

***Wyre Forest Health Partnership; working together across five sites, one valued and committed team, combining innovation and integrity to provide the best possible quality of care for our ..***

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Physicians Associate</b>
<b>REPORTS TO:</b>	<b>Site Manager</b>
<b>SITE:</b>	<b>WFHP SITES</b>
<b>HOURS:</b>	<b>37 hrs per week (part time considered)</b>
<b>SALARY:</b>	<b>£17.95 - £25.05</b>

<u><b>Job Summary</b></u>
<ul style="list-style-type: none"> <li>• Participate in all treatment and preventative healthcare services in the practice as delegated and agreed by the supervising physician(s).</li> </ul>
<ul style="list-style-type: none"> <li>• Provide direct clinical care to patients using established clinical guidelines, professional and practice policies.</li> </ul>
<ul style="list-style-type: none"> <li>• Perform a holistic assessment to inform an appropriate management plan.</li> </ul>
<ul style="list-style-type: none"> <li>• Examine, assess, diagnose and treat patients with a range of acute, non-acute , chronic and long term medical and mental health conditions in the surgery or their own place of residence (if requiring acute medical attention) in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Refer patients to other healthcare practitioners within the practice multi-disciplinary team or wider services/medical specialities as appropriate and in consultation with supervising clinician.</li> </ul>
<ul style="list-style-type: none"> <li>• Perform routine diagnostic and therapeutic procedures *(excluding ionising radiation)</li> </ul>
<ul style="list-style-type: none"> <li>• Request interpret and communicate diagnostic and test results to patients and the multi-disciplinary team, and initiate the appropriate follow up actions as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake patient counselling and health promotion to facilitate preventative care and self-management.</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor and follow up changes in patients condition and response to treatment.</li> </ul>

### Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### Health & safety

The post-holder will implement and lead on the full range of promotion and management their own and others' health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

- Ensuring job holders across the practice adhere to their individual responsibilities for infection control and health and safety, using a system of observation, audit and check, hazard identification, questioning, reporting and risk management.
- Maintain and up to date knowledge of health and safety and infection control statutory and best practice guidelines and ensure implementation across the business
- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across the business
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards, and initiation of remedial / corrective action where needed
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Routine management of own team / team areas, and maintenance of work space standards

### Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### Personal/professional development

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

### Communication

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

**Contribution to the implementation of services:**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

## Person Specification – Physicians Associate

Experience:	Essential	Desirable
	Experience of working within Primary Care	Experience of working in a GP surgery
Qualifications:	Essential	Desirable
	<ul style="list-style-type: none"> <li>Degree at 2:2 level or above</li> <li>PG Dip in Physician Associate Studies from a UK PA programme</li> <li>Current and valid certification or re-certification by the UK Physician Associate National Examination</li> <li>Member of the Faculty of Physician Associates at the RCP, which includes registration on the UK Physician Associate Register (the PA Managed Voluntary Register)</li> </ul>	<ul style="list-style-type: none"> <li>MSc degree in Physicians Associate Studies, Physician Assistant Studies or Medical Sciences</li> </ul>
Knowledge:	Essential	Desirable
	<ul style="list-style-type: none"> <li>Knowledge of health promotion strategies</li> <li>Aware of accountability of own role and other roles in a nurse-led service</li> <li>Awareness of clinical governance issues in primary care</li> <li>Knowledge of patient group directions and associated policy</li> </ul>	<ul style="list-style-type: none"> <li>Ability to identify determinants on health in the local area</li> <li>Knowledge of public health issues in the local area</li> <li>Awareness of local and national health policy</li> <li>Awareness of issues within the wider health economy</li> </ul>
Skills:	Essential	Desirable
	<ul style="list-style-type: none"> <li>Change-management skills and ability to support patients to change lifestyle</li> <li>Communication skills, both written and verbal</li> <li>Ability to communicate difficult messages to patients and families</li> <li>Negotiation and conflict management skills</li> <li>IT skills</li> </ul>	
Other:		
	<ul style="list-style-type: none"> <li>Self-directed practitioner</li> <li>Highly motivated</li> <li>Flexibility</li> <li>Enthusiasm</li> <li>Team player</li> <li>Ability to work across boundaries</li> </ul>	