

# 1. JOB DESCRIPTION

# Job Title: Physician Associate

Location: Claypit Street Medical Practice, Whitchurch

Hours: Full/Part Time by agreement

Responsible To: GP Lead – Claypit Street Medical Practice

**2. JOB SUMMARY**

The post holder will work collaboratively with clinical colleagues within the policies and procedures of the Practice.

Under the supervision of the GP Lead the post holder will provide comprehensive direct patient care, within their skill matrix, as a central member of the clinical team. The post holder is responsible for performing comprehensive assessment, making differential diagnosis, ordering appropriate testing, and the planning of clinical management of patients.

The post holder is expected to participate in interdisciplinary collaboration in the provision of patient care.

**3. KEY TASKS AND RESPONSIBILITIES**

**Clinical Responsibilities.**

3.1 To participate in all treatment and preventative healthcare services in the Practice as delegated and agreed by the supervising Clinician.

3.2 To provide direct clinical care to patients using established clinical guidelines.

3.3 To interview patients, take medical histories, perform physical examinations, analyse, diagnose and explain medical problems during surgery consultations and home visits.

3.4 To recommend and explain appropriate diagnostic tests and treatment.

3.5 To request and interpret results of laboratory investigations when necessary.

3.6 To consult and refer patients to physicians, medical specialists and other health professionals as appropriate; in primary and secondary care or in the community.

3.7 To instruct and educate patients in all matters relating to their physical and mental health. This may include medication, diet, social habits, contraception, lifestyle and preventative health care.

3.8 To conduct telephone consultations which may involve discussing the results and implications of laboratory investigations with patients as well as dealing appropriately with routine and emergency complaints.

3.9 To fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.

3.10 To work with a supervising physician to visit, assess and provide care for residents of nursing homes linked to the Practice.

3.11 To participate fully in the clinicians’ duty rota including the provision of home visits when appropriate.

3.12 To work as part of one of the clinical teams within the practice.

3.13 To contribute to the clinical development of the Practice by developing a special interest and to help establish appropriate systems to manage common chronic medical conditions, ensuring compliance with current accepted national guidelines. This would include carrying out audits and contributing to the development of practice policies.

3.14 To undertake other activities when needed that are within the post holder’s clinical competence and which would not otherwise jeopardise the delivery of primary medical services to patients.

**Training/Educational Development**

3.15 To keep up-to-date with relevant medical research and evidence based medical practice by attending continuing education courses and professional meetings, reading journals etc.

3.16 To undertake 50 hours of continuing medical education every year.

3.17 To take the national re-certification exam as required by National Professional Organisation/Registering Body, every 6 years.

3.18 To perform a variety of research and analysis tasks associated with improvement of clinical care, medical diagnosis and treatment where appropriate using the following means. Audit of clinical practice or service improvement projects.

3.19 To review relevant literature.

3.20 To research unusual symptoms and treatment options through consultation with General Practitioners, Physicians and other specialists.

3.21 To assist in clinical instruction and supervision of medical and nursing students as well as other learners that may periodically be attached to the practice, including the educational development and mentoring of GP-trained Physician Associates.

3.22 To attend regular multi-disciplinary meetings organized by the Practice in order to discuss and learn from recent significant events relating to clinical practice occurring within the Practice.

3.23 To attend regular educational meetings organized by the practice in order to update clinical knowledge, practice policy and guidelines and disseminate other useful information relevant to the provision of adequate healthcare for patients.

3.24 To regularly reflect on own practice (and keep a record of learning encounters) in order to identify learning needs and encourage self-directed lifelong learning and continued professional development.

Administration

3.25 To communicate when necessary with colleagues in Primary Care and hospital specialists in order to discuss or refer specific patients, plan and co-ordinate activities or exchange information in order to improve the quality of patient care.

3.26 To send and receive written information on behalf of the practice regarding matters of insurance, housing and other issues relating to the physical and social welfare of patients.

3.27 To work to deliver together with other members of the Practice and Primary Healthcare Team, the objectives of the PMS contract including the terms of the Quality and Outcomes Framework and the Clinical Commissioning Group.

3.28 To attend regular multi-disciplinary meetings organized by the Practice in order to discuss the health and social needs of particular patients.

The following details are generic to all Shropdoc employees:

**4. PROBATIONARY PERIOD**

This post is subject to the requirements of a six month probationary period for new staff only.

**5. STANDARDS OF BUSINESS CONDUCT**

The post holder will be required to comply with Shropdoc Policies and Procedures and , at all times, deal honestly with Shropdoc, with colleagues and all those who have dealings with Shropdoc including patients, relatives and suppliers.

All Shropdoc staff may be involved directly or indirectly with people who are receiving a health service. Therefore, Shropdoc is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.

**6. PROFESSIONAL REGISTRATION**

1. If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for Nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body’s code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
2. You are required to advise Shropdoc if your professional body in any way limits or changes the terms of your registration.
3. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.
4. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with Shropdoc, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

**7. CONFIDENTIALITY and INFORMATION GOVERNANCE**

All staff may have access to confidential information about patients, staff or any Shropdoc or Health Service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under statutory legislation (Data Protection Act) and Shropdoc’s Disciplinary Procedure.

All staff must act within legislation, policies and procedures relating to information governance

**8. DATA PROTECTION AND THE DATA PROTECTION ACT 1998**

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ health records are expected to be familiar with, and adhere to, Shropdoc’s Records Management Procedure. Staff should be aware that patients’ records throughout Shropdoc will be subject to regular audit.

**9. HEALTH AND SAFETY**

All staff must act within legislation, policies and procedures relating to Health and Safety

All staff must attend statutory/mandatory training as instructed

All staff must be familiar with Shropdoc’s Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own and the health and safety of others.

**10. RISK MANAGEMENT**

All Shropdoc employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations. Staff are responsible for reporting incidents, handling patient feedback and complaints appropriately, being aware of the risk management strategy and emergency procedures, and attendance at any relevant training as required.

The post holder will ensure compliance with Shropdoc’s risk management policies and procedures. These describe Shropdoc’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**11. INFECTION CONTROL**

All staff are required to be familiar with Shropdoc's infection control policies and procedures and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**12. SAFEGUARDING**

Shropdoc is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities and to raise any concerns as appropriate. An overview of Safeguarding is covered during induction and staff will be required to attend additional training regarding Safeguarding relevant to their position and role.

**13. EQUALITY, DIVERSITY AND HUMAN RIGHTS**

The post holder will treat all colleagues, service users and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, criminal background and Trade Union status. Shropdoc has a policy on Equality and Diversity and it is the responsibility of all staff to ensure that it is implemented and contribute to its success.

**14. HARASSMENT AND BULLYING**

Shropdoc condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff are requested to report any form of harassment and bullying to their line manager or to the Personnel Manager or any other Manager within Shropdoc.

**15. QUALITY**

It is the responsibility of all staff to adhere to company procedures as defined in the Quality Manual, ensuring high quality in patient care at all times. Shropdoc conducts its patient care and related services:

* Through a commitment to good patient care and to the quality of its clinical practices
* By ensuring that all patient care and related services are conducted according to established protocols and specified requirements;
* By requiring all personnel to be familiar with and trained in the quality policy, the quality management system and related documentation, practices and administration
* Through commitment to provide patients, Member GPs and associated LHBs and PCTs at all times with a service that confirms to Shropdocs quality management system.

**16. TRAINING**

All staff must attend statutory /mandatory training as instructed.

**17. NO SMOKING POLICY**

There is a smoke free policy in operation in Shropdoc. In accordance with this policy smoking is discouraged and is not permitted anywhere within the buildings or within 15 metres of Shropdoc main buildings.

**18. REVIEW OF THIS JOB DESCRIPTION**

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. The Job Description will be reviewed at least annually in conjunction with the post holder. Any changes will be made in discussion with the post holder according to service needs.

19. **JOB DESCRIPTION AGREEMENT**

Post Holder’s Name: ……………………………………………………………………………………

Post Holder’s Signature: ……………………………………………… Date: …………………….

Line Manager’s Name: …………………………………………………………………………………

Line Manager’s Signature: ………………………………………….. Date: …………………..

**PERSON SPECIFICATION**

**Physician Associate - Claypit Street Medical Practice**

**(Supporting our Policy on Equal Opportunities in Employment)**

Shropshire Doctors Co-Operative has declared its commitment to equality of opportunity in employment and set standards which enhance individual rights protected at law. These are set out in the written Policy document which is freely available to applicants for employment and to existing staff.

**The under mentioned are the job-related requirements for this post**

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| --- | --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** | **Evidenced by** |
| **Education and qualifications** | IF UK trained   * PG Dip in Physician Associate studies from a UK training programme * Current and valid certification or re-certification by the Physician Associate National Examination * Registration on UK Managed Voluntary Registry for Physician Associates   If trained in the U.S   * Current and valid certification with the National Commission on Certification for Physician Associates (NCCPA) * Registration with the UK Managed Voluntary Registry for Physician Associates   UK driving licence  Current CPR certificate  UK work permit (if required) | Minor illness qualification/experience  Contraception and sexual health qualification/experience | Application Form / assessment  and  Interview |
| **Experience** | Relevant experience in an acute or Primary Care environment  Experience of using the Microsoft suite of programmes | Experience of working within a UK General Practice or other community setting e.g. walk in centre | Application Form  and  Interview |
| **Skills/Abilities** | High standard of clinical skills and experience of using these skills in different situations.  Excellent communication and interpersonal skills.  Good problem solving and decision making skills  Proven ability to handle a busy a varied primary care case load.  Energy, enthusiasm and ability to work under pressure  Able to use own initiative and work as part of a multi-disciplinary team  Willingness to contribute to and participate in peer support group  Able to liaise effectively with colleagues and other members of a multi-disciplinary team  Ability to liaise effectively with hospitals and other outside agencies |  | Application Form  and  Interview |
| **Knowledge** | A good knowledge and understanding of health promotion and its application in General Practice.  Strong levels of IT proficiency and familiarity with primary care clinical systems (the Practice use EMIS).  Basic knowledge about the range of illnesses seen in general practice  Broad understanding about the health needs of young people  Awareness of own scope of practice  Familiarity with Professional Body Guidelines and record keeping | A good working knowledge and interest in national primary care strategies and ideas on how to implement these for the development of the Practice.  Understanding of the pressures faced by GPs and healthcare teams  A good understanding of GMS contracting requirements and the operation of the Quality Outcomes Framework process (QOF and QMAS)  An interest in contraception and sexual health, asthma, mental health, able to manage acute, same day illness and ongoing chronic disease | Application  and  Interview |
| **Other attributes** | Willingness to work at all times towards the best interests of patients.  Initiative, creativity and motivation  Ability to work as part of a team and feel comfortable in a strongly multidisciplinary environment  Ability to handle change  Ability to cope with stressful situations | Positive attitude towards learning and development, demonstrated by a record of continuous professional development  Is aware of the need for self reflection and personal development  Demonstrates a knowledge of a variety of ways of handling stress | Application  and  Interview |
| **Other general requirements** | Flexible to service need  Enthusiastic and self motivated |  | Application  and  Interview |