible for the dissemination of new or updated clinical practices
- Support the placements of nursing, medical and physician associate students on placement
- Participate in undergraduate teaching
- Support junior doctors on placement
- Support the development of skills in the wider team and the organisation
- Assist with the development of, and implementation of, local and trust wide policies, procedures, guidance and protocols

### **Additional Information:**

#### **Health and Safety:**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

**Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

**Equality and Diversity:**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

**Confidentiality:**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

**Standards of Business Conduct and Conflicts of Interest:**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

**Information and Records Management:**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trust space).

**Safeguarding Adults and Children:**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

**Organisational Change:**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

**Flexible Working:**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

**Health and Safety:**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

**Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

