**JOB TITLE: PHYSICIAN ASSOCIATE (PA), Primary Care**

**Reports to: GP Partnership / Senior Management Team**

**Accountable to: Designated GP Lead**

**Status: Permanent**

**Salary: Local Terms – Equivalent Pay Band 7**

**Term: Full or Part Time Considered**

**Location: Kings Lynn**

**Supervisions Exercised: General supervision is received from the Accountable GP. The amount of supervision will be in accordance with the needs to the PA.**

**JOB SUMMARY**

The PA will provide care for the presenting patient from initial history taking and clinical assessment through to the diagnosis, treatment and evaluation of care. They will demonstrate critical thinking in the clinical decision-making process, including assessment and diagnostic skills, leading to the delivery of safe care for all patients. They will work collaboratively with the healthcare team to meet the needs of the patients, supporting the delivery of policy and procedures. The PA will provide a holistic and clinical service, with support from GPs as required, implementing agreed management plans and following approved protocols as appropriate. The PA will be expected on a typical day to carry out some home visits and consult with patients who present on the day and via booked appointments. The PA will also review and act appropriately on blood results and referrals/correspondence regarding their patients.

Mentorship and supervision will be provided by designated senior medical personnel. The level and type of supervision will be dependent on the post holder’s acquisition of skills and knowledge and determined by the organisation’s clinical governance arrangements. The practice hold monthly education meetings and the PA would be expected to attend and participate in these.

**DUTIES AND RESPONSIBILTIES**

**CLINICAL**

* Work primarily as a Senior Triage Practitioner.
* Participate in all treatment and preventative healthcare services in the Practice as delegated and agreed by the supervising GP(s).
* Provide direct clinical care to patients using established clinical guidelines.
* Consult and refer patients to physicians, medical specialists and other health professionals as indicated.
* 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.
* Perform specialised diagnostic physical exams and treatment procedures.
* Instruct and educate patients in preventative health care.
* Conduct telephone and Video consultations which may involve discussing the result and implications of laboratory investigations with patients as well as dealing appropriately with routine and emergency complaints
* Order laboratory tests as required and agreed under supervising doctor(s).
* Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.
* Contribute to the clinical development of the Practices by developing a special interest and to help establish appropriate systems to manage common chronic medical conditions, ensuring compliance with NICE guidelines.
* Participate fully in the clinicians’ duty rota including the provision of home visits when appropriate.
* Formulate diagnoses and treatment plans, in consultation with or referring to Supervising doctor(s) as appropriate.
* Give clinical instructions to nursing staff and Primary Care Team as required.
* 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.
* Deal regularly with community hospitals, consultants and other health care providers, insurance companies and other community organisations to refer/consult on specific cases, participate in community service and education projects and activities and the like.

**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, technology 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. A minimum of 25 hours must be in accredited direct learning programmes.
* Take and pass the national re-certification exam every 6 years in accordance with the requirements of the PA Managed Voluntary Register and as recommended by the National Examination Sub Committee of the UKUBPAE (UK Universities Board of Physician Associate Education) and subsequently as required by the statutory regulating body when in place.
* 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 physicians and other medical specialists.
* Provide literature reviews and the like; review, analyse and determine the significance of a variety of diagnostic test results
* 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.
* 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.

**ADMINISTRATION**

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

**Scope and Purpose of Job Description**

The job description is not intended to be an inflexible or finite list of tasks and will be varied from time to time after consultation/discussion with the post holder. For example: This job description will be reviewed at Annual Appraisal and amended. Naturally, as Compliance, Services and Individuals develop, changes in employees’ duties will be necessary.

This is an exciting opportunity for the ‘right’ person wishing to develop their clinical and management practice. The supervising team have a wealth of experience in general practice which will undoubtedly provide the opportunity for the new appointee to develop their knowledge and shape the position within a dynamic clinical team.

**Other Information:**

**General**

The duties of this post are a guide to the range of responsibilities that may be required.

**Other duties**

The post holder will be required to undertake any other duties according to the needs of the service.

**Travel to other sites**

The post holder will be required to have the ability to access transport throughout King’s Lynn and associated periphery.

**Medical Examinations**

All appointments are conditional upon prior health clearance by the practice.

Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

**Professional Registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

**DBS Checks**

Applicants for posts in NHS Providers are exempt from the Rehabilitation of Offenders Act 1974.  
All applicants who are offered employment will be subject to a DBS check before the appointment is confirmed.

**Equal Opportunities**

Vida Healthcare is an equal opportunities employer and you will be expected to comply with all relevant policies and procedures in this area together with all other policies and procedures as initiated by the host practices.

**Work Visa/ Permits/Leave To Remain**

If you are a non-resident of the United Kingdom or European Economic Union, you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Practice is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

**Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

**Confidentiality**

All information obtained in the course of the post holder’s duties should be treated as strictly confidential. Any breach of confidence or disclosure of such information, without express permission, may lead to disciplinary action. The post holder has a responsibility to comply with the GDPR, Access to Health Records Act (1990) and Code of Practice on Confidentiality.

**Health and Safety at Work**

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to ensure that statutory and practice safety regulations are adhered to.

Health and Safety at Work Act 1974

**Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection.

Clinical staff, on entering and leaving clinical areas and between contacts with patients, must apply alcohol gel to their hands and also wash their hands frequently with soap and water. Staff are required to communicate any infection risks to site Infection Control Nurse.

**Complaints**

From time to time, complaints may occur, no matter how professional the approach of our staff. All complaints are investigated promptly, and the full co-operation of staff is required. The current guidelines amplify the above points with policies and procedures explained.

**Clinical Governance and Risk management**

The Practice believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the practice you are expected to take a proactive role in supporting the Practice’s clinical governance agenda by:

* Taking part in activities for improving quality such as clinical audit
* Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
* Following polices, guidelines and procedures
* Maintaining continued professional development
* Clinical staff making entries into patient health records are required to follow any Practice standards of record keeping

**Information Quality Assurance**

As an employee of the Practice it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Practice requirements and instructions.

**Freedom of Information**

The post holder should be aware of the responsibility placed on employees under the Freedom of

Information Act 2000 and is responsible for helping to ensure that the Practice complies with the Act when handling or dealing with any information relating to Practice activity.

**Care Quality Commission**

# The post holder is expected to comply at all times with the Requirements of the Health and Social Care Act, which is regulated by The CQC. The post holder will participate in all regulatory management in their clinical field, including ensuring their practices are entirely compliant, as well as participating in interviews with Inspectors, where requested to do so.

Please apply by email to [anya.payne@nhs.net](mailto:anya.payne@nhs.net) with full CV or application form.

Our patients demand the highest standards of care and if you are conscientious with a strong team-working ethic, then one of these could be the ideal role for you.

You must be able to work collaboratively with the general practice team to meet the needs of patients. High quality service delivery, complete confidentiality and patient satisfaction are an absolute priority.

We pride ourselves on our impeccable standards of patient care and in order to maintain this it is essential that we employ reliable team players with strong caring qualities, dedication, and excellent attention to detail and commitment to quality of service delivery.

Vida Healthcare is one of Norfolk’s largest and most successful General Practices, working with colleagues in the NHS to provide the best possible patient care. Our practice has experienced impressive growth over recent years, by creating a work environment that encourages talented individuals to thrive and make a difference.

**Committed to Equal Opportunity.**

**Q: What makes Vida Healthcare an award winning organisation?**

**A: The highly motivated people who work here and their enthusiasm for what we do and stand for.**

To ensure that we remain at the forefront of health care, we recruit individuals whose passion, drive, integrity, initiative and customer orientation shines through. If you are interested in joining a forward thinking, passionate and professional organisation, then we would love to hear from you.