

## Job Description

1. JOB DETAILS
<p><b>Job title: Physician's Associate - Band 7</b></p> <p><b>Accountable to: Clinical Director / Associate Medical Director PCN Clinical Director</b></p> <p><b>Location: Split role - both posts will be split between:</b></p> <ul style="list-style-type: none"> <li>• <b>Emergency Care and Medicine Care Group, Cumberland Infirmary Carlisle or West Cumberland Hospital, Whitehaven</b></li> <li>• <b>PCN: Workington, Eden or Copeland</b></li> </ul>
2. JOB SUMMARY
<p>All staff are expected to work to the Trust Values:</p> <p> <b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.</p> <p> <b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> <p> <b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> <p> <b>Collaboration</b> – We are stronger and better working together with and for our patients.</p> <p>The post holder will hold a science related degree prior to graduating from an established UK Physician Associate Training programme which follows the Department of Health's Competence Curriculum Framework, has successfully passed the UK National Physician Associate Examination and is registered with the Managed Voluntary Register for Physician Associates. Consideration will also be given to appropriately qualified Physician Associates from other countries. The Physician Associate will work as a dependent practitioner with requirements for a named supervisor to be accessible for advice and assistance during clinical practice. The post holder will be accountable for their own professional actions where expected results are defined, but the post holder decides how they are best achieved and is guided by principles and Brad occupational policies or regulations.</p> <p>The post holder is expected as a Physician Associate to have a named clinical supervisor and always work under the supervision of a medical clinician. Within these parameters they will have the ability:</p> <ol style="list-style-type: none"> <li>1. To work within their clinical competencies as defined by the clinical supervisor and exercise appropriate degree of clinical autonomy when assessing, managing and planning</li> </ol>

care for a caseload of specific emergency medicine patients with a variety of clinical presentations.

2. To develop extensive specialist knowledge and experience in acute and general medicine and primary care, acting as a resource to the clinical team, allied health professionals.
3. To contribute to achieving and maintaining targets.
4. To support our work related PCN targets.
5. To support recruitment into clinical research being carried out within Medicine specialities and PCN.

This is a split post where the PA role is split across a PCN and Emergency Care & Medicine, at either the Cumberland Infirmary (Carlisle) or West Cumberland Hospital (Whitehaven) (Please refer to job advert for specific post location).

**NCIC role:**

The post holder will work under the direction of the Consultant Physician (Speciality dependent), working collaboratively with other members of the clinical team within the Trust's policies and clinical guidelines. The job will involve in-patient work with occasional involvement in review clinics.

**Eden PCN:**

The PA will work under the direction of the clinical PCN lead with named clinical supervisor on each shift. The job will involve home based assessments and working collaboratively with MDT to develop and implement appropriate management plans.

**Copeland and Workington PCNs**

The PA will work under the direction of the clinical PCN lead with named clinical supervisor on each shift. In this role you will demonstrate safe, clinical decision-making and expert care for patients within the Primary Care Network (PCN), in consultation with the relevant GP. You will work within your professional boundaries as part of the Multi-Disciplinary team (MDT) across the PCN, to meet the needs of patients.

### **3. ROLE OF DEPARTMENT**

***Generic to overall role:***

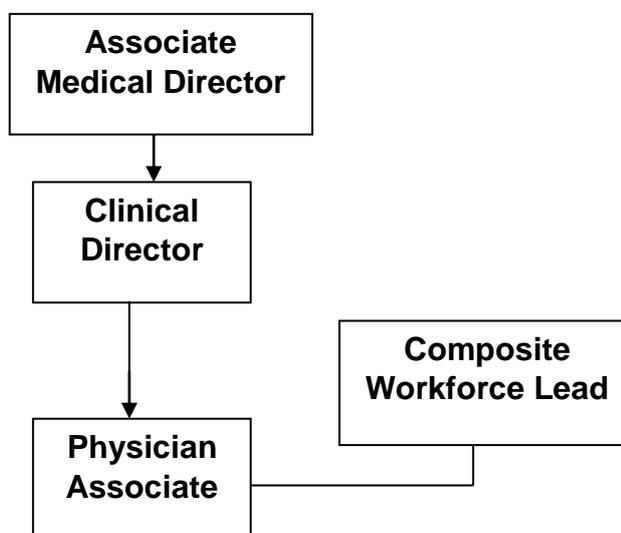
- To deliver high quality care, making critical clinical decisions based on your Physician Associate clinical knowledge and training .
- To support the PCN lead and the Trust Composite Workforce Lead (where in post) in developing the Trust's ACP and PA service to improve the patient experience.
- To support the PCN team and the Medical Consultants with day to day clinical activity (to be determined according to need of specialist area).
- To support medical staff and wider MDT, sharing clinical workload and allowing junior doctors to achieve training and development requirements.
- To support Trust Management teams with on-going clinical care provision and assist with effective patient flow through the Trust and PCN.

**Specific to each split post:**

- To provide medicine in-patient areas with consistent high quality clinical care.

- To provide specialist and acute on the day assessments within PCN services
  - To manage a clinical caseload and deal with presenting patient's needs in a PCN setting
  - To carrying out frailty assessments in the home and work together with the wider MDT team to provide appropriate management plans based on community frailty assessments.
- To provide clinical leadership where appropriate within the MDT, supporting other members of the team to develop and maintain clinical skills appropriate to your role and expertise.

#### 4. ORGANISATIONAL CHART



#### 5. KEY WORKING RELATIONSHIPS

**Members of the multi-disciplinary team** - consulting with on a daily basis:

- Consultant, Registrars, PA and F1 & F2 on GPVTS, CMT's on all other clinical areas
- Ward Managers, ward based staff including staff nurses, health care assistants, domestic staff and kitchen staff on duty
- Therapy staff, Physio and Occupational therapy and their assistants
- Clerical support staff, ward clerk
- Pharmacist and pharmacy technicians
- Social Services
- X-Ray, CT, Integrated discharge team

**Additional acute based personnel** - consulting with on a variable basis:

- Specialist consultants
- Specialist nurses
- Other departments i.e. Oncology, radiology services, pathology services, cardiology, medical physics services, A&E
- Service Manager, Matron, Site Co-ordinator and Discharge Coordinator

**Support services** - consulting with on a variable basis:

- Portering
- Maintenance
- IT/audit services
- Medical records
- Secretarial
- Pharmacy

**Health care services external to the acute trust** - consulting with on a variable basis:

- Community team, GP's, District Nurse, primary care NP's
- Psychiatry services, drug and alcohol services
- Intermediate care team

## **6. DUTIES AND RESPONSIBILITIES OF THE POST**

### **DIMENSIONS**

This post does not have direct budgetary responsibilities, but together with Ward Managers and Matron will influence the resource issues of the wards. The PA post will support PCN, Trust and National targets at all times. The PA is a core clinician with clinical care being their prime responsibility. All PAs should be competent to practice all PCN and Trust core competencies and as such be capable of working in all clinical areas to the standards set within the competency framework. There will however be variation in level of skill above this standard dependent upon experience and specialist area of practice. The PA will be expected to support the setting and delivery of high quality evidence-based care.

### **KEY RESPONSIBILITIES/OUTCOMES:**

#### **NCIC specific:**

- Manage a caseload of specific medical patients, which may be specialist in nature, as determined by the Consultant(s) on shift, exercising a high level of professional judgement and expertise when delivering care. This will include taking medical histories, undertaking physical examinations, diagnosing and explaining conditions during consultations, which may be complicated and which may contain conflicting information or indicators, and where a range of options have to be considered. Highly developed skills will be used in the manipulation of fine tools e.g. surgical equipment/intravenous injections.
- Full clerking of patients to include assessing and examining acute/speciality patients, ordering appropriate investigations, interpreting investigation findings, forming a list of differential diagnoses and recommending treatment accordingly.
- Reviewing patients admitted to the ward and providing subsequent management of their care in conjunction with the medical team.
- Maintaining timely and appropriate documentation.
- Performing diagnostic/therapeutic procedures, subject to training/experience. Including, but not exclusively:
  - Venepuncture
  - Cannulation
  - Arterial blood gases

- Injections
- ECG
- Urethral catheterisation
- Nasogastric tube insertion
- Supporting ward teams to ensure relevant discharge paperwork and medication requests are prepared in a timely way to support patient flow

#### **PCN clinical role**

- Providing first point of contact for patients presenting with undifferentiated, undiagnosed problems, utilising history-taking, physical examinations and clinical decision-making skills to establish a working diagnosis and management plan in partnership with the patient (and their carers where applicable).
- Examining, assessing and diagnosing patients and providing clinical care/management as required.
- Recognising, assessing and referring patients presenting with mental health needs
- Reviewing, analysing and actioning diagnostic test results. Collect/request pathology specimens as required
- Supporting patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice).
- Reviewing the effectiveness of the treatment provided, making changes where necessary to improve patient outcomes

#### **PCN Frailty role**

- Carrying out frailty assessments in patients homes across the Eden PCN
- Collaborating with frailty MDT and individual GPs at PCN surgeries to develop appropriate management plans for patient
- Carrying out dementia care reviews for appropriate patients.
- Preparing ACP and DNAR forms and liaise with patient, family and carers.
- Liaise with pharmacists around hospital discharges.

#### **Generic**

- Instructing and counselling patients and their relatives with regard to mental and physical health issues.
- Developing and maintaining specialist medical knowledge.
- Keeping up to date with current guidelines and maintain best practice.
- Contributing to achieving and maintaining performance within the hospital and department.
- Contributing to the development of efficient pathways of care in accordance with current best practice and national guidelines.
- Helping to facilitate and improve Physician Associate student placements.
- Holding accountability for the care given and complying with the Fitness to Practice and Code of Conduct standard as established by the PA Managed Voluntary Register for Physician Associates (PAMVR) (and subsequently the appropriate statutory regulating body, when this is in place).
- Working within the framework of the scope of professional practice.
- Working within the multidisciplinary team to ensure effective team working in the provision of acute medical care to patients on a day-to-day basis

- Developing clinical guidelines to ensure best practice for the management of a wide range of medical conditions
- Supporting and contributing to timely discharge planning including completing discharge summaries and support optimising bed capacity.
- Taking part in the administration of the department and the involvement in the management of resources.
- Fully documenting all aspects of patient care, and completing all required paperwork.
- Exercise a high degree of personal autonomy when assessing and planning care or an agreed caseload of patients with a range of presenting complaints.
- Have, develop and maintain extensive specialist knowledge and experience, acting as a resource for the clinical team and allied health professionals.
- Contribute to achieving and maintaining targets within the Trust.
- Support work related to national audits.
- Support communication with GPs and other health professionals that may have had contact with patients.
- Take the lead on co-ordinating activities with a wide range of other professionals or agencies, and initiating plans for the same.
- Implement policies for the Trust and propose policy changes, which may impact beyond the Division.
- Support education and training of staff.
- Be an active participant in the development of the composite workforce through the Trust.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- Have a responsibility for safeguarding children and vulnerable adults in the course of daily duties and to ensuring awareness of the specific duties relating to the role in this regard.
- Contribute to identifying gaps in existing services and service improvements to benefit patients.
- Be accountable for care given and to comply with the Fitness to Practice and Code of Conduct standard as established by the UK Managed Voluntary Register for Physician Assistants (and subsequently the appropriate statutory regulating body when in place).
- Work within the framework of the scope of professional practice.

### **Clinical Quality and Safety**

- Attend relevant unit meetings and contribute to projects, including clinical audit,
- Together with the team, develop plans to ensure implementation of National Service Frameworks, NICE guidance, and emerging NHS policy relevant to the clinical area of responsibility.
- Ensure there is excellent adherence to infection control policies and practice.
- Participate in monitoring of standards of medical and nursing care using quality scorecards.
- Contribute to the Divisional systems and processes to comply with Trust policy in relation to clinical and non-clinical risk, staff and patient complaints and patient and user feedback and involvement.
- Ensure that patients are properly assessed and safely transferred in and out of the

respective departments.

- Contribute to environmental safety, clean, tidy and conducive to delivering compassionate care with privacy and dignity.

**Research and Development, Education and Training**

- Participate in the Division’s strategic approach towards education, training and development, taking into consideration the requirements of individual staff, the requirements of the service, and the availability of in-house and commissioned education programmes.
- Participate in research activities when opportunities arise and ensure use of evidence-based practice within the department/unit.
- Facilitate an effective learning environment for both medical and pre-registration nursing/midwifery students.

**Education and Training/Self-Development**

- Identify own training and development needs and undertake appropriate training / education as required.
- Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.
- Take and pass the national re-certification examination every five years, as recommended by the National Examination Sub-Committee of the UKBPAAE (UK Universities Board of Physician Assistant Education) and subsequently as required by the statutory regulating body when in place.
- Be trained in and demonstrate fair employment practices, in line with trust policies.
- Act responsibly in respect of colleagues’ health, safety and welfare following safe work practices and complying with the Trust’s Health and Safety Policies.

**Adhere to all Trust Policies as applicable.**

This job description is not intended to limit the scope and extent of the job to be undertaken and may be subject to review and alteration as necessary, following discussion with the post holder.

**7. WORK SETTING AND REVIEW**

Accountable for own professional actions where expected results are defined, but post holder decides how they are best achieved.

**8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

<b>9. CONFIDENTIALITY</b>
The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.
<b>10. HEALTH AND SAFETY</b>
Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
<b>11. RISK MANAGEMENT</b>
All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
<b>12. EQUALITY AND DIVERSITY</b>
All employees of the Trust have responsibility to: <ul style="list-style-type: none"><li>▪ Act in ways that support equality and value diversity.</li><li>▪ Treat everyone with whom they come into contact with dignity and respect.</li><li>▪ Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.</li></ul>
<b>13. SAFEGUARDING</b>
All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.  Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.
<b>14. INFORMATION GOVERNANCE</b>
The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is

carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

**PERSON SPECIFICATION**

**POST TITLE: Physician's Associate**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Member of Faculty of Physician Associates (FPA)</li> <li>• BA/BS Degree prior to undertaking PA program</li> <li>• PG Dip/Msc in Physician Associate Studies from a UK training programme</li> <li>• Registration with the PA Managed Voluntary Registry for physician associates (PAMVR)</li> </ul>	<ul style="list-style-type: none"> <li>• BLS/ILS certification</li> <li>• Short courses including the above to Masters level or equivalent</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Evidence of continual CPD (review of portfolio)</li> <li>• Maintenance of Physician Associate clinical assessment and diagnostic skills</li> <li>• Clinical diagnostic skills including the ability to interpret as a minimum CXR, AXR and laboratory investigations</li> <li>• Has the ability to use basic IT systems including Word, Excel and PowerPoint as well as ability to learn Trust specific IT systems</li> <li>• Ability to manage a team of patients and prioritise work</li> <li>• Able to present and receive complex information from the MDT</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of conducting clinical audit</li> <li>• Experience in managing chronic health issues</li> <li>• Evidence of a teaching/coaching/mentoring course</li> <li>• Experience in leadership and or management</li> <li>• Substantial broad experience relevant to clinical area</li> <li>• Experience in managing acute problems</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise workload effectively</li> <li>• Ability to exercise sound judgements when faced with conflicting pressures</li> <li>• Ability to implement and interpret policies and procedures</li> <li>• Ability to work well with colleagues and within a team</li> <li>• Ability to adhere to regulations as well as work flexibly to meet the needs of the Trust</li> <li>• An inquiring and critical approach to work</li> <li>• Able to effectively communicate highly complex, sensitive or contentious information using highly developed interpersonal skills to overcome barriers to</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of current developments and initiatives in emergency medicine services.</li> </ul>

	acceptance	
Personal Circumstances	<ul style="list-style-type: none"> <li>• Positive approach to change</li> <li>• Evidence of empathetic approach to patients and families</li> <li>• Commitment to professional development.</li> <li>• Energy and enthusiasm and the ability to work under pressure</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Physically able to perform all requirements of the PA role where highly developed skills and accuracy are required i.e. ABG, inserting catheters, specialist procedures relevant to area of practice, attendance to emergency calls</li> <li>• Willing to be adaptable and flexible to meet service requirements</li> <li>• Is willing to develop and maintain competence in the variety of skills as outlined within Physician Associate competency document as appropriate to area of practice</li> </ul>	