

CHAPEL LANE SURGERY

JOB DESCRIPTION and Job Plan

JOB TITLE: PHYSICIAN ASSOCIATE

REPORTS TO: THE PARTNERS (Clinically)
THE PRACTICE MANAGER (Administratively)

Job Summary:

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients. All members of the Practice team should work toward fulfilment of the contractual arrangements and support and fulfil subsequent contract changes as they occur. The practice aims to maintain high standards of patient care and to assess, develop and implement programmes to support individuals toward self-care to maintain the health of themselves and their families.

Clinical sessions

Clinical sessions may change dependent upon the needs of the Practice following consultation.

Clinical Responsibilities:

1. Undertaking a variety of duties including face to face consultations, e-consults, telephone consultations and queries, dealing with clinical paperwork, laboratory results and clinical correspondence in a timely fashion.
2. Under the appropriate supervision, utilising history and physical examination to assess the health care needs of patients with undifferentiated and undiagnosed problems
3. Under the appropriate supervision, utilising problem-solving and clinical decision-making skills to make autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
4. Instigating appropriate non-invasive and invasive investigations within the scope of a Physician Associate role including blood tests, urine samples, swabs, ECGs and imaging (non-iodising radiation).

5. Depending on experience and under appropriate supervision, transcribing medicine to Emis which is then signed by a supervising physician following discussion in person, via task or screen message
6. Interpreting and actioning investigation findings and discussing the result of investigations with patients
7. Recording clear and contemporaneous consultation notes to agreed standards.
8. Referring patients directly to other services or agencies using appropriate referral pathways
9. Handing over care of patients to care/nursing team during home visits and to paramedics if necessary to admit a patient
10. Assisting the clinical team to provide first aid and/or resuscitation in case of an emergency at the practice
11. Screening for chronic disease and early signs of illness and providing lifestyle counselling and health education
12. Providing holistic care for patients and develop on going support or care for patients
13. Performing clinical skills when required such as phlebotomy, IM injections to support nurses or healthcare assistants if necessary
14. Utilising best practice guidelines to promote evidence-based practice
15. Collecting data for audit purposes to contribute to practice quality targets and to ensure high quality and safe care is provided
16. Contributing to practice meetings, multidisciplinary meetings and teaching in-house.
17. Complying with mandatory training and Practice policies and procedures.
18. Participating in the Flu vaccination programme
19. Working within his/her skill set and seeking advice from colleagues within the practice in secondary care when at or beyond the limit of this skill set.
20. Keeping up to date with clinical practice guidance and evidence based knowledge by participating in continuing professional development
21. Assisting the Lead Physician Associate to provide clinical leadership and teaching for the student Physician Associates on their GP placement
22. Using a variety of different software including Microsoft office, PACS, Emis, accrux, econsult, Microsoft Teams and Cinapsis

Other Responsibilities within the Organisation:

- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Snomed Coding patient data
- Attending training and events organised by the Practice or other agencies, where appropriate.

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 assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- 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
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.

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:

Study/Professional Leave – All study leave must first be agreed and approved at the practice. One weeks paid study leave per year pro rata will be allowable by the practice.

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met, 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.

Additional sessions – The Practice may reasonably request that you undertake work which is not specified in this Job Plan. This may include absence cover or additional sessions

The employee must abide by the 'Physician Associate Code of Conduct' as set out by the Faculty of Physician Associates at all times

This Job Plan shall be reviewed when required but at least annually at the time of appraisal.