

## **Recruitment Pack**

### **Physician Associate**

28.5 – 37.5 hours per week. Open to discussion RE working pattern

Salary – £38,000 – £43,000 per year – depending on the experience

Permanent

Closing date for applications: 25/01/2022

Interviews held – week commencing 31/01/2022

## About Living Well

### Our foundations

Living Well Partnership was formed in 2017 following the merger of four GP surgeries and three smaller branch sites. The GP partners, many of whom continue to lead LWP, were brought together by a growing awareness that we could deliver more streamlined medical care by sharing resources rather than operating on a smaller scale as individual practices.

We are delighted that our patients have benefited from faster access to a larger range of services while achieving operational efficiencies behind the scenes.

### Our reach

We care for 38,000 adults and children across the eastern Southampton region. Our seven different sites ensure everyone has local GP access, from the inner city to the rural outskirts.

Our clinical team is made up of 10 GP Partners, as well as 18 Non-Principal GPs including 4 retainers, employed directly by LWP. Our GPs work alongside Advanced Nurse Practitioners, Practice Nurses, Health Care Assistants, Social Prescribers, Care Coordinators and our own in-house Pharmacy team.

### Our vision

The health and well-being of our patients is at the heart of everything we do. Our goal is to provide an accessible, friendly, evidence based and compassionate service. By taking into account an individual's holistic needs we will utilise the correct professionals from our large multi-disciplinary team to address the problem presented. We pride ourselves that we are able to address medical, physical, psychological and social aspects of care.

### Next generation

As a practice that strives for continuing clinical excellence we are passionate about helping to train the next generation of competent clinicians. We are a thriving and progressive training hub supporting physician associates, nurses, HCA's, pharmacy technicians, independent prescribers, medical students, newly qualified doctors and GP registrars through their academic and clinical education.

### Come and join us

We are looking for outstanding Physician Associates who want to embrace the changes in general practice but value the preservation of continuity. We can accommodate and help you develop skills and we welcome part-time agile working.

Come and talk to us, come and see what we are doing, come and join us.

### Job description & person specification

Job Title:	<b>Physician Associate</b>
Status:	Permanent
Salary:	£38,000 to £43,000 depending on experience
FTE:	Full-time (28.5 - 37.5 hours)
Location:	Practices of Living Well PCN Southampton
Accountable to:	Living Well PCN Clinical Director
Team / Function	Clinical
Supervision exercised:	General supervision is received from the accountable GP(s)

### Job summary

- Physician Associates will provide care for patients at the individual surgeries within the Primary Care Network, taking histories and providing clinical assessments.
- They will work collaboratively with the healthcare team to meet the needs of patients, supporting the delivery of primary health care.
- Physician Associates will provide a holistic and clinical service, with support from GP's as required, implementing agreed management plans and following approved protocols as appropriate, together with
- Physician Associates will be appointed a GP supervisor within the Primary Care Network.
- It is envisaged that the role will be a developmental role, as new role for the primary care network, and initially will help support the practices with structured care around patients with acute presentations, long term conditions and multimorbidity – including frailty.
- This job description is intended to provide an outline of the key tasks and responsibilities. There may be other duties required of the post-holder referring on to other agencies and members of the PCN multidisciplinary team, training on local services will be provided. The Physician Associate you may be expected to carry out some home visits commensurate with the position. This description will be open to regular review and may be amended to consider developments within the PCN & Partnership.

## Duties and responsibilities

- 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 primary care setting
- To provide clinical leadership where appropriate within the practice and support other members of the team to develop and maintain clinical skills appropriate to your role and expertise.
- 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 as appropriate
- Undertake consultations for (e.g. face to face, telephone, video, home visits) in accordance with their clinical skills.
- Manage patients with acute medical problems, including taking histories and clinical examinations within the competence and skillset of the practitioner (to be agreed). This would include instigating necessary diagnostic tests and interpret findings/reports within the scope of a PA's practice. This may include discussing the result and implications of laboratory investigations with patients.
- Utilise clinical guidelines and promote evidence-based practice.
- Work directly with other members of the practice primary health care team and support integrated patient centred care through appropriate working with wider primary care / social care networks
- Contribute to the practice quality targets to consistently achieve high standards of safe, evidence-based, cost-effective patient care and service delivery

## 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.
- Promote and support a learning culture within the practices.
- Contribute to regular multi-disciplinary and or practice educational meetings
- Participate in multi-disciplinary protocol and patient group directions (PGDs) development as appropriate.
- Work closely with other clinical staff and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets
- Undertake a variety of tasks associated with the improvement of clinical care, medical diagnosis and treatment where appropriate including using audit and significant event review.

### 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 on EMIS (full training to be provided).
- Send and receive written information on behalf of the practice relating to the physical and social welfare of patients
- Ensure that all practice policies are fully implemented
- Support, contribute to and participate in external inspections

### 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 practice
- Demonstrate clinical leadership
- Pro-actively promote the role of the PA within the practice and externally to key stakeholders and agencies
- Respect patient confidentiality at all times unless sanctioned by the requirements of the role, under guidance from a senior clinician.

### Health and Safety

- Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents.
- Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

### Equality and Diversity

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

### Communication and working relationships

Establish and maintain effective communication pathways with all practice staff and visiting clinical team members such as district nurses, community matrons, health visitors etc.

This Job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job.

### Other duties

General practice is fast moving and therefore changes in 'employees' duties may be necessary from time to time.

The post holder will be required to undertake other appropriate duties according to the needs of the service.

#### Travel

The post holder may be required to travel to other practices within the Primary Care Network during their working day although this will be kept to a minimum where possible.

#### Key results

1. On time, accurate delivery of the workflow objectives in line with agreed protocols
2. Effective and efficient patient workflow service
3. Clinical involvement in support functions is minimised

It is a requirement of all staff that they are aware of and follow the Partnership's policies and procedures, with attention to patient confidentiality, health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Partnership reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.

**Person specification**

		Essential/ Desirable
Qualifications	Postgraduate Diploma/Master in Physician Associate from an accredited UK University	E
	Bachelor Degree in Life Science / Biomedical / Nursing or Allied Health Science	E
	Member of Faculty of Physician Associate Managed Voluntary Register (PAMVR)	E
	Valid national certification and recertification every six years stipulated by PAMVR	E
	Basic Life Support	D
Experience/ Achievements	Experience of general practice and/or secondary care	E
	Demonstrates an in-depth knowledge of medical conditions, treatments and pharmacology	E
	Experience of supporting doctors in clinical decision making	E
	Ability to work autonomously within the scope of supervised practice	E
	Detailed knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance	E
Aptitudes Teaching and training	Ability to organise and prioritise workload effectively	E
	Ability to exercise sound judgement when faced with conflicting pressures	E
	Excellent written and verbal communication skills	E
	IT literate (EMIS and S1 training will be provided)	E
	Experience and enthusiasm for clinical teaching of D multi-disciplinary students and qualified staff when appropriate	E
Audit and Research	Knowledge of Audit principles and evidence of participation in audit / Quality Improvement projects	E
	Experience of applying evidence to clinical practice	E
	Evidence of knowledge of research methodology	D
Attitude/ Commitment	Good communication and empathy skills with patients	E
	Evidence of willingness to participate in a multi- disciplinary team environment to provide and integrated service for patients	E
	Ability to work as a member of a team, both through communication and sharing workload	E
	Ability to manage high pressure situations e.g. clinical crisis	E
	Willingness to work flexibly to deliver clinically effective and cost effective healthcare	E
Practical and personal qualities	Evidence of continual learning and development	E
	Understands self (strengths/weaknesses) and impact of behaviour on others	E
	Evidence of innovation	D
	UK Driving Licence	E

### Salary & remuneration

<b>Position</b>	Senior Administrator – Patient Workflow Team
<b>Normal Work location</b>	Weston Lane, Southampton SO19 9GH
<b>Remuneration</b>	£38,000 – £43,000 depending on experience
<b>Hours of work</b>	Full time 28.5 - 37 hours per week, As per discussion with the candidate.
<b>Annual Leave</b>	25 days per annum plus bank holidays, pro rata.
<b>Pension</b>	NHS pension scheme

### Key Dates

<b>Closing date for completed applications</b>	25/01/2022
<b>Interview to be held</b>	WC – 31/01/2022

If you have any queries please contact the recruitment team on [soccg.livingwell-recruitment@nhs.net](mailto:soccg.livingwell-recruitment@nhs.net)