

# JOB DESCRIPTION

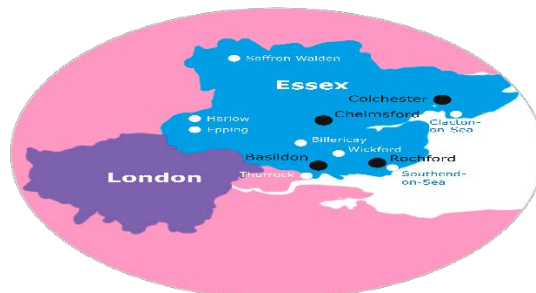
**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Physician Associate
<b>BAND</b>	Band 7
<b>RESPONSIBLE TO</b>	Medical Director
<b>ACCOUNTABLE TO</b>	Supervising consultant
<b>BASE</b>	Nominal base is Galleywood ward, Linden Centre, Chelmsford but required to work at other Trust locations as requested in response to the demands of the service
<b>HOURS OF WORK</b>	37 ½ hours per week

## INTRODUCTION

Essex Partnership University NHS Foundation Trust (EPUT) was formed on 1 April 2017 and provides community health, mental health and learning disability services to support more than 3.2 million people living across Essex, Luton and Bedfordshire and Suffolk. We employ more than 6,440 staff working across more than 200 sites.

The trust works with a wide range of partner organisations to deliver care and support to people in their own homes and from a number of hospital and community based premises. EPUT has many modern community based resource centres and clinics to provide local services to local people where possible.



**WE CARE. WE LEARN. WE EMPOWER.**

## TRUST DETAILS

Our services include:

**Mental Health Services** – We provide a wide range of treatment and support to young people, adults and older people experiencing mental illness both as inpatients and within the community. This includes; including treatment, in secure and specialised settings. A number of our specialist services have achieved accreditation from the Royal College of Psychiatrists.

**Community Health Services** – our diverse range of community health services provide support and treatment to both adults and children. We deliver this care in community hospitals, health centres, GP surgeries and in our patients' homes.

**Learning Disabilities Services** – we provide crisis support and inpatient services and our community learning disability teams work in partnership with local councils to provide assessment and support for adults with learning disabilities.

As part of our a commitment to driving up quality in services for people with learning disabilities we are proud to say that we have signed up to the Driving Up Quality Code. Our self -assessment contains the full details of our commitment.

**Social Care** – We provide personalised social care support to people with a range of needs, including people with learning disabilities or mental illness, supporting people to live independently.

WE CARE. WE LEARN. WE EMPOWER.

# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST

### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

### OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**



### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

WE CARE. WE LEARN. WE EMPOWER.

## **JOB SUMMARY**

Essex Partnership University NHS Foundation Trust are seeking enthusiastic Physician Associates to play a key role in the management of patients and to support the effective functioning of the wards and contribute to wider service developments.

The post holder will be accountable for ensuring that high quality patient care is delivered at all times. The Physician Associate will be supervised by a designated consultant with regular meetings to support on-going development within the role.

The Physician Associate will attend regular CPD sessions to support on-going development. They will be set clear objectives and will be assessed against them by the end of the first year.

### **General Requirements**

- Physician Associates will have a base on one or more of the psychiatric inpatient wards at EPUT but may also be asked to undertake work in conjunction with Crisis or other Community teams.
- Physician Associates will be expected to work flexibly and co-operatively with other members of the clinical team and will be required to cover for colleagues during periods of absence. The Physician Associate role will complement other roles in the team and strengthen the multi-disciplinary team.
- They will have continuing responsibility for patients in association with others in the clinical team.
- They will ensure accurate records are maintained. Physician Associates will be supported to undertake mandatory training and other training specific to their role.
- They will undergo an annual PDR or appraisal in relation to the agreed objectives in advance.
- Physician Associates will be provided with a weekly timetable outlining fixed clinical commitments such as ward rounds, hand overs, supervision and training.
- They will also have time for undertaking roles related to their skill set in the clinical setting as detailed below.
- They will be expected to respond to clinical demands and play a role in prioritising clinical and other needs.
- Physician Associates will be expected to register with the Physician Associate Managed Voluntary Register (PAMVR) run by the Royal College of Physicians and be expected to keep up to date with necessary professional development.
- The post holder will be accountable for their clinical responsibilities and comply with the Department of Health, UK Managed Voluntary Register for Fitness to Practice and Code of Conduct standard and all trust policies.
- They will adhere to the principles of confidentiality and the Data Protection Act at all times.

- They will also have time for undertaking roles related to their skill set in the clinical setting as detailed below.
- They will be expected to respond to clinical demands and play a role in prioritising clinical and other needs.
- Physician Associates will be expected to register with the Physician Associate Managed Voluntary Register (PAMVR) run by the Royal College of Physicians and be expected to keep up to date with necessary professional development.
- The post holder will be accountable for their clinical responsibilities and comply with the Department of Health, UK Managed Voluntary Register for Fitness to Practice and Code of Conduct standard and all trust policies.
- They will adhere to the principles of confidentiality and the Data Protection Act at all times.

### **Principal Duties**

- Practice under the supervision of a Consultant Psychiatrist or under the supervision of a senior clinician as delegated by the consultant, to contribute towards clinical/risk assessments, development of treatment plans, documentation including discharge summaries and reports.
- Participate in multidisciplinary team meetings, handovers and other relevant clinical meetings.
- Treat patient and their family members using a high degree of empathy and advanced communication skills.
- Respond in a timely way to requests to assess or review patient's physical and / or mental health.
- Record clinical notes about patient contacts and provide advice to staff on further management / investigations / interventions within their competence.
- Review and summarise patient notes for the purposes of contributing to discharge summaries and reports.
- Undertake assessment and assistance to ward staff in the event of medical emergencies.
- Work collaboratively with the relevant team i.e. Psychiatrists, Junior Doctors, Senior Nurses, Nursing Staff, Support Workers, Occupational Therapists, and Psychologists to ensure good working relationships.
- Liaise with primary care and relevant secondary health care providers relating to a patient's care or treatment.
- Liaise with community teams about a patient's on-going care and treatment needs Support health promotion activities including those relating to smoking, drugs and alcohol.
- Provide psycho-educational support to patients and carers / families.
- Support proactive screening and interventions with regard to the physical health of patients.
- Liaise with pharmacy regarding issues relating to medication.
- Contribute to the development of physical health competencies in mental health staff in a range of settings.

- Carry out procedures which will include (but not be limited to):
  - ECG
  - Venepuncture
  - IV cannulation
  - Interpretation of blood or other investigation results

#### **Service Development:**

- The post holder will be willing to participate in research/audit/QI opportunities as they arise.
- Support junior doctors on placement.
- Support the placements of nursing, medical and physician associate students on placement.
- Be responsible for the dissemination of new or updated clinical practices.
- Support the development of skills in the wider team and the organisation.
- Assist with the development of, and implementation of, local and trust wide policies, procedures, guidance and protocols.

### **ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

### **KEY WORKING RELATIONSHIPS**

**Key Relationships include but are not limited to:**

- ICS Workforce Leads
- PA Leads / Multi-professional Consultant / PA Training Programme Directors
- Partner Clinical Education Leads, including PA Leads at organisation/Training Hub level
- Advanced Practice Forums
- Higher Education Institutions
- Health Education England EoE
- NHSE/I
- The Medical Education teams
- The Faculty of Physician Associates

## **ASSURANCE STATEMENT**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## **NHS CONSTITUTION**

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## **DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

**WE CARE. WE LEARN. WE EMPOWER.**

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.



## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**

# PERSON SPECIFICATION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

**JOB TITLE:** Physician Associate, Band 7

<b>REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>Measurement</b>
			Application Form - <b>AF</b> Interview - <b>IN</b> Assessment – <b>AS</b>
<b>Qualifications</b>	PGDip Physician Associate studies or MSc Physician Associate Studies.		Cert
	Current MVR registration or GMC registration in line with statutory body regulations.		Registration number and name on professional register
	Membership of UKAPA		App/Cert
		Passed and completed 1 year post graduate preceptorship	App/Int/Cert

REQUIREMENTS	ESSENTIAL	DESIRABLE	Measurement Application Form - <b>AF</b> Interview - <b>IN</b> Assessment – <b>AS</b>
<b>Knowledge, clinical experience and skills</b>		Experience of working within a Mental Health setting.	App/Ref
		Experience of working with Mental health patients from different cultural background.	App/Int
	An awareness of current developments and initiatives in Mental healthcare & familiarity with a range of theoretical and clinical approaches.		App/Int
	Awareness of equality and valuing diversity principles.		App/Int
	Development of policy and practice change.		App/Int
	Clinical work in an autonomous role.		App/Int/Ref

REQUIREMENTS	ESSENTIAL	DESIRABLE	<b>Measurement</b> Application Form - <b>AF</b> Interview - <b>IN</b> Assessment – <b>AS</b>
<b>Knowledge, clinical experience and skills</b>	A good understanding of the challenges associated with Physician Associates and Physician Associate training.		App/Int
	A good understanding of the National PA agenda, policies, frameworks etc. Including understanding of CPD framework requirements.	A good understanding of the public sector and NHS policy, in relation to primary, secondary and community care.	App/Int
	Understanding and knowledge of the Data Protection Act, Freedom of Information Act, Information Governance, GDPR, Equality Act and confidentiality issues.		App/Int
	Awareness of equality and valuing diversity principles.		App/Port/Cert/Ref/Int

REQUIREMENTS	ESSENTIAL	DESIRABLE	<b>Measurement</b> Application Form - <b>AF</b> Interview - <b>IN</b> Assessment – <b>AS</b>
<b>Communication Skills</b>	Ability to work within a multi-professional team, often presenting and receiving complex information.		App/Ref
	Demonstrates negotiating and influencing skills.		App/Ref
	Ability to work independently and within a team.		App/Int
	Assertiveness skills and the ability to deal with interpersonal conflict.		App/Int
	Ability to adapt communication methods to a wide variety of needs.		App/Int
	Communication skills that facilitate building honest and trusting partnerships.		App/Int
	Demonstrates ability to develop services, working across integrated care systems.		App/Int
	Self-motivated with evidence of efficient time and deadline management.		App/Int/Ref
	Visionary – motivated.		App/Int

REQUIREMENTS	ESSENTIAL	DESIRABLE	Measurement Application Form - <b>AF</b> Interview - <b>IN</b> Assessment – <b>AS</b>
<b>Personal and People Development</b>	Creative/innovative and adaptable.		App/Int
	Demonstrates enthusiasm and flexibility.		App/Int
	Approachable/receptive and assertive.		App/Int/Ref
	Calm and effective under pressure.		App/Int/Ref
	Challenges bias, prejudice, and intolerance if appropriate or brings to the attention of a manager.		App/Int/Ref
	Maintains the highest standard of integrity in all interactions.		App/Int/Ref
	Driven by the needs of workforce priorities, patients and service users.		App/Int/Ref
		Ability to work locally, regionally, and nationally.	App/Int/Ref
<b>Other requirements</b>		Demonstrates ability to develop services, working across integrated care systems.	App/Int