

King's Surgery

Physician Associate (PA) Job Description

JOB TITLE: Physician Associate (PA), Primary Care

REPORTS TO: THE PARTNERS (Clinically)
THE PRACTICE MANAGER (Administratively)

HOURS: 37.5 hours per week (full time)

Job summary:

To 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 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 education continuing care meetings and the PA would be expected to attend and partake in these.

Job responsibilities:

Clinical

- 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 appropriate.
- 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.
- Instruct and educate patients in preventative health care.
- Conduct telephone consultations which may involve discussing the result and implications of laboratory investigations with patients as well as dealing appropriately with routine and emergency complaints.
- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.
- Contribute to the clinical development of the practice by developing a special interest and to help establish appropriate systems to manage common chronic medical conditions, ensuring compliance with NSF guidelines.
- Participate fully in the provision of home visits when appropriate.

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 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 the UK PA National Re-Certification Examination every six years, as required for Physician Associates.
- 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 General Practitioners, Physicians and other Specialists.
- Assist in clinical instruction and supervision of medical and nursing students as well as 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

- 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.
- 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 together with other members of the Practice and Primary Healthcare Team, the objectives of the GMS contract, including the terms of the QAIF Framework and locally enhanced services.
- Attend regular multi-disciplinary meetings organised by the Practice in order to discuss the health and social needs of particular patients.

Our commitment to you

- We will provide a supportive learning environment, especially structured in the first 'internship' year.
- We will help you set out and revise specific educational goals.
- You will receive regular appraisals, DOPs (directly observed procedural skills), CBDs (case based discussions) and mini CEXs (mini clinical examination exercises).
- You will be supported and financed to attend agreed CPD i.e. 25 hours courses / conferences and expected to do another 25 hours of learning which can be practice based audits, teaching students or personal study and reflection.
- X-ray requests will be signed off by a GP to ensure the benefits outweigh the risk in every case.
- GPs will all be available to discuss and sign prescriptions.