



**ALVASTON MEDICAL CENTRE,**

**14, Boulton Lane,**

**Alvaston,**

**Derby.**

**DE24 0GE**

**T: 01332 755990 E: [alvaston.medicalcentre@nhs.net](mailto:alvaston.medicalcentre@nhs.net)**

## **ALVASTON MEDICAL CENTRE JOB DESCRIPTION & PERSON SPECIFICATION**

**ROLE: Physician Associate**

**REPORTING TO:** GP Clinical Lead

**HOURS OF DUTY:** 37 hrs (full time) / job share - negotiable.

**SALARY:** Dependent on experience and will include medical indemnity fees

### **Job Summary**

The purpose of role is to assist the clinical team in the service and delivery of the care management for the practice population.

### **Duties and Responsibilities**

- Operate under appropriate clinical supervision of a named GP supervisor.
- Provide first point of contact care for patients presenting with undifferentiated and/or undiagnosed problems, utilising history-taking, physical examinations, and clinical decision-making skills to establish a working diagnosis and management plan in partnership with the patient (and their carers where applicable).
- Undertake face-to-face, telephone and online consultations for emergency or routine problems, as determined by the Practice, including management of patients with long-term conditions.
- Participate in all treatment and preventative healthcare services in the Practice, as delegated and agreed by supervising GP's.
- Perform diagnostic physical examinations and treatment.
- Identify, signpost, or refer patients at risk of developing long-term conditions, preventing adverse effects on patients' health.
- Organise onward investigation, treatment and referral where appropriate.
- Ensure continuity of care, arranging follow-up consultations or reviews as necessary.
- Attend regular Practice clinical meetings.
- Support clinical team with all safeguarding matters in accordance with local and national policies.
- Under supervision of Practice GP's, make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the Practice.
- Record clear and contemporaneous IT based consultation notes to an agreed standard.
- Review and act upon laboratory results and clinical communications from hospitals and other providers.
- Undertake complex clinical coding and manage and oversee process for non-clinical coding.
- Recognise, assess and refer where appropriate, patients presenting with mental health problems.
- Produce care plans for frequent attendees and undertake initial consultations.

- Understand Practice and local policies for substance abuse and addictive behaviour, referring patients appropriately.
- Oversee referral process and intervene where appropriate.
- Contribute to administrative element of clinical reports and initial observations, prior to GP appointment.
- Be able to justify choice of medication and support patients in use of their prescribed medication (within own scope of practice).
- Be able to understand impact of co-morbidities, other medications and polypharmacy.
- Deliver integrated patient-centred care through appropriate working with the wider multi-disciplinary team and social care network
- Conduct home visits and care home visits (follow adequate training).
- Act on alerts and reminders during consultations (e.g. QOF, local enhanced services etc.).
- Assist Practice in achieving it's clinical targets and objectives in QOF, local enhanced services etc.

## **Learning and Development**

- Ongoing mentorship and support will be provided by Practice GP Partners.
- Participate in continuing professional development (CPD) opportunities and keep up-to-date with evidence-based knowledge and competence in all aspects of your role, meeting clinical governance guidelines for CPD.
- Develop and agree a personal development plan (PDP) utilising a reflective approach to practice.
- Understand and demonstrate characteristics of a role model to team members and/or service.
- Work in conjunction with senior management, assessing own learning needs and undertaking learning as appropriate.
- Demonstrate an understanding of current educational policies relevant to working areas of practices and keep up-to-date with relevant clinical practice including mandatory and statutory training.

## **Collaborative Working Relationships**

- Recognise role of other colleagues within Practice and their role in delivering patient care.
- Demonstrate use of appropriate communication to gain co-operation of relevant stakeholders (including patients, senior and peer colleagues, other professionals and other NHS/private organisations.
- Demonstrate ability to work as a team member.
- Able to recognise personal limitations and refer to more appropriate colleagues when necessary.
- Liaise with other GP practices and staff as needed for collective benefit of patients
- Contribute to multidisciplinary team meetings and primary care team meetings, following up on agreed actions.

## **Leadership**

- Demonstrate understanding of Physician Associate role in governance and be able to implement this appropriately within workplace.
- Demonstrate understanding of, and contribute to, workplace vision.
- Demonstrate ability to improve quality within limitations of service.



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- Review progress and develop clear plans to achieve results within priorities set by others.
- Demonstrate ability to motivate self to achieve goals.

## **Management**

- Understand implication of national priorities for team and/or service.
- Demonstrate understanding of process for effective resource utilisation.
- Understand and confirm relevant standards of practice.
- Demonstrate ability to identify and resolve risk management issues according to policy/protocol.
- Follow professional and organisational policies/procedures relating to performance management.
- Demonstrate ability to extend boundaries of service delivery within team.

## **Quality**

- Contribute to clinical governance activities/clinical audit, to ensure continual improvement of service delivery.
- Contribute to complaints responses/reviews, significant events, peer reviews and other shared learning activities.
- Provide services to Practices' patient population to highest possible standard (e.g. QOF).
- Take action if standards are not met (self or others).
- Work to agreed standards, monitor and maintain standard of care offered.
- Effectively manage own time, workload and resources.

## **Communication**

- Advise patients of the role of Physician associate, including its extent and limits.
- Appropriately advise patients if they require services of a GP or any other clinical team member.
- Communicate effectively, promptly and appropriately with patients and team members.
- Attend and be actively involved in Practice meetings.
- Modify method of communication with patients to suit situation, quickly recognising problems/barriers and taking action or seeking help to overcome them at the earliest opportunity when they arise.
- Contribute to implementation of services.
- Apply Practice policies, standards and guidance.
- Discuss with other team members, how Practice policies, standards and guidelines will affect own work.

## **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 all Practice staff will respect their privacy and act appropriately.

**GP's: Dr Archer (Lead Partner), Dr Ghosh (Partner) Dr Joy (Partner), Dr Dhange (Partner), Dr Saunders, Dr Brownlie**

- In performing the duties outlined in this Job Description, you will have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. You will also have access to information relating to the Practice as a business organisation. All such information from any source must 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.

## **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.
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- 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.

## **Health & Safety**

- You will assist in promoting and maintaining your own and others' health, safety and security as defined in Practice policies.
- Identify risks involved in work activities and undertake such activities in a way that manages those risks.
- Make effective use of training to update knowledge and skills.
- Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Report any potential risks.

## **Disclosure and Barring Services**

- This post requires a standard/enhanced disclosure by the disclosure and barring service as it is regulated by statute.
- Failure to disclose details if you are currently / or in the future the subject of police investigation / proceedings which could result in a conviction, caution, bind over order or charges is a disciplinary matter, and may result in dismissal.

## **Job Description Agreement**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Practice.



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## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Physician Associate Postgraduate Diploma/Masters</p> <p>Member of Faculty of Physician Associate Managed Voluntary Register (PAMVR) with valid national certificate</p>	
<b>Experience</b>	<p>Previous work experience in primary or secondary healthcare setting</p>	<p>Previous experience in UK general practice</p> <p>Experience with SystmOne</p>
	<p>Ability to work both autonomously and in a team</p> <p>Caring attitude towards patients and ability to show empathy and tact</p> <p>Accurate and detail-orientated</p> <p>Interpersonal and verbal communication skills</p> <p>Written communication skills</p> <p>Ability to work under pressure and manage workload</p> <p>Ability to adapt to different situations</p> <p>Good problem solving and decision-making skills</p> <p>Self-motivated, resilient and patient</p> <p>Competent IT skills</p>	
<b>Knowledge</b>		<p>Evidence of continual learning and development</p>
<b>Other</b>	<p>Able to observe code of confidentiality</p> <p>Able to liaise effectively with outside agencies e.g. hospitals etc.</p>	