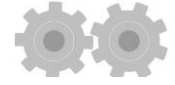




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Dr Sally Simmonds
Dr Karen Blades
Dr Nicola Maggs
Dr Samir Pai
Dr Imran Qureshi
Dr Lucy Jackson



Job description: Physician Associate (PA), Primary Care
Status: Permanent
Salary: £35000 -£45000 depending on experience
Term: Full time
Location: Leiston & Yoxford Surgery

Supervision Exercised: General supervision is received from the responsible and supervising physician. The amount of supervision given will be in accordance with the needs of the Physician Associate.

Job Summary

The PA will 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 some 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.

This post is to provide medical services that the PA is competent to perform, consistent with their education, training and experience. This is to be delivered through delegated authority from the supervising doctors who have responsibility for the patient. This delegation does not relieve the supervising doctors from the responsibility of continued care. The PA would be expected in time to participate in the duty rota at the practice.

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 organization's clinical governance arrangements. The practice hold monthly education meetings and the PA would be expected to attend and partake in these.



Working as part of Suffolk Primary Care
Fred Archer Way, Newmarket, CB8 8NU

Duties and Responsibilities

The PA will be required to:

- Participate in all treatment and preventative healthcare services in the practice as delegated and agreed by the supervising physicians in the practice.
- Provide direct clinical care to patients using established clinical guidelines.
- To consult and refer patients to physicians, medical specialists and other health professionals as indicated.
- To interview patients, take medical histories, perform physical examinations, analyse, diagnose and explain medical problems.
- To recommend and explain appropriate diagnostic tests and treatment.
- To perform specialised diagnostic physical exams and treatment procedures.
- To instruct and educate patients in preventative health care.
- To confer with patients by telephone to convey test results, hear emergency complaints and deal with similar situations and issues.
- Order laboratory tests as required and agreed under supervising physicians.
- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes.
- Perform a variety of research and analysis tasks associated with medical diagnosis and treatment.
- Research unusual symptoms and treatment options, through consultation with physicians and other medical specialists.
- Provide literature reviews and the like; review, analyse and determine the significance of a variety of diagnostic test results.
- Formulate diagnoses and treatment plans, in consultation with or referring to supervising physician as appropriate.
- Give clinical instructions to nursing staff and Primary Care Team as required.
- Confer regularly with the Partners, supervising physicians and other health care staff, refer specific patients, plan and co-ordinate activities, exchange information, investigate and resolve problems.
- Deal regularly with community hospitals, physicians and other health care providers, insurance companies and other community organisations to refer/consult on specific cases, participate in community service and education projects and activities and the like.



- Keep up to date on relevant medical research, technology and related issues by attending continuing education courses and professional meetings, reading journals etc.
- To ensure continuing education, training and development is undertaken to meet clinical governance guidelines for Continuing Professional Development and a Personal Development Plan.
- Work collaboratively with the clinical team to ensure continuity of care is maintained on specific services/projects.
- Work to deliver, with other members of the practice and Primary Healthcare Team, the objectives of the GMS Contract.
- Encourage and ensure good working relationships with all members of the primary healthcare team.
- To contribute to the clinical and management development of the Practice.
- Meet as appropriate with Partners on a regular basis to report on progress and contribute to the systematic development of local primary care provision.
- To commit to undertake 50 hours of continuing medical education per year (outside contracted hours) and take and pass the national re-certification exam every 6 years if relevant in accordance with the requirements of the PA Managed Voluntary and as recommended by the National Examination Sub Committee of the UKUBPAE (UK Universities Board of Physician Associate Education) and subsequently as required by the statutory regulating body when in place.
- To work within the policies and procedures of the Practice and report to the Business Manager on non-clinical work programmes and service development.
- To provide comprehensive evaluation material to enable Partners to fully evaluate the success of the role within a busy surgery for consideration.

Scope and Purpose of Job Description

The 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. The practice is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

This is an exciting opportunity for the 'right' person wishing to develop their clinical and management practice in a fast moving practice in the heart of the community.



The supervising team have a wealth of experience in general practice which will undoubtedly provide the opportunity for the new appointee to develop their knowledge and shape the position within a dynamic clinical team.

Other Information

General

The duties of this post are a guide to the range of responsibilities that may be required. These may change from time to time to meet the needs of the service and/or the development needs of the post holder. This job description will be revised regularly to take account of changes within the organisational structure and the practice business plan.

Other duties

The post holder will be required to undertake any other duties according to the needs of the service. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made.

Travel to other sites

The post holder may be required to travel.

Medical Examinations

All appointments are conditional upon prior health clearance by the practice. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

Professional Registration

Staff undertaking work which requires professional/state registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

Criminal Records Bureau

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. Further information is available from the Criminal Records Bureau and Disclosure websites at www.crb.gov.uk and www.disclosure.gov.uk

Equal Opportunities

Leiston Surgery is an equal opportunities employer and you will be expected to comply with all relevant policies and procedures in this area together with all other policies and procedures as initiated by the practice.



Work Visa/ Permits/Leave to Remain

If you are a non-resident of the United Kingdom or European Economic Union, you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Practice is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

Code of Conduct

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

Confidentiality

All information obtained in the course of the post holder's duties should be treated as strictly confidential. Any breach of confidence or disclosure of such information, without express permission, may lead to disciplinary action. The post holder has a responsibility to comply with the

Data Protection Act 1998, Access to Health Records Act (1990) and Code of Practice on Confidentiality.

Health and Safety at Work

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to ensure that statutory and practice safety regulations are adhered to Health and Safety at Work Act 1974

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection.

Clinical staff, on entering and leaving clinical areas and between contacts with patients, must apply alcohol gel to their hands and also wash their hands frequently with soap and water. Staffs are required to communicate any infection risks to the practice manager.

Complaints

From time to time, complaints may occur, no matter how professional the approach of our staff. All complaints are investigated promptly, and the full co-operation of staff is required. The current guidelines amplify the above points with policies and procedures explained.

Clinical Governance and Risk management

The Practice believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the practice you are expected to take a proactive role in supporting the Practice's clinical governance agenda by:



- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following policies, guidelines and procedures
- Maintaining continued professional development
- Clinical staff making entries into patient health records are required to follow any Practice standards of record keeping

Information Quality Assurance

As an employee of the Practice it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Practice requirements and instructions.

Freedom of Information

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Practice complies with the Act when handling or dealing with any information relating to Practice activity.

