



## **THE RICHMOND SURGERY PARTNERSHIP**

### **JOB DESCRIPTION**

**Post Title:** Practice Physician Associate

**Working Hours:** Full time/ Job share

**Salary:** Dependent on experience, existing qualifications, newly qualified etc

**Reports to:** Managing Partner and GP Partners

### **JOB SUMMARY**

To be responsible for the provision of a clinical service, working as part of the practice multidisciplinary team, delivering care within their scope of practice to the entitled patient population, reporting directly to the GP Partners and receiving clinical supervision from them. The physician associate will be required to work in the practice, providing a range of services such as assessment, diagnosis, treatment, telephone triage and clinical decision-making together with referring patients appropriately, as well as supporting the GP Partners and management team in the reviewing of clinical policy and procedure when required.

### **JOB RESPONSIBILITIES**

The following are the core responsibilities of the physician associate. There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels. The physician associate will work within their scope of clinical practice and:

- Identify, signpost or refer patients at risk of developing long-term conditions, preventing adverse effects on the patient's health
- Provide routine care to patients as required in accordance with clinical based evidence, NICE and the NSF
- Examine, assess and diagnose patients and provide clinical care/ management as required
- Triage patients and provide the necessary treatment during home visits
- Collect pathology specimens as required
- Maintain accurate clinical records in conjunction with extant legislation
- Ensure read codes are used effectively
- Ensure continuity of care, arranging follow-up consultations or reviews as necessary
- Review the effectiveness of the treatment provided, making changes where necessary to improve patient outcomes
- Chaperone patients where necessary
- Prioritise health issues and intervene appropriately
- Recognise, assess and refer patients presenting with mental health needs
- Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice)
- Liaise with external services/agencies to ensure that the patient is supported appropriately (vulnerable patients etc.)
- Ensure that they adhere to the relevant patient group directives and local clinical pathways at all times
- Support the clinical team and safeguarding lead with all safeguarding matters, in accordance with local and national policies

- Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately
- Deliver opportunistic health promotion where appropriate

**In addition to the primary responsibilities, the physician associate may be requested to:**

- Support the practice audit programme, undertaking audits when necessary
- Support junior members of the team, providing guidance when necessary
- Participate in local initiatives to enhance service delivery and patient care
- Support and participate in shared learning within the practice
- Continually review clinical practices, responding to national policies and initiatives where appropriate
- Participate in the review of significant and near-miss events applying a structured approach, i.e. root cause analysis (RCA)
- Take personal responsibility for own learning and development, including the requirement to maintain currency, achieving all targets set in their Personal Development Plan (PDP)

Duties will vary from time to time under the direction of the Partners / Practice Manager dependent on current and evolving practice workload and staffing levels.

**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 implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Correct use of Personal Protective Equipment (PPE)
- Use and monitoring of the correct use of Standard operating Procedures for cleaning and infection control
- Responsible for correct hand hygiene of self and others
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols within the team
- Active observation of current working practices across the team in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process

- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Correct cleaning of equipment used for near patient testing such as blood glucose monitoring equipment using manufacturer's instructions as appropriate

### **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.

### **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

### **SECURITY**

The security of the practice is the responsibility of all personnel. Staff must ensure that they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks with anyone and they are to ensure that restricted areas remain effectively secured.

### **PERSONAL/PROFESSIONAL DEVELOPMENT**

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

#### **Induction training**

- On arrival at the practice, all personnel are to complete a practice induction programme. This is managed by the practice manager and where appropriate, GP Partner.

### **PROFESSIONAL CONDUCT**

Clinical staff must dress in accordance with their role.

## Physician Associate - Job Description and Person Specification

Qualifications	Essential	Desirable
Post graduate diploma or degree (physician associate)		✓
Member of Physician Associate Managed Voluntary Register		✓
Experience	Essential	Desirable
Experience of working in a primary care environment		✓
Experience of working as a physician associate		✓
Experience in triage		✓
Experience of dealing with a range of clinical conditions		✓
Clinical knowledge and skills	Essential	Desirable
Ability to effectively triage, assess and diagnose	✓	
Wound care	✓	
ECGs	✓	
Chaperone procedure	✓	
Requesting pathology tests and processing the results, advising patients accordingly	✓	
Diabetes	✓	
Hypertension	✓	
Asthma	✓	
Spirometry	✓	
CHD	✓	
Immunisations (routine, childhood and travel)	✓	
Minor Illnesses		✓
Understand the importance of evidence-based practice	✓	
Broad knowledge of clinical governance	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understanding when to refer to GPs	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓
Knowledge of health promotion strategies		✓
Understand the requirement for PGDs and associated policy		✓
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS Web, Docman, Outlook	✓	
Effective time management (planning and organising)	✓	
Ability to work as a team member and autonomously	✓	
Good interpersonal skills	✓	

Problem solving and analytical skills	✓	
Ability to follow clinical policy and procedure	✓	
Understanding of the audit process		✓
Understanding of clinical risk management		✓
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure/in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilise resources	✓	
Punctual and committed to supporting the team effort	✓	
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational Health Clearance	✓	

This document may be amended following consultation with the post holder to facilitate the development of the role, the practice and the individual. All staff should be prepared to accept additional or surrender existing duties to enable the efficient running of the practice