**Primary Care Network Physician Associate Job Description**

**Responsible to:** OHP Supported PCNs

**Accountable to:** PCN Clinical Director

**Professionally accountable to:** PCN Clinical Director and or delegated Physician

**Salary:** Salary to be based on experience (£37,000 -£41,744)

**Job Summary**

As a Physician Associate you will be acting within your professional boundaries, providing care for patients from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care under the supervision of a GP. You will demonstrate safe, clinical decision-making and expert care for patients within the Primary Care Network (PCN), in consultation with the relevant GP. You will work within your professional boundaries as part of the Multi-Disciplinary team (MDT) across the PCN, supporting the delivery of the Primary Care Directed Enhanced Service to meet the needs of patients.

Your work will demonstrate improvement in patient outcomes, contributing to reduce health inequalities across the PCN and the wider Our Health Partnership (OHP) footprint (which consists of 12 PCNs across Birmingham and Shropshire), improving the efficiency of general practice and delivering a best in class service.

Mentorship and supervision will be provided by designated medical personnel. The level and type of supervision will be dependent on the post holder’s skills and knowledge and determined by the organisation’s clinical governance arrangements. You will follow recommended annual appraisals and continuing professional development set out by the Faculty of Physician Associates (FPA).

The PCNs have already appointed social prescribing link workers, clinical pharmacists and pharmacy technicians. You will be a core part of the growing MDT, providing services to the patients registered with the GP practices within each PCN

. As the PCNs develop further this team will expand to include paramedics, first contact practitioners and other additional roles as prescribed nationally.

**Scope and purpose of the role**

* To deliver a high standard of patient care using advanced autonomous clinical skills with in-depth theoretical knowledge and evidence-based practice working under the supervision of a GP
* To manage a clinical caseload and deal with presenting patient’s needs in a PCN setting
* To provide clinical leadership where appropriate within the MDT, supporting other members of the team to develop and maintain clinical skills appropriate to your role and expertise.

**Primary Duties and Areas of Responsibility**

**All Pharmacy Technicians must work within their competencies and have professional indemnity for their role.**

**Clinical**

* Provide first point of contact for patients presenting with undifferentiated, undiagnosed problems, utilising history taking, physical examination, problem-solving and clinical decision-making skills to establish a working diagnosis and management plan working in partnership with patients.
* Undertake consultations (in person, video and telephone) for emergency or routine problems including management of long-term conditions.
* Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports within your scope of competence. Discuss the result and implications of laboratory investigations with patients.
* Utilise local and national 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.
* Refer patients directly to other services or agencies using appropriate referral pathways.
* Ensure safe handover of care within and outside the Practice and PCN as appropriate.
* Work directly with members of the MDT and support integrated patient-centered care through appropriate working with the wider primary care and social care networks.
* Identify community health needs and participate in the development of patient and family-centered strategies to address them.
* Contribute to the delivery of the PCN Directed Enhanced Service (DES) targets to consistently achieve high standards of safe, evidence-based, cost-effective patient care and service delivery.

**Quality:**

The post-holder will strive to maintain quality within the PCN, 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

**Training and Development**

* Participate in continuing professional development opportunities to keep up-to-date with evidence-based knowledge and competence in all aspects of the role to meet clinical governance guidelines for Continuing Professional Development (CPD) and a Personal Development Plan (PDP) utilising a reflective approach to Practice. This requires 50 hours of CPD every year.
* Undertake a variety of research and analysis tasks associated with the improvement of clinical care, medical diagnosis and treatment where appropriate using the following means.
  + - Audit of clinical practice
    - Significant event review / root cause analyses
    - Review of relevant literature
    - Research unusual symptoms and treatment options through consultation with general practitioners, and the wider MDT.
* Promote and support a learning culture within the PCN MDT and assist in clinical instruction, mentoring and supervision of medical, nursing or physician associate students and other learners that may periodically be attached to the PCN and partner practices.
* Contribute to regular multi-disciplinary, PCN and OHP educational meetings.
* Participate in Multi-Disciplinary Protocol guideline development as appropriate.
* Work closely with other clinical staff and administrative managers in the setting up and/or improving of PCN and practice systems for monitoring/measuring performance against PCN DES targets.

**Administration**

* Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes in accordance with relevant standards.
* Work in accordance with internal administrative systems relating to but not limited to the management of clinical data.
* Send and receive written information on behalf of the patient, practice and PCN relating to the physical and social welfare of patients.
* Work closely with other members of the MDT in the setting up and/or improving of systems for monitoring and measuring performance against the PCN DES, QOF and any other relevant targets.
* Ensure that all practice and organisational policies are fully implemented.

**Professional**

* Take the UK PA National Re-Certification Exam every six years - required for Physician Associates **AND** maintain your professional registration working within the latest Code of Professional Conduct (CIPD).
* Undertake statutory and mandatory training as required by the PCN.
* Demonstrate clinical leadership.
* Pro-actively promote the role of the PA within the PCN, practices and OHP and externally to key stakeholders and agencies.
* Respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

**Communication and working relationships**

* Establish and maintain effective communication pathways with all OHP, PCN and Practice staff including MDT members such as district nurses, modern matrons, health visitors etc.

**Key Relationships**

**Key Working Relationships Internal:**

* Leader for the multi-disciplinary team.
* GPs and General practice teams within the PCN
* PCN Clinical Director
* Multi-disciplinary team. members including but not exhaustive: Clinical Pharmacists, technicians, Physician Associates, Physios, Paramedics, Social Prescribing Link Workers, Care coordinators.
* OHP clinical and non-clinical staff.

**Key Working Relationships External:**

* GP practice and multi-disciplinary teams from neighbouring PCNs
* Service providers
* Social care
* Voluntary services
* Patients/service users
* Carers/relatives

**Health and Safety/Risk Management**

* The post-holder must comply at all times with the organisation and Practice’s Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisation’s Incident Reporting System.
* The post-holder will comply with the Data Protection Act (1984), The General Data Protection Regulations (2018) and the Access to Health Records Act (1990).
* The post-holder will comply with all necessary training requirements relevant to the role as identified by the organisation.

**Equality and Diversity**

* The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

**Respect for Patient Confidentiality**

* The post-holder should always respect patient confidentiality and not divulge patient information unless sanctioned by the requirements of the role.

**Special Working Conditions**

* The post-holder is required to travel independently between practice sites (where applicable), and to attend meetings etc. hosted by other agencies.

**Job Description Agreement**

This job description is intended as a basic guide to the scope and responsibilities of

the post and is not exhaustive. It will be subject to regular review and amendment as

necessary in consultation with the post holder.