

JOB DESCRIPTION

Title:	Physician Associate
Salary:	
Responsible to:	Lead Clinician
Accountable to:	Board
1. Job Role/Purpose:	
<ul style="list-style-type: none"> • The post holder will work collaboratively with other members of the Primary Care Team and within the policies and procedures of Modality Partnership and will have the following duties and responsibilities under the broad headings below 	
2. Key Duties & Responsibilities:	
<ul style="list-style-type: none"> • Participate in all treatment and preventative healthcare services in the practice as delegated and agreed by the supervising clinicians(s) • Deliver clinical care according to NSF, NICE guidelines and evidence-based care • Consult and refer patients to other appropriate healthcare professionals both internally and externally as required • Interview patients, take medical histories, perform physical examinations, analyse, diagnose and explain medical problems during surgery consultations and home visits • Recommend and explain appropriate diagnostic tests and treatment • Request and interpret results of laboratory investigations when necessary • Instruct and educate patients in preventative health care • Conduct telephone consultations which may involve discussing the result and implications of laboratory investigations with patients as well as dealing appropriately with routine and emergency problems • Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes • 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 NSF guidelines, QOF and other quality initiatives as required • Participate fully in the clinicians' duty rota including the provision of home visits when appropriate. 	
<u>Delivering a quality service</u>	
<ul style="list-style-type: none"> • Recognise and work within own competence and professional code of conduct as regulated by the NCCPA • Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedure • Prioritise, organise and manage own workload in a manner that maintains and promotes quality • Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation • Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required • In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate • Evaluate patients' response to health care provision and the effectiveness of care • Support and participate in shared learning across the practice and wider organisation 	

- Use a structured framework (eg root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events
- Assess the impact of policy implementation on care delivery
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance

Leadership – personal and people development

- Ensure continuing education, training and development is undertaken to meet clinical governance guidelines for Continuing Professional Development and a Personal Development Plan. To ensure personal development also meets the needs of Practice Development where appropriate
- Keep up to date with relevant medical research and evidence-based medical practice by attending continuing education courses and professional meetings, reading journals etc.
- Take the national re-certification exam every six years in accordance with the NCCPA (National Commission of Certification of Physician Assistants)
- 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
 - Review of relevant literature
 - Research unusual symptoms and treatment options through consultation with General Practitioners, Physicians and other specialists
- Assist in clinical instruction and supervision of medical and nursing students as well other learners that may periodically be attached to the practice, including the educational development and mentoring of UK-trained Physician Assistants
- Attend regular multi-disciplinary meetings organised by the Practice in order to discuss and learn from recent significant events relating to clinical practice occurring within the Practice and in order to keep up-to-date with all practice issues and developments, clinical commissioning and other relevant local and national arrangements and to discuss specific issues with relevant colleagues regularly
- Attend regular educational meetings organised 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
- 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
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Participation in practice appraisal system, practice meetings and other team meetings and in house educational events
- Contributing to and supporting the achievement of business development goals for the organisation and adopting the responsibilities involved in change within the organisation.

Team working

- Understand own role and scope and identify how this may develop over time
 - Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
 - Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
 - Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
 - Cross cover for colleagues as when required to ensure a full service delivery to patients
 - Work effectively with others to clearly define values, direction and policies impacting upon care delivery
 - Discuss, highlight and work with the team to create opportunities to improve patient care
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- Manage and lead on the delivery of specifically identified services or projects as agreed with the practice management team
 - Agree plans and outcomes by which to measure success
 - Flexibility in working across all sites and in times of working across the day as required by the practices.

Management of risk

Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.

Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

- Apply infection-control measures within the practice according to local and national guidelines
- Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

Managing information

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- Review and process data using accurate read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases
- Understand responsibility of self and others to the practice and primary care trust regarding the Freedom and Information Act
- Collate, analyse and present clinical data and information to the team
- Participating in the health promotion, health education, QOF and the chronic disease management programmes within the practice, which may include CHD, anticoagulation and other developing requirements as well as keeping abreast of National/local directives.

Learning and development

- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)

- Participation in practice appraisal system, practice meetings and other team meetings and in house educational events
- Assess own learning needs and undertake learning as appropriate
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

Equality and diversity

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuse care
- Assist patients from marginalised groups to access quality care.

NB: This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and It may be amended in line with experience, business requirements and because of any future organisational change.

3. Other Responsibilities:

Health and Safety

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for his/her own health and safety and that of other persons who may be affected by his/her own acts or omissions.

Equality and Diversity

- To carry out at all times his/her responsibilities in line with the Modality Equal Opportunities Policy and Procedure.

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the Caldicott Guardian and the Data Protection Act 1998 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- To work across Modality sites as required to provide cover for sickness and annual leave.
- To work weekends when required.
- In light of national policy and due the needs of the business it may be necessary for the Partnership to alter the opening hours of the practices. This could incorporate different opening hours and weekend working which may affect when you are required to work. The

postholder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

4. KNOWLEDGE, SKILLS AND PERSONAL QUALITIES:

KNOWLEDGE:	<ul style="list-style-type: none"> • Diploma qualified via UK programme or equivalent • Pass in national PA examination • Advanced clinical practice skills • Management of patients with complex needs • Clinical examination skills • Accountability of own role • Local and national health policy • Wider health economy • Clinical governance issues in primary care
SKILLS:	<ul style="list-style-type: none"> • Communication skills • Negotiating and conflict management skills • Change management • Resource management • Good problem solving
PERSONAL QUALITIES:	<ul style="list-style-type: none"> • Able to work well under pressure and deliver to tight timescales. • Well organised • Proficient verbal and written communication skills to individuals at all levels within and outside of the organisation • Strong work ethic as part of a team and working on your own initiative. • Able to respond effectively to changing priorities. • Logical and systematic in work processes.

STATEMENT:

This job description will be agreed between the jobholder and the National Board. It may be reviewed in light of experience, changes and developments.

Post holder:

Manager:

Date: