



JOB TITLE:	Physicians Associate
LINE MANAGER:	Duty GP
REPORTS TO:	GP Partners/Practice Manager
Grade:	as a guide AC 6/7
BASE:	Llanfyllin

Job Purpose

The role of Physicians Associate will be a key member of the practices clinical team supporting clinicians in the completion of day to day non urgent GP work.

Job Summary

Main areas of role

- Responding to patient requests for telephone reviews, 'prepping' for appointments ascertaining the urgency of the request, and signposting to the most appropriate clinician internally or externally
- Supporting GPs in reviewing patients who have had a management plan outlined, and reviewing the effectiveness of interventions and after secondary care intervention
- working with the Medicines Management team in reviewing letters from secondary care, including discharges and clinic letters, and ensuring where actions requested are completed, and patients are briefed
- Support the Duty team on a daily basis, dealing with non urgent clinical /admin queries
- Support the wider practice team, District nurses, and all services within the Virtual ward, acting as the link with the voluntary sector organisations
- Preparation of private Medical insurance reports, and private letters including housing , firearms, and DVLA applications
- role to adapt depending on the successful applicants skills, experience and interests

This list of responsibilities is a guide only, as this is a new role and it is expected that the role will develop in time.

Training / educational development

- Ensure continuing education, training and development is undertaken to meet clinical governance guidelines for Continuing Professional Development and a Personal Development Plan.
- Keep up to date with relevant medical research and evidence-based medical practice by attending continuing education courses and professional meetings, reading journals etc.
- Undertake 50 hours of continuing medical education (CPD) every year. A minimum of 25 hours must be in accredited direct learning programmes.
- Take the UK PA National Re-certification Examination every six years, as required for Physician Associates.
- Perform a variety of research and analysis tasks associated with improvement of clinical care, medical diagnosis and treatment where appropriate using the following means:
 - Audit of clinical practice.
 - Review of relevant literature.
 - Research unusual symptoms and treatment options through consultation with General Practitioners, Physicians and other specialists.
- Attend regular multi-disciplinary meetings organised by the Practice in order to discuss and learn from recent significant events relating to clinical practice occurring within the Practice.
- Attend regular educational meetings organised by the Practice in order to update clinical knowledge, practice policy and guidelines and disseminate other useful information relevant to the provision of adequate healthcare for patients.
- Regularly reflect on own practice (and keep a record of learning encounters) in order to identify learning needs and encourage self-directed lifelong learning and continued professional development.
- Attend an annual appraisal with the Practice Manager and a GP Partner.

Administration

- Communicate when necessary with colleagues in Primary Care and hospital specialists in order to discuss or refer specific patients, plan and co-ordinate activities or exchange information in order to improve the quality of patient care.
- Send and receive written information on behalf of the Practice regarding matters of insurance, housing and other issues relating to the physical and social welfare of patients.
- Work to deliver together with other members of the Practice and Primary Healthcare Team, the objectives of the GMS contract, including the terms of the Quality and Outcomes Framework and QPQOF.
- Attend regular multi-disciplinary meetings organised by the Practice in order to discuss the health and social needs of particular patients(virtual ward).

Confidentiality

You must strictly adhere to the Practice policy on Confidentiality as well as GMC Guidance on Patient Confidentiality.

You must not use or disclose information about the Practice's business activities which include (without limitation) business plans, forecasts, performance, information related to research, future strategy, or any other sensitive or financial information concerning the affairs of the Practice or its partners or staff.

The duty of confidentiality continues in perpetuity.

Additional Information

Please note that this job description is not exhaustive and other duties may be added if they are deemed by management or the GP Partners to fall within your remit.