



JOB DESCRIPTION

Job Title	Physician Associate
Pay Band	7
Hours of Work and Nature of Contract	
Division/Directorate	
Department	
Base	

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	
Reports to: Name Line Manager	
Professionally Responsible to:	

<p>Job Summary/Job Purpose:</p> <p>The function of the Physician Associate is to provide high quality patient care in conjunction with clinical teams.</p> <p>The post will require you to work flexibly which will involve working in a shift pattern and as part of a wider clinical team including and, depending where you are working, this might include members of the primary care team, community team, Advanced Nurse Practitioners, Junior Doctors, pharmacists and other Allied Health Professionals.</p> <p>Working as part of the multi-disciplinary team, you will undertake physical assessment and history taking of patients and provide immediate care and initiate treatment as per clinical pathways/protocols and Patient Group Directions.</p> <p>The post holder will work autonomously and be supervised by a named Consultant or GP. The post holder will provide high quality, safe and effective clinical care in conjunction with the clinical teams and may be the lead generalist or specialist providing advice to staff and patients.</p> <p>The post holder will be supported to develop clinical knowledge and will have access to continuing professional development opportunities.</p> <p>May supervise less experienced staff.</p>
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DUTIES/RESPONSIBILITIES:



Clinical Work autonomously and practice under the (indirect) supervision of a named Consultant or GP

Take a history from patients and perform appropriate physical examination, order and interpret appropriate diagnostic tests and make an appropriate assessment and diagnosis.

Performing diagnostic/therapeutic procedures, subject to training/experience. Including, but not exclusively:

- Venepuncture
- Cannulation
- Arterial blood gases
- Arterial line insertion
- Injections
- ECG
- Urethral catheterisation
- Nasogastric tube insertion
- Lumbar puncture
- Thoracentesis
- Ascitic Drains

Utilise the early warning score system (NEWS) to triage patient reviews.

Initiate review and revise treatment and therapy plans, record and present findings in a manner consistent with local policies and procedures.

Request appropriate investigations and interpret their findings.

Assist medical and nursing staff in all clinical emergencies.

Inform and counsel patients and relatives/carers regarding explanation of procedures, diagnosis, treatment and management of conditions. This will include long term management consistent with life circumstances.

Fully document all aspects of patient care and complete required paperwork for legal and administrative purposes.

Communicate effectively, where applicable, with the referring doctor or health care professional and the patient's General Practitioner or Consultant by promptly issuing a clinical letter (paper or electronically) indicating patient findings and management plan (including any prescription advice) with conditions for review either by the Physician Associate, Nurse Practitioner, Consultant or General Practitioner or other health care professional.

Liaise with, and refer to, (where appropriate) other clinical specialties. There will also be a requirement to follow up their patients whilst under the care of other specialties within the system.

May lead in a specialist clinical area providing specialist advice to staff and patients.

Work with, refer to and take referrals from other healthcare professionals such as nursing staff and AHPs.



Allocate work and provide supervision to support staff as required.

Identify clinical priorities per shift, in conjunction with the medical teams/primary care teams

Agrees scope of practice with the Supervising Consultant/GP.

Reviews development & progress at regular intervals during the year with Supervising Consultant/GP.

Follows locally agreed policies, protocols and procedures.

Identifies areas for service improvement in conjunction with the clinical team, and contributes to their development.

Undertakes own professional development review with Supervising Consultant/GP via PDP process.

Contributes to MDT meetings

Service Management Works with indirect supervision using clinical skills to deliver patient care.

Uses skills of history taking and physical examination to assess patients' status and determine treatment required using care pathways, protocols.

Utilises own professional judgment to decide when patients require medical intervention or referral to another specialty.

Make judgments involving complex facts which require analysis, interpretation and comparison of a range of options.

Plans and organizes straightforward tasks and own workload.

Service Improvement: Take an active role in the departmental or practice clinical audit and governance activity.

Assist with regular audit/surveys to support and inform service development.

May develop policies in a specialist area.

Communications: communicate complex, sensitive or contentious information to patients, carers and relatives.

Communicate with members of the primary care team, community team, hospital wards and departments, Supervising Consultant/GP, Practice Development Nurse, Junior Doctors, Advanced Nurse Practitioners & NP in training, Consultants for each specialty, Charge Nurses, Allied Health Professionals and Support Services, General Practitioners, Higher Education Institutes and Regional and National PA networks.

Be responsible for effective communication of sometimes a highly complex nature to patients and relatives.

Ensure timely and relevant handover of care to other members of the clinical team

Finance Responsible for the use of expensive equipment in course in daily work routine.

Personal and People Development and People Management Register on the Physician Associate Managed Voluntary Register.



Recertification every six years.

Undertake regular clinical skills (where relevant) for specialty procedures e.g. chest drain, Lumbar Puncture, central lines, ascetic drains.

Complete a minimum of 50 hours CPD per year, registering activity via the CPD Diary.

Establish a formal educational needs plan with their supervisor which will be reviewed on a regular basis.

On commencing employment PAs and their supervisors should draw up agreements on allocation of CPD dedicated work hours, including agreement on frequency of tutorials, teaching and training opportunities (as appropriate). These agreements would need to be reviewed on a regular basis.

May supervise and train less experienced PA's

Effort and Environmental: The post holder must have a reasonable level of fitness, as they will be required, for example, to walk throughout the hospital in the course of a hospital shift or undertake home visits in remote locations in the community.

The post holder must also be able to run to clinical emergencies and provide care / resuscitation as required at their place of work.

The post holder must be able to tolerate unpredictable workload patterns and irregular break times.

Skills to safely handle and move patients on a daily basis, including the urgent transfer of acutely unwell patients.

Due to the nature of the post and workload, the post holder is at risk of exposure to needle stick injuries and bodily waste e.g. sputum, urine, faeces, vomitus, blood and exudates and must be able to deal with such situations as per guidelines.

Ability to deal with and manage rapidly changing clinical situations

Concentration, organisational and decision making skills to deal with competing demands with frequent interruptions

Effectively managing limited resources and prioritising workload

Dealing with acutely unwell patients and distressed relatives / carers

Using negotiation skills to manage conflict and de-escalate potentially violent or aggressive situations

Dealing with complaints about aspects of care / service delivery

Working with and providing optimal care in areas with reduced lighting

Working with and providing optimal care in confined spaces, often in emergency situations



PERSON SPECIFICATION

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Degree in a life science and/or a significant background in healthcare.</p> <p>Master's degree in Physician Associate Studies from a recognised UK training programme and evidence of successful completion of the UK National PA exam.</p> <p>Registration with the UK Managed Voluntary Registry for Physician Associates / Faculty of PA's</p> <p>Membership of the Faculty of Physician Associates at the Royal College of Physicians.</p> <p>Undertakes continuing medical examinations to maintain on-going certification with the PA managed voluntary register or equivalent.</p>		Application form and pre employment checks
Experience	<p>Experience required to fulfil the post.</p> <p>Experience of working within a medicine environment</p>		Application form and interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and	Excellent interpersonal skills with	Ability to speak Welsh	Interview



<p>Abilities</p>	<p>patients and other healthcare professionals</p> <p>Ability to communicate complex information both verbally and in writing</p> <p>Ability to work using own initiative to manage own workload.</p> <p>Ability to demonstrate skills and knowledge in areas of risk assessment</p> <p>Commitment to lifelong learning and personal development</p>		
<p>Changing Service Needs</p>	<p>IT skills – e-mail, basic word processing, ability to search inter and intranet</p> <p>Ability to work using own initiative to manage own workload.</p> <p>Ability to work as part of a multidisciplinary team.</p> <p>Ability to travel between sites in a timely manner</p> <p>Indemnity Insurance required for GP practice.</p>		
<p>Values</p>	<p>Additional demonstrable qualities that may be beneficial to the role, e.g. care, compassion, competence, communication, courage and commitment</p> <p>Add in specific reference to working in accordance with core organisational values, i.e. Demonstrate a commitment to working consistently in line with our Organisational Values, and enabling others within the workforce to do so to as evidenced in day to day work and through discussion at PADR</p>		<p>Application Form Interview References</p>
<p>Other</p>	<p>Special requirements to perform in the role e.g. Ability to travel</p>		<p>Application form and interview</p>



	within geographical area.		
	Able to work hours flexibly.		
	Anything else not covered above.		

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder’s working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation’s Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation’s Welsh Language Scheme and take every opportunity to



promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility



includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

APPENDIX 1

Job Title: _____



Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2018/0167

APPENDIX 2

Job Title: _____

Supplementary Job Description Information

Physical Skills e.g. Clinical skills (e.g. intubation, venepuncture) or non clinical skills (e.g. high speed accurate typing).

Nature of skills required:

Performing diagnostic/therapeutic procedures, subject to training/experience. Including, but not exclusively:

- Venepuncture
- Cannulation
- Arterial blood gases
- Arterial line insertion
- Injections
- ECG
- Urethral catheterisation
- Nasogastric tube insertion
- Lumbar puncture
- Thoracentesis
- Ascitic Drains



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Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<p>The post holder must have a reasonable level of fitness, as they will be required to walk throughout the hospital in the course of a shift.</p> <p>The post holder must also be able to run to clinical emergencies and provide care / resuscitation as required once on site.</p> <p>The post holder must be able to tolerate unpredictable workload patterns and irregular break times.</p> <p>Skills to safely handle and move patients on a daily basis, including the urgent transfer of acutely unwell patients.</p>			



Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Ability to deal with and manage rapidly changing clinical situations Concentration, organisational and decision making skills to deal with competing demands with frequent interruptions Effectively managing limited resources and prioritising workload			

Emotional Effort

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments



<p>Dealing with acutely unwell patients and distressed relatives / carers Using negotiation skills to manage conflict and de-escalate potentially violent or aggressive situations Dealing with complaints about aspects of care / service delivery Communicating life changing events Dealing with people with challenging behaviour Processing (e.g. typing/transmitting) news of highly distressing events.</p>			
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Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week /	For how long?	Additional Comments
<p>Due to the nature of the post and workload, the post holder is at risk of exposure to needle stick injuries and bodily waste e.g. sputum, urine, faeces, vomitus, blood and exudates and must be able to deal with such situations as per guidelines</p>			



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Submission of documents for job evaluation

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to BCU.JobEvaluation@wales.nhs.uk