

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1. Job Details

JOB TITLE: Physician Associate

DIRECTORATE: Directorate of Cardiothoracic Services

BAND: 7

BASE: Trustwide/Freeman Hospital

Essential and Desirable Requirements

- As outlined on the Person Specification

2. Job Purpose

- The post holder will be based at Freeman hospital and work within Cardiology Medicine/ respiratory medicine speciality. The PA will be under the supervision of the Medical Team and will be supported in developing those skills necessary to perform their role in providing high quality, patient centred service.
- The post holder will work within the policies and procedures, will build on their skills in clerking, assessing and examining patients gained through their physician associate training, present to more senior members of the team, initiate and interpret investigations, and recommend appropriate managements/treatments (as governed by national guidelines) . They will be expected to liaise with other professionals and specialities as required and complete necessary documentation relating to their patients. Will undertake home visits as and when required.
- It is expected that the Physician Associate will become involved in the activities of the Department, including coordinating patients on treatment pathways, reviewing inpatients and providing subsequent management of cases in conjunction with the Clinical team. Physician Associates may represent the department at local meetings as appropriate.
- Physicians Associates will be expected to contribute to educational activities and instruct and educate patients in preventative healthcare.
- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.

3. Dimensions

- The Physician Associate role is being developed to work alongside the medical and nursing teams within NUTH. Rotation into a range of specialities may also occur with mutual agreement.
- The post holder will be supervised by a designated Consultant and will also have individual mentors to oversee their career development.

4. Organisation Arrangements

Responsible to: Hospital Consultant

Accountable to: Clinical Director and Directorate Manager/Matron line manager

The Physician Associate will be accountable to the Clinical/Service Lead or nominated deputy; this may be the consultant working on the ward or in the clinical area at that time.

5. Skills

Communication and relationships

- Able to communicate highly complex information clearly, concisely and effectively to patients, relatives, staff groups within the working environment.
- Work collaboratively with the Directorate Medical, Nursing and Multi-disciplinary teams, service managers, medical and nursing students to maximise benefits for patient care.
- Deliver presentation to large and small groups when teaching.
- Build effective networks to support efficient patient flow

Analytical and judgement

- Use specialist knowledge to make autonomous clinical judgements/decisions on a range of complex situations, case by case basis and to advise others on the same.
- Discuss, reflect and evaluate options for best practice with colleagues and peers to optimise patient outcomes and develop clinical practice.

Planning and organisation

- Participate in the administration of the clinical department and involvement in the management of resources.
- Coordinate patient treatments and pathways liaising with appropriate personnel
- Plans specialist programmes of care
- Adjust plans as necessary for discharge, and some education programmes

Physical skills

- High level of competence in clinical skills and practice obtained through practice
 - Use highly developed auditory, visual and perceptive skill, including precise hand/eye coordination, when performing specialist skills.
 - IT skills: expected to be able to work with a range of NHS IT systems.

6. Clinical/Patient Care

- Develop specialised programmes of care and provide highly specialist advice when assessing and examining medical patients
- Order appropriate investigations (as governed by national guidance), interpret investigation findings, form a list of differential diagnoses and recommend management/treatment accordingly.
- Attend consultant and/or ST ward rounds and provide continuing care for patients on their ward(s)
- Perform diagnostic/therapeutic procedures, subject to appropriate training and experience. These include, but not exclusively:

- Venepuncture
 - Cannulation
 - Arterial blood gases
 - Injections
 - ECG
 - Urethral catheterisation
 - Nasogastric tube insertion
 - Abdominal paracentesis
 - Instruct and counsel patients and their relatives with regard to mental and physical health issues.
Have, develop and maintain specialist medical knowledge related to
 - Specialty
- Maintain timely and appropriate documentation.
 - Maintain professional registration and ensure keep up to date with current guidelines and maintain best practice.
 - Contribute to achieving and maintaining high quality performance within the Trust and department including participation in performance reviews.
 - Consolidate specialist skills, knowledge and expertise in clinical practice. Apply this in the supervision and training of others within the Trust.
 - Contribute to the development of efficient pathways of care in accordance with current best practice and national guidelines.
 - Develop clinical guidelines within the specialist area for use with the Trust by other staff.
 - To be accountable for the 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 this is in place).
 - To work within the framework of the scope of professional practice.
 - To work within the multidisciplinary team to ensure effective team working in the provision of acute medical care to patients on a day-to-day basis
 - To support and contribute to timely discharge planning including completing discharge summaries and support optimising bed capacity.
 - Fully document all aspects of patient care, and complete all required paperwork.
 - Compliant with Trust statutory and mandatory training requirements
 - At all times, the physician associate will ensure that patients, relatives and/or other staff will be made aware that they are not a medical practitioner (doctor). They will explain their role and how they work within the medical team.
 - Participate in and contribute to Trust wide initiatives and/or projects as appropriate.
 - To carry out home visits as and when required.

Policy and Service Development

- Take an active role in the departmental clinical audit, risk management and governance activity
- Propose policy or service change which impacts beyond own area.
- Will advise, initiate, facilitate and implement changes in practice to meet policy or service development for specialist area, which may impact on other disciplines.
- Assist with regular audit/surveys to support and inform service development
- Contribute to the delivery of standards, procedures and systems to ensure safe, high quality and efficient patient care from point of entry to admission or discharge

Financial & Physical resources

- Exercise a personal duty of care with expensive equipment provided by the Trust.
- Monitor and ensure the appropriate use of clinical supplies and equipment within specialty.
- May be authorised signatory for small payments.
- May order or advise on purchase of specialist equipment.

Human Resources

Education

- Attend teaching sessions to ensure continuous improvement of knowledge and clinical practice
- Support departmental teaching activities and contribute to supervision of students.
- Contributes to the trusts supervision programmes
- Provides a leadership role model demonstrating expert knowledge
- Provides specialist education and training for others within the trust.
- Act as a resource for education and clinical expertise

Information Resources

- Maintains and updates patient electronic records.
- Use information systems to access input patient information and access patients' results.
- Access information using the Internet, which is relevant to patient conditions to inform evidence based practice within specialty.
- Participate in major incident planning as appropriate to the post
- Ensure compliance with information governance standards

Research and Development

- Regularly undertakes research and development activity.
- May be involved in clinical trials. Actively applies research findings relating to sphere of practice.
- Disseminates research and audit findings and monitors the effects so that standards of care are maintained and improved.
- Ensures delivery of best practice within specialist area of practice.
- Maintain knowledge and proficiency in medical practices through appropriate continuing professional development

7. Freedom to Act

- Work within the Fitness to Practice and Code of Conduct as established by the UK Managed Voluntary Register for Physician Associates (and subsequent statutory regulatory body when established)
- To accept, manage and discharge referred cases based on criteria for specialist area.
- Works within the larger multidisciplinary team taking responsibility for the assessment of patients; use clinical judgement to refer patients for further review by senior colleagues.
- Adheres to broad occupational policies, procedures and guidelines which govern practice at national and local level.
- Acts as lead expert within speciality using expert knowledge to adapt plan of care to suit individual needs within defined parameters and objectives.

- Retains accountability for own professional actions, recognising professional boundaries through interpretation of scope of practice, clinical and professional policies.

Clinical Governance

- Ensures that care is evidence based and that potential sources of risk are identified and dealt with in proactive manner.
- Ensures that resources are used effectively and efficiently within own clinical area.

8. Effort and Environment

Physical

- Combination of standing for long periods and walking is required
- May be required to safely move and handle patients or objects in line with Trust guidelines using appropriate aids
- Required to tolerate the wearing of personal protective equipment.

Mental

- Frequent concentration required:
 - Assessing and advising patients.
 - Administering treatments.
 - Updating patient records or writing reports.
 - Admitting and discharging patients.
 - Recording and interpreting vital signs.
 - Analysing and evaluating audit data.
- Unpredictable workload

Emotional

- Maintain calm and professional demeanour during periods of stress to remain an effective team member able to communicate with others.
- Support distressed patients and relatives who are given unwelcome news
- Will be expected to provide support to colleagues in a personal and professional capacity.
- Occasionally, support and manage patients who display severely challenging behaviour.

Working conditions

- Exposed to:
 - Occasionally handling patient bodily fluids and infectious material
 - Occasionally undertake the disposal of elimination products.
 - Frequent exposure to VDU screen.
 - Requirement to handle and dispose of chemical or infected materials

July 2019

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Physician Associate

BAND: 7

SITE: TRUSTWIDE mainly Freeman

DIRECTORATE: CARDIOTHORACIC

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job
Skills & Experience	<ul style="list-style-type: none"> • High level of competence in clinical skills and practice obtained through practice. • Able to teach clinical professionals • Excellent interpersonal and communication skills including highly competent oral and written English. • Able to apply research outcomes to clinical problems • Able to take responsibility for the clinical care of patients under the supervision of Consultants. • Demonstrates clinical leadership • High level of proficiency using range of IT packages including strong competence with MS Office Suite to produce documents, reports etc. • Developing and maintaining key relationships with wide network of people to support the development and integration of the role of Physician Associate within the Trust , for example, educational supervisors, mentors, Royal Colleges etc. 	<ul style="list-style-type: none"> • Previous experience of working within a health care environment, ideally the NHS. • Recent proven experience and success as a Physician Associate (UK) or Physician Assistant (US) • Delivering teaching to clinical professionals • Providing support and guidance to students or colleagues. • Experience in a medical education institution • Experience in specialty related to the post.
Qualifications	<ul style="list-style-type: none"> • BSc/BA degree in relevant health related subject • Post graduate diploma as a Physician Associate/Assistant (Master's Level equivalent). • Valid certification of Physician Associate National Exam • Membership of the Faculty of Physician Associates or equivalent for the USA 	<ul style="list-style-type: none"> • Biomedical or Biological Science degree
Knowledge	<ul style="list-style-type: none"> • Good understanding of the competence and curriculum framework requirements for Physician Associates (UKIUBPAE) • NHS performance management processes (quality assurance, clinical audit, compliance and governance) • Understanding of information governance including data protection and maintaining confidentiality. • Demonstrable understanding of statutory and mandatory training requirements within the NHS. 	<ul style="list-style-type: none"> • An active interest in current developments in medical education • Knowledge and experience of the process and practice of teaching to the medical model • Research experience • Compliant with NHS mandatory training requirements

	<ul style="list-style-type: none"> • Understanding of individual and organisational learning needs to ensure appropriate methods and processes are designed and delivered to ensure an effective learning experience. 	
Personal Behaviours	<ul style="list-style-type: none"> • Aligned to Trust core professional and leadership behaviours. • Effective interpersonal skills including ability to utilise persuasion, demonstrate empathy or provide reassurance to patients, learners and colleagues. • Motivated to initiate and deliver change • Able to demonstrate a confident demeanour, capable of raising concerns and working with colleagues in a constructive, proactive way to improve service delivery or performance • Effective contribution as member of multi-disciplinary clinical team • Effective collaborative working style to ensure high standards of patient care. • Attention to detail to ensure quality and accuracy of information or documentation issued from the service. • Committed to ongoing personal development and willing to pursue further education and academic practice. • Able to contribute to wider development of Physician Associate within the Trust • Able to develop effective working relationships with staff at all levels across the Trust Flexible and adaptable working approach to meet service needs • Able to deal constructively with feedback • Resilience to proactively respond to service demands and pressures. • Able to use initiative to support decision making. • Willing and able to travel as required to NHS partners and relevant Physician Associate meetings. • Able to work unsocial hours 	