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## PHYSICIAN ASSOCIATE (PA) PERSON SPECIFICATION & JOB DESCRIPTION

### PA GENERAL PRACTITIONER SPECIALIST ASSOCIATE (GPSA) JOB SUMMARY

The PA GPSA will act autonomously within their professional scope of practice through the delivery of bespoke clinical advice to the clients of General Practice Solutions (GPS). Depending on the GPS services commissioned, PA GPSAs may also be required to care for the service users face to face, via the telephone consultations and/or undertake video consults.

The PA GPSA will use their skills, knowledge, and competencies as a qualified Physician Associate to be responsible and accountable for mentoring GPS clients on the management service user caseloads for treatments, referral, admission, and discharge. The GPSA may also be required to simultaneously apply the same standards for the direct care of service users depending on the GPS services commissioned.

The PA GPSA will be required to implement robust workflows and processes dependent on the client's needs and as outlined in the GPS mobilisation brief. Ones duties may well vary from paper-based exercises such as introducing best practice guidelines and processes to the physical management of service users.

### PA GPSA PERSON SPECIFICATION

This person specification provides a list of essential and desirable skills and competencies that a candidate should have in order to perform the job.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
<i>Degree at 2:1 level or above and Postgraduate Diploma/Master in Physician Associate from an accredited University.</i>	<input checked="" type="checkbox"/>	
<i>Current and valid certification or re-certification by the Physician Associate National Examination.</i>	<input checked="" type="checkbox"/>	
<i>Member of Faculty of Physician Associates.</i>	<input checked="" type="checkbox"/>	
<i>Evidence of continuing professional development activities.</i>		<input checked="" type="checkbox"/>
<i>Member of Physician Associate Managed Voluntary Register.</i>		<input checked="" type="checkbox"/>

SKILLS AND EXPERIENCE	ESSENTIAL	DESIRABLE
<i>Ability to work cohesively within the multi-disciplinary team.</i>	<input checked="" type="checkbox"/>	
<i>Ability to adhere to regulations as well as work flexibly to meet the needs of the client provider.</i>	<input checked="" type="checkbox"/>	
<i>Clinical examination skills.</i>	<input checked="" type="checkbox"/>	
<i>Developing care plans with service users and carers.</i>	<input checked="" type="checkbox"/>	
<i>Management of service users with common acute medical conditions.</i>	<input checked="" type="checkbox"/>	
<i>Experience of working to achieve standards within the Quality and Outcome Framework (QOF).</i>		<input checked="" type="checkbox"/>
<i>Experience of managing GP paperwork including insurance reports and hospital letters.</i>	<input checked="" type="checkbox"/>	
<i>Experience of working in General Practice.</i>		<input checked="" type="checkbox"/>
<i>Ability to maintain confidentiality.</i>	<input checked="" type="checkbox"/>	

PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
<i>Ability to work flexibly to meet Practice demands.</i>	<input checked="" type="checkbox"/>	
<i>Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff and agencies.</i>	<input checked="" type="checkbox"/>	
<i>Caring attitude to service users.</i>	<input checked="" type="checkbox"/>	
<i>Must value and appreciate the worth of others.</i>	<input checked="" type="checkbox"/>	
<i>A recognition of the importance of showing respect, dignity and compassion to patients and colleagues.</i>	<input checked="" type="checkbox"/>	
<i>Commitment to continuing clinical education and professional development.</i>	<input checked="" type="checkbox"/>	

PHYSICAL REQUIREMENTS	ESSENTIAL	DESIRABLE
<i>Commit to a DBS Check.</i>	<input checked="" type="checkbox"/>	
<i>UK Driving Licence.</i>		<input checked="" type="checkbox"/>

### PA GPSA JOB DESCRIPTION

As a Physician Associate, you will work as part of the Team using a wide range of the skills you have including, but not limited to:

- Care planning.
- Supporting GPs with managing results.
- Supporting GPs with their paperwork.

As a PA GPSA you will act within your professional boundaries, providing care for service users from initial history taking, clinical assessment, diagnosis, treatment, and evaluation of their care under the supervision of a GP.

You will show safe clinical decision-making and expert care for service users, in consultation with the duty GP. You will work with the multi-disciplinary teams to support the delivery of policy and procedures and meet the needs of service users.

Supervision and mentoring will be provided by the appropriate senior medical staff at both GPS and the residing practice - the type of support will depend on the post holder's skills and knowledge and will be determined by our clinical governance arrangements at the of appointment.

### **KEY RESPONSIBILITIES**

Provide first point of contact care for service users presenting with undifferentiated, undiagnosed problems utilising history-taking, physical examinations, and clinical decision-making skills to establish a working diagnosis and management plan in partnership with service users (and their carers where applicable).

#### **Clinical**

- Provide high-quality clinical care to service users using established clinical guidelines, delivered in a timely manner.
- Provide high-level clinical leadership to GPS clients.
- Carry out consultations (whether face to face, online or phone), with service users of all ages as an autonomous practitioner and using own clinical judgement to diagnose, treat, refer and/or discharge service users.
- Teach GPS clients on proven and effective workstreams specifically related to a Physician Associate role within the primary care setting.
- Make referrals to secondary care and social services within locally agreed protocols, guidance and pathways.
- To perform specialist diagnostic physical examinations and treatment procedures.
- To instruct and educate service users in preventative health care.
- Ensure complete and accurate documentation of each and every contact.
- Fully document all aspects of care and complete all required paperwork for legal and administrative purposes.
- Carry out necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports within the scope of a PA's practice. Discuss the result and implications of laboratory investigations with service users.
- Utilise clinical guidelines and promote evidence-based practice.
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support with an emphasis on prevention and self-care.
- Identify community health needs and participate in the development of service user/family-centred strategies to address them.
- Contribute to quality targets to consistently achieve high standards of safe, evidence-based, cost-effective care and service delivery.

#### **Administration**

- Contributes and participates in audits, evaluation, and clinical standard setting within the client provider and/or PCN.
- Accurate and timely teaching of / summarising of medical records and read-coding patient data.

- Complete all required paperwork for legal and administrative purposes in accordance with relevant standards.
- Ensure that all client provider and GPS policies are fully implemented.
- Work in accordance with all governance and internal systems relating to (but not limited to) the management of clinical data and systems

### **HEALTH IMPROVEMENT**

- Management of health screening programmes and ensures other team members are aware of health priorities and screening objectives and programmes.
- Innovation in practice to meet ongoing demands on the delivery of care.
- Improve health outcomes for service users by introducing new developments and can demonstrate them as reports and presentations where appropriate.
- Makes referrals to appropriate agencies (statutory and voluntary) where necessary.

### **ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES**

- Produce accurate, contemporaneous, and complete records of service user consultation, consistent with legislation, policies, and procedures.
- Participate in the administrative and professional responsibilities of the client providers team.
- Accurate and legible notes of all consultations and treatments are recorded in the medical notes.
- Ensure clinical systems kept up to date, recording and/or amending accurate details.
- Ensure appropriate items of service claims are made accurately, reporting any problems to a manager.
- Ensure accurate completion of all necessary documentation associated with health care and registration with the client provider.
- Attend and participate in meetings as outlined in the GPS mobilisation brief.
- Restocking and maintenance of clinical areas and consulting rooms.
- Attend GPS mobilisation meetings.

### **TRAINING AND PERSONAL DEVELOPMENT**

- Maintain up to date skills and knowledge, maintaining awareness of professional issues at an advanced level.
- Training needs will be monitored by yearly appraisal and will be in accordance with GPS requirements. Personal development will be encouraged and supported by GPS.
- Assess effectiveness of care delivery through self-reflection and peer review, as well as benchmarking and formal evaluation.
- Contribute to the identification and assessment of learning needs of other professionals and assist in planning effective programmes of education.
- Act as a mentor for GPS clients as per the GPS brief.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work and ensure own educational commitment is at least sufficient to maintain revalidation requirements.
- Develop and maintain a Personal Learning Plan.
- Regularly participate in clinical supervision.

## **LEADERSHIP – PERSONAL AND PEOPLE DEVELOPMENT**

- Act as a clinical leader on behalf of GPS in the delivery of Physician Associate services ensuring that the needs of the service user are a priority.
- Support the development of workers in order to maximise potential.
- Actively promote a learning environment, encouraging everyone to learn from each other and from external good practice.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Take part in recruitment processes where appropriate.
- Maintain effective communication and active involvement in the planning and processes of practice-based commissioning or similar initiatives.

## **CONFIDENTIALITY**

In the course of seeking treatment, service users entrust professionals with, or allow them to gather, sensitive information in relation to their health and other matters.

- The PA GPSA will comply with Legislation with regards to data protection act and ensure confidentiality is always maintained.
- The PA GPSA must regard all information relating to service users and their carers, and other healthcare workers (as well as information relating to the client provider / GPS as a business organisation) as strictly confidential.
- Information relating to service users, carers, colleagues, other healthcare workers or the business of the client provider / GPS may only be divulged to authorised persons in accordance with the GPS policies and procedures relating to confidentiality, data protection legislation and the protection of personal and sensitive data, as well as other related healthcare legislation (e.g. the NHS Confidentiality Code of Practice).

## **HEALTH & SAFETY**

The PA GPSA will comply with policies, procedures and clinical guidelines for oneself and others. This includes but not limited to:

- Identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised.
- Identifying issues and hazards / risks in relation to other work areas within the business.
- Awareness of national standards of infection control and cleanliness, as well as ownership of infection control and clinically based care protocols and implementing them across the client provider.
- Active observation of current working practices across the client provider / GPS 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, raising them with appropriate management and managing those risks across clinical processes.
- Safe management of sharps procedures, including training, use, storage, and disposal.
- Keeping own work areas and general / service user areas generally clean, sterile, assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other managers.
- Demonstrate due regard for safeguarding and promoting the welfare of children.

- Routine management of own team / team areas, and maintenance of workspace 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.

### **EQUALITY AND DIVERSITY**

The PA GPSA will support the equality, diversity and rights of service users, 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 GPS procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of service users, carers and colleagues
- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
- Support people who need assistance in exercising their rights.

### **QUALITY**

The PA GPSA will strive to maintain quality 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 service user needs.
- Effectively manage own time, workload and resources.

### **COMMUNICATION**

The PA GPSA should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with service users and carers.
- Recognize people's needs for alternative methods of communication and respond accordingly.
- Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all service users, recognising any difficulties and referring where appropriate.

## **CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES**

The PA GPSA will:

- Apply 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.

LRD: October 2022