



PHYSICIAN ASSOCIATE

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Physician Associate
Band	Band 6
Directorate	Service Delivery Directorate
Accountable to	Trust Clinical Lead for Physician Associates
DBS Required?	Enhanced DBS

JOB OVERVIEW

The role of the Physicians' Associate is integrated into the established model of clinical care in General Medicine at Shrewsbury & Telford Hospitals NHS Trust. The existing Physicians Associates are ward based within a general medicine specialty or the Acute Medical Unit (AMU) working under the Clinical Lead and consultant team for that specialty with the aim of supporting the ward function, integrating within a wider nursing and medical team, and growing a local specialty expertise as the role and the new model of working evolves.

PA's will contribute to the ongoing development of clinical services supporting high quality patient care, managing patient flow, improving patient experience around discharge, and working closely with colleagues in Accident & Emergency and AMU to support the acute medical take.

Physician Associates will be accountable for ensuring that patient care is always of a high standard and that standards of care and treatment meet the departments and the Trust's requirements. They will

be expected to be an excellent role model and ambassador for Physicians Associates and to represent the department at local and external meetings as appropriate. The Band 6 PAs will also take part in the established weekly learning and development programme and will have the opportunity to lead on aspects of this as appropriate as part of their own education.

The PA will be supervised by the duty consultant and the Specialty Clinical Lead with an individual mentor to oversee career development.

KEY WORKING RELATIONSHIPS:

- Specialty Leads/Consultants
- Matrons
- Nurse and management colleagues across Centres
- Strong collaboration with the multidisciplinary team
- Medical Support Assistants
- Ward Managers
- Ward nursing teams and ward clerks

DUTIES AND RESPONSIBILITIES

The postholder will be required to:

- To assess and examine acute medical patients, present them, initiate, and interpret investigations and recommend treatment, providing basic clinical advice when required.
- To exercise a high degree of personal autonomy when assessing, planning, and organising care for an ongoing caseload of specific medical patients with a broad range of presenting complaints.
- To develop extensive specialist knowledge and experience through a range of work procedures and practices, some of which will be non-routine in Medicine, acting as a resource to the clinical team and allied health professionals.
- To contribute to achieving and maintaining any targets related to medical patients.
- To support work related to national audits.
- To manage a caseload of specific medical patients as determined by the consultant physician, exercising a high level of professional judgement and expertise when delivering care requiring analysis, interpretation or comparison of conflicting information or indicators. This will include taking medical histories, undertaking physical examinations, diagnosing, and explaining conditions during consultations, undertaking other clinical practical tasks e.g., phlebotomy and cannulation.
- To communicate with GPs and other health professionals that may have had contact with the patient, providing and receiving complex or sensitive information referring to medical conditions.
- To contribute to the development of efficient pathways of care in accordance with current best practice and national guidelines.
- Similar to an FY1/2 or CMT doctor, the PAs clinical practice will be undertaken through an appropriate level of more senior clinical supervision. Emphasis is on developing a greater level of autonomy when administering and furthering an agreed treatment plan as experience develops within the post.

- To be an active participant in the development of Medicine through the Trust.

CLINICAL QUALITY AND SAFETY

- The post holder will be expected to attend relevant specialty meetings and contribute to projects.
- Together with the team, implement plans and policies to ensure execution of National Service Frameworks, NICE guidance, and emerging NHS policy relevant to the clinical area of responsibility implementing changes to working practice where necessary.
- Ensure there is excellent adherence to infection control policies and practice.
- To participate in monitoring of standards of medical and nursing care using quality scorecards.
- To contribute to Medicine and Emergency Division systems and process to comply with Trust policy in relation to:
 - Clinical and non-clinical risk.
 - Staff and Patient Complaints.
 - Patient and user feedback and involvement.
- Ensure that patients are properly assessed and safely transferred in and out of the respective department.
- To contribute to environmental safety, clean, tidy, and conducive to delivering compassionate care with privacy and dignity. Ensuring careful use of clinical equipment and facilities.

RESEARCH AND DEVELOPMENT, EDUCATION AND TRAINING

- To participate in the departments 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.
- Ensure use of evidence-based practice within the department/unit.
- To facilitate an effective learning environment for both medical and pre-registration nursing students as well as PA students.
- To undertake audits and participate in research activities when opportunities arise.
- To undertake audit and/or quality improvement work to contribute towards skills and knowledge development including of wider NHS processes, and present evidence of this work at annual appraisal

GENERAL

- To undertake any other duties that may be required and are consistent with the responsibility and grade of this post
- To 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 Associates (and subsequently the appropriate statutory regulating body when in place). To work within the framework of the scope of professional practice. To comply with GMC guidance document "Good Medical Practice".
- To take and pass the national re-certification examination every five years, as recommended by the National Examination Sub Committee of the UKUBPAE (UK Universities Board of Physician

Assistant Education) and subsequently as required by the statutory regulating body when in place.

- Contribute to identifying gaps in existing Medicine services and service improvements to benefit patients.
- All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed, and agreed. Where necessary, help and support will be provided, and development opportunities agreed in line with service provision and knowledge and skills competency framework.
- PAs will be required to have well developed communication skills such that they can communicate sensitive and sometimes complex information to patients when communicating treatment plans – accepting that patients are often anxious and upset about their condition and levels of understanding, background and culture vary widely.
- PAs will deliver basic clinical care and advice as necessary to patients and be able to interpret clinical information from a range of sources in order to support and manage patients – however PAs will work as part of a clinical team supported by senior clinicians.
- PAs will be able to progress clinical tasks and outcomes of a clinical ward round in order to progress a patients care and in particular facilitate their discharge – they will at times work autonomously on the ward following instructions previously given by a senior clinical colleague.
- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To 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.
- To work in accordance with the Trust's policy to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation or disability.
- To be trained in and demonstrate fair employment practices, in line with trust policies.
- To comply with the Trust's No Smoking Policies.
- This job description is not intended to be exhaustive and is provided to assist you in the performance of your contract. Changes may be required from time to time in response to service requirements. These will be discussed with you as part of the Individual Personal Review process



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<p>If UK Trained:</p> <ul style="list-style-type: none"> • BA/BS Degree prior to undertaking PA program • PG Dip in Physician Assistant Studies from a UK training programme • Current and valid certification or recertification by the Physician Assistant National Examination <p>OR:</p> <p>If US Trained:</p> <ul style="list-style-type: none"> • Current and valid certification with the National Commission on Certification for Physician Assistants (NCCPA) • Registration with the UK Managed • Voluntary Registry for physician assistants as soon as it is in place • CPR, ALS and PALS certification required. • Member of UKAPA 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to organise and Prioritise workload effectively • Ability to exercise sound judgements when faced with conflicting pressures (assessed at interview) • Ability to function as part of a multidisciplinary team • Ability to implement and interpret policies and procedures • Experience of conducting clinical audit • Awareness of current developments and 	

initiatives in emergency medicine services (assessed at interview)	
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SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge of medical procedures and terminology • Verbal and written communication skills • Ability to maintain confidentiality • Ability to respond to questions in a tactful and professional manner • Ability to adhere to regulations as well as work flexibly to meet the needs of the Trust • Energy and enthusiasm and the ability to work under pressure • An inquiring and critical approach to work • Caring attitude toward patients • Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff, and agencies • Commitment to CME and professional development. 	

OTHER

ESSENTIAL	DESIRABLE
<p>Attitudinal</p> <ul style="list-style-type: none">• Ability to work well with colleagues and within a team <p>Interpersonal</p> <ul style="list-style-type: none">• An understanding of the current NHS environment, particularly in relation to reforms, initiatives, and issues• Residence within a reasonable distance of the hospital	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital