

Job Description and Person Specification

Job Title: Physician Associate



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Job Description

JOB TITLE:	Physician Associate
BAND:	7
CARE GROUP:	Acute
DEPARTMENT:	Inpatients
HOURS OF WORK:	37.5
RESPONSIBLE TO:	Consultant
ACCOUNTABLE TO:	Medical Director
BASE:	Littlebrook Hospital Site Dartford

ABOUT THE TRUST:

The Trust aims to deliver quality through partnership, creating a dynamic system of care, so people receive the right help, at the right time, in the right setting with the right outcome. Kent and Medway NHS and Social Care Partnership Trust (KMPT) is committed to achieving excellence in integrated health and social Care. KMPT strives to attract, retain and develop an effective, flexible and skilled workforce. We have strategies for becoming an employer of choice, offering staff a stimulating and supportive environment that enables on-going development of skills and expertise. All duties of the post holder should be seen in this context.

The trust provides mental health, learning disability, substance misuse and other specialist services for 1.6 million people across Kent and Medway. We pride ourselves on providing high quality clinical services, innovation and partnership working. We are one of the larger NHS Trusts covering an area of 1,450 square miles, employing over 3,600 staff and operating from over 100 buildings across Kent and Medway.

The range of services offered by KMPT offers unique opportunities for your professional development. We are committed to delivering integrated, community based health and social care services and our strategy is underpinned by a 'recovery and wellbeing model' delivered in partnership with service users, their families and a wide range of organizational stakeholders.

The Trust is committed to providing safe and effective care for patients. To ensure this, there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues (Chief Medical officer,

December 1996). All Medical Staff, practising in the Trust, should ensure that they are familiar with the procedure and apply it. The Trust is committed to the concept of Clinical Governance and has established a Clinical Governance Committee to ensure that the highest possible standards of practice are developed throughout the Trust, to establish a culture of continuous improvement and to ensure that mechanisms exist to monitor the effectiveness of clinical practice.

JOB PURPOSE:

Physician Associates play a key role in the management of patients and to support the effective functioning of the wards and to wider service developments. The post holder will be accountable for ensuring that high quality patient care is delivered at all times. The Physician Associate will be supervised by a designated consultant with regular supervision to support on-going development within the role. The Physician Associate will attend regular internal and external CPD sessions to support the 50 hours on-going development.

KEY RESULT AREAS:

The Physician Associate will be based on an acute inpatient ward but may also be asked to undertake work to support another ward.

Physician Associates will be expected to work flexibly and co-operatively with other clinicians to strengthen and compliment the multi-disciplinary team and will be required to cover for colleagues during periods of absence. They will ensure accurate records are maintained.

Physician Associates will undertake mandatory training and other training specific to their role in conjunction with the Medical Education Department. They will complete an annual appraisal and PDP.

Physician Associates will be provided with a weekly timetable outlining fixed clinical commitments such as ward rounds, hand overs, supervision and training. They will also have time for undertaking roles related to their skill set in the clinical setting as detailed below. They will be expected to respond to clinical demands and play a role in prioritising clinical and other needs.

Physician Associates will be expected to register with the Physician Associate Managed Voluntary Register (PAMVR) run by the Faculty of Physician Associates at the Royal College of Physicians and be expected to keep up to date with necessary professional development.

The post holder will be accountable for their clinical responsibilities and comply with the Department of Health, UK Managed Voluntary Register for Fitness to Practice and Code of Conduct standard and all trust policies. They will adhere to the principles of confidentiality and the Data Protection Act at all times.

SPECIFIC DUTIES

Physician Associate roles are likely to include, but not limited to the following:

- Practice under the supervision of a Consultant Psychiatrist
- Conduct initial psychiatric assessments, take patient histories and perform physical examinations
- Establish different diagnosis, making appropriate treatment plans under supervision of the Consultant Psychiatrist
- Participate in multi-disciplinary team meetings, handovers and other relevant clinical meetings
- Treat patient and their family members using a high degree of empathy and advanced communication skills
- Respond in a timely way to requests to assess or review patient's physical and/or mental health
- Record clinical notes about patient contacts and provide advice to staff on further management/investigations/interventions
- Review and summarise patient notes for the purposes of contributing to discharge summaries and reports
- Undertake assessment and assistance to ward staff in the event of medical emergencies
- Work collaboratively with the relevant team ie Psychiatrists, Junior Doctors, Senior Nurses, Nursing and Skilled Support Staff, Peer Support Workers, Occupational Therapists and Psychologists to ensure good working relationships
- Liaise with primary care and relevant secondary health care providers relating to a patient's care or treatment
- Liaise with community teams about a patient's on-going care and treatment needs
- Support health promotion activities including those related to smoking, drugs and alcohol
- Provide psycho-educational support to patients and carers/families
- Support pro-active screening and interventions with regard to the physical health of patients
- Liaise with pharmacy regarding issues relating to medication
- Contribute to the development of physical health competencies in mental health staff in a range of settings
- Carry out procedures which will include but not be limited to:
 - ECG
 - Venepuncture
 - IV cannulation
 - Interpretation of blood results
 - Mental state examination
 - Cognitive assessment

The post holder will be willing to participate in research/audit/QI opportunities as they arise. Be responsible for the dissemination of new or updated clinical practices'. Support the placements of nursing, medical and physician associates students on placement. Participate in undergraduate teaching and and provide relevant in-house training to support the development of skills in the wider team and the organisation . Support junior doctors on placement. Assist with the development of, and implementation of, local and trust wide policies, procedures, guidance and protocols

RESPONSIBILITY:

- Ensure that a “Duty of Candour” is maintained with services users/carers at all time.
- Ensure services are able to be delivered safely and in accordance with the requirements of the Health and Social Care Act, including monitoring the quality and safety at each site of responsibility, identifying breaches, escalating them and acting on them as soon as possible.
- Be responsible for ensuring a regular process of review is in place to detect incidents that indicate adverse quality of care, and triangulate.

REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/ conduct. It is the post holder’s responsibility to ensure that they are familiar with and adhere to these requirements.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities with this role

RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

FLEXIBILITY

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment to work in a different location and/or carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other statutory requirements. Training will be provided in appropriate information for management of the post.

SUSTAINABILITY

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

SAFEGUARDING

KMPT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in the Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2018 and the Care Act 2014.

WORKING WITH FAMILIES OF SERVICE USERS

Ensure that (practitioners/clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for KMPT staff across all roles and services.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with the professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

INFECTION PREVENTION

KMPT expects all staff to act in accordance with statutory requirement regarding infection and control of infection risks and complying with infection control policies and procedures.

ENVIRONMENT:

1. Maintaining and promoting a safe environment taking account of infection control and identifying and reporting hazards and risks in a timely manner.
2. Intense emotional effort to manage and respond to challenging behaviour of mentally ill people in crisis on a regular basis. This may include exposure to verbal and physical aggression on occasions.

3. Working to tight / short deadlines within a demanding environment
4. The post holder must be able to work competently in a challenging environment and be able to react to changing care demands whilst demonstrating the highest levels of care and empathy towards patients. This is across all aspects of the role in a flexible manner demonstrating the trust values.
5. Treat patient and their family members using a high degree of empathy and advanced communication skills.

JOB SUMMARY:

The Physician Associate will be based on an acute inpatient ward but may also be asked to undertake work to support another ward.

Physician Associates will be expected to work flexibly and co-operatively with other clinicians to strengthen and compliment the multi-disciplinary team and will be required to cover for colleagues during periods of absence.

COMMUNICATIONS AND WORKING RELATIONSHIPS:

Internal

- Operational and Clinical Leaders at all levels and from all professional groups and across all care groups
- Junior clinical staff within the care setting

External

- Higher Education Institutions
- Patients, Relatives and Visitors

STANDARDS OF BUSINESS CONDUCT:

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust including patients, relatives and suppliers.

HEALTH AND SAFETY:

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

SAFEGUARDING:

All staff have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

PERFORMANCE REVIEW:

This job description will be used as a basis for individual performance review between the post holder and the Manager.

The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

CONTINUOUS IMPROVEMENT:

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of patients.

THE TRUST'S MISSION STATEMENT:

To put patients first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of patients.

STATEMENT OF THE TRUST'S AIMS AND VALUES:

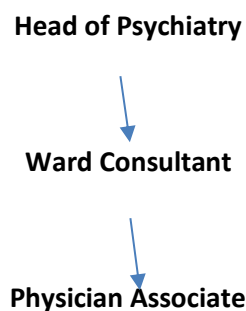
- To remain patient focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.

- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.
- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

CONFIDENTIALITY:

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

ORGANISATION CHART:



JOB DESCRIPTION AGREEMENT:

Job Holder's Signature:

Date:

Manager's Signature:

Date:

Person Specification

Knowledge, Skills, Training and Experience

	Essential	Desirable
Training, Qualifications and	PG Diploma in Physician Associate Studies or equivalent BA/BS Degree in relevant studies	

Registration	Membership of Faculty of Physician Associates	
Experience	Experience of working within a Mental Health setting	An understanding of the current NHS environment, particularly in relation to reforms, legislation and issues. An awareness of current developments and initiatives in mental healthcare
Knowledge and Skills	Ability to organise and prioritise workload Good written and verbal communication skills Ability to liaise with colleagues at all levels both inside and outside the organisation Ability to work flexibly to meet the needs of patients Sound IT knowledge including internet, Word, Excel, outlook Commitment to continuing professional development and quality improvement	