

## Job Description

<b>Title:</b>	Physician Associate Internship in General Practice / Secondary Care
<b>Salary:</b>	Agenda for Change Band 6 pay scale (mid-point - £30,661) for a salary in the first year of internship (The internship will be 1 year fixed term contract)
<b>Hours of work:</b>	3 days in General Practice; 2 days in a Secondary Care Provider
<b>Location:</b>	Shropshire and Telford & Wrekin General Practices and Shrewsbury & Telford Hospitals NHS Trust
<b>Accountability:</b>	Named General Practitioner (GP) / Named Hospital Consultant & Educational Supervisor
<b>Supervision:</b>	General supervision is received from the supervising GP(s) / Hospital Consultant Clinical / Educational Supervisor

The following job description should be read in conjunction with the Person Specification for this post.

The post holder will work collaboratively with both teams from General Practice and the Hospital within the policies and procedures of the both organisations, and will have the following duties and responsibilities under the broad headings below:

### 1. Clinical

- Attend induction arranged by Practice and Hospital
- A designated clinical will supervise the PA at the GP Practice and Hospital
- Participate in all treatment and preventative healthcare services in the Practice / Hospital as delegated and agreed by the supervising GP(s) / Hospital Clinical / Education Supervisor or Consultant.
- Provide direct clinical care to patients using established clinical guidelines for both routine and urgent complaints.
- Consult and refer patients to specialists and other health professionals as appropriate.
- 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.
- Formulate differential diagnoses and develop and deliver appropriate treatment and

management plans. Request and interpret results of laboratory investigations when necessary.

- Instruct and educate patients in preventative health care.
- Perform both diagnostic and therapeutic procedures following appropriate training and experience as required.
- Conduct telephone consultations which may involve discussing the result and implications of laboratory investigations with patients along with routine and emergency complaints.
- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.

## **2. Training / Educational Development**

- Ensure continuing education, training and development is undertaken to meet clinical governance guidelines for Continuing Professional Development and a Personal Development Plan.
- Keep up to date with relevant medical research and evidence-based medical practice by attending continuing education courses and professional meetings, reading journals etc.
- Undertake 50 hours of continuing medical education (CPD) every year and record and reflect on this in line with FPARCP guidance. A minimum of 25 hours must be in accredited direct learning programmes.
- Take the UK PA National Re-certification Examination every six years, as required for Physician Associates to maintain registration on the Managed Voluntary Register (MVR) .
- 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 Physician Associate students.
- 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.
- Educational sessions at the Hospital will be targeted towards meeting the specific needs of PAs (such as introduction to NHS, Communication, Ground Rounds, Clinical Department Training).

- 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.
- Attend educational sessions as organised by your primary care educational tutor. This is an inclusive part of your training scheme and will equate to approximately half a day per week.

### **3. Administration**

- 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.
- Send and receive written information on behalf of the Practice / Hospital regarding matters relating to the physical and social welfare of patients.
- Work to deliver together with other members of the Practice and Primary Healthcare Team, the objectives of the GP contract, including the terms of the Quality and Outcomes Framework and CCG Commissioning.
- Attend regular multi-disciplinary meetings organised by the Practice / Hospital in order to discuss the health and social needs of particular patients.

### **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**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the

KSF outline for the post.

### **Safeguarding Children and Vulnerable Adults**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- 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**

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy