**Template guidance to develop a Job Description for a Physician Associate – adapt as appropriate**

**Physician Associate (PA) Job Description**

**JOB TITLE: Physician Associate (PA) Primary Care**

**REPORTS TO: THE PARTNERS (Clinical)**

 **THE PRACTICE MANAGER (Admin)**

**HOURS: 37 hours per week (full time)**

**Job summary**

As a PA 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 general practice, in consultation with the duty GP. You will work with the multi-disciplinary general practice team to support the delivery of policy and procedures and meet the needs of 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 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).

**1. 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 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.

**2. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

See person spec

**3. PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

**Clinical**

The post holder will under appropriate supervision:

* 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 as agreed surgery based consultations for emergency or routine problems including management of long term conditions. In addition, undertake telephone consultations / home visits and participate in duty rotas
* Instigate 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 patients
* 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
* Refer patients directly to other services or agencies using appropriate referral pathways
* Ensure safe handover of care within and outside the practice as appropriate
* Work directly with members of the practice primary health care team and support integrated patient centred care through appropriate working with wider primary care / social care networks
* Identify community health needs and participate in the development of patient/family-centred strategies to address them
* 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. This requires 50 hours of CPD every year: a minimum of 25 hours must be in accredited direct learning programmes
* 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 analysis
		- Review of relevant literature
		- Research unusual symptoms and treatment options through consultation with general practitioners, physicians and other specialists
* Promote and support a learning culture within the practice 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 practice
* 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

**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 practice relating to the physical and social welfare of patients
* 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 and work to deliver the NHS contract pertinent to the practice including the terms of the Quality and Outcomes Framework and locally enhanced services
* Ensure that all practice policies are fully implemented
* Support, contribute to and participate in external inspections

**4. 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 and not divulge patient information unless sanctioned by the requirements of the role.

**5. Health and Safety**

* Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System (IRS)
* Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

**6. 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.

**7. Communication and working relationships**

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

**8.** **Job Description**

* 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 commensurate with the position. This description will be open to regular review and may be amended to take into account developments within the practice.

**Our commitment to you**

* We will provide a supportive learning environment, especially structured in the first preceptorship year
* We will help you set out and revise specific educational goals
* We will ensure appropriate clinical supervision
* You will receive regular appraisals,
* 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
* We will develop a system to facilitate a smooth process for the management of signing off X-ray requests and prescriptions