

## Job Description

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| <b>Post title:</b> | <b>Lead Physician Associate</b>             |
| <b>Reports to:</b> | <b>Lead GP or Regional Medical Director</b> |
| <b>Based:</b>      | <b>Practice</b>                             |
| <b>Function:</b>   | <b>Clinical</b>                             |

### Principal accountabilities

- Participate in all treatment and preventative healthcare services in the Practice as delegated and agreed by the supervising GP(s) in accordance with the Practice's appointment system which includes e-consults.
- 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, video consultations and face-to-face 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 and code all aspects of patient care and complete all required paperwork for legal and administrative purposes, linking problems where appropriate.
- 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.
- Ensure that the robust system is in place for maintaining clinical governance.
- Work with multi-disciplinary team within the Practice, and across the broader healthcare community, to promote integrated and seamless pathways of care.
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery.
- Participate in identification of community health needs and develop patient / family-centred strategies to address them.
- Help develop and set up new patient services and participate in initiatives to improve existing patient services.

## Leadership and team management

- To provide strong leadership and management to Physician Associate team under the direction of the Clinical Supervisor.
- Enable the teams to deliver a high level of service by demonstrating excellent clinical knowledge.
- Act in an advisory capacity to Physician Associates in the healthcare settings on issues pertaining to quality and safety.
- Act as an advisor regarding clinical issues and the implementation of guidelines and standards within national service frameworks.
- Work collaboratively with line managers to deal with clinical matters and issues arising as a result of clinical practice.
- Assist with motivation and development activities of the clinical team creating a positive and learning environment.
- Work closely with all staff members in the organisation, specifically around clinical development issues.
- Be actively involved in professional development and maintain a professional profile in accordance with The Faculty of Physician Associates (FPA) requirements and other bodies RPCS / HCPC
- Ensure that the entire team adheres to the rules and the code of conduct of the organisation and their professional body.
- To work with PAs to implement the strategic directions as directed.
- Ensure all PA staff have an Appraisal and Personal Development plan with identified training needs discussed and agreed. Identify and develop any training needs within the healthcare setting. Including agreed and clear targets.
- Act as a positive role model for Physician Associates through the demonstration of strong clinical knowledge.
- Investigate complaints and adverse incidents with appropriate support from Operations Manager, Clinical Lead and HR team.
- Actively encourage participation to ensure maximum achievement in QOF.
- Work with Operations / Clinical Supervisor to ensure delivery of site specific LES/DES/ES and Quality improvement programmes and ensure all targets and KPI's are met to improve service with collaborative working.
- Ensure that regular team meetings including Health Care Assistants are held.

## Special requirements of the post

- An understanding, acceptance, and adherence to the need for strict confidentiality.
- Ability to use own judgment, resourcefulness, and common sense, but also a knowledge of when to seek assistance.
- A commitment to ensure all health and safety requirements and infection control measures are met and to report any problems to the Practice Manager.
- A commitment to the effective use of NHS resources.
- To maintain own professional development in line with current professional regulations.

## Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this job description, the post holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

## Health and safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health and Safety Policy, the practice Health and Safety Manual, and the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified
- Demonstrate due regard for safeguarding and promoting the welfare of children.

## Equality and diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.

- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal and professional development**

The post holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual appraisal, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Preparing and updating own personal development plan and adhering to the principles of revalidation.

### **Quality**

The post holder will strive to maintain quality within the practice, 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.

### **Communication**

The post holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Recognise people's needs for alternative methods of communication and respond accordingly.

### **Contribution to the implementation of services**

The post holder will:

- Apply practice policies, standards, and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect their own work.
- Participate in audits where appropriate.

### **Infection control**

All staff are responsible for protecting themselves and others against infection risks. All staff, regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems regarding this to their line manager.

Operose Health is an equal opportunities employer that is committed to diversity and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, disability or other characteristic protected by applicable law. This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.