**JOB DESCRIPTION AND PERSON SPECIFICATION**  - Template

1. **JOB DETAILS**

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| Job Title: | **Apprentice Physician Associate** |
| Reports to: | Designated Supervising Medical Practitioner |
| Accountable to: | Designated Consultant/Medical Director or GP Partner |
| Salary: | To be confirmed by employer |
| Unit/Department: | To be assigned on induction |
| Location: | Organisation/site name |
| Hours: | 37.5 hours per week |

1. **JOB OVERVIEW AND PURPOSE**

**The qualified Physician Associate role**

Physician Associates work alongside registered doctors to provide medical care as an integral part of a wider healthcare team. As dependent practitioners, they must work with a dedicated medical supervisor, but are able to work autonomously with appropriate support.

Physician Associates work across a range of healthcare settings; in GP surgeries, accident and emergency departments, care homes, hospitals and mental health services. Their medical training equips them to provide all aspects of health care to patients, including: consultation, assessment, treatment and management of their health care.

Physician Associates can take medical histories, perform physical examinations, request and interpret investigations, diagnose and manage patients, and perform an extensive range of specialised procedural skills within their scope of practice.

**Apprentice Physician Associate role**

As an Apprentice Physician Associate you will be based, as a paid employee, within your employing organisation. You will undertake a 30-36 month long education programme, working towards becoming a Physician Associate with an award of Postgraduate Diploma (PGDip) or Master of Science (MSc) in Physician Associate Studies, Masters in PA Studies (MPAS) or MSc Physician Associate.

The course combines work-based and academic learning between the employer and a Higher Education Institute (HEI) that is approved to deliver Physician Associate programmes and is also a Registered Apprenticeship Training Provider. You will be required to meet the university entry criteria for the programme, and able to demonstrate your ability to study at a Master’s Degree level.

You will receive on-the job opportunities to gain the knowledge, skills and behaviours needed to complete the requirements of your course.

You will also be allocated protected study time (around 40%) to attend academic study, complete assignments and undertake placements that offer further off-the-job learning opportunities.

Whilst you will be allocated to one specific area, you will experience working across both internal and external placements to gain an appreciation of the different areas of local healthcare service and meet the programme requirements.

You will have an apprenticeship agreement approved by your employer, and your education provider and yourself. You will be required to achieve the Physician Associate (degree) Level 7 Apprenticeship Standards as set out by the HEI and the Institute of Apprenticeships.

During the education programme you will develop skills and knowledge that will allow you to work in today’s dynamic and changing healthcare environment. You will be required to commit to self-directed study and successfully complete the education programme within the contract period.

At the end of your course you will take the Physician Associate National Examination (PANE), administered by the Faculty of Physician Associates (FPA). On successful completion of this Apprentices are required to register with the Physician Associate Managed Voluntary Register (PAMVR), which is held by the FPA and is anticipated to transfer into a statutory register in future. You will then be positioned to work in Physician Associate roles, and meet the competencies outlined in the Core Capabilities Framework for Medical Associate Professions.

1. **JOB DIMENSIONS**

As an Apprentice Physician Associate you will be acting within your professional boundaries and competencies - providing care for patients from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care, as part of a multi- disciplinary team. You will be expected to work alongside doctors, qualified PAs, Advanced Clinical Practitioners, pharmacists, nursing staff and allied health professionals, with supervision, mentoring and learning to ensure delivery of excellent patient care in your area of work. You will work holistically to deliver continuity of care across the primary/secondary interface where possible. Clinical and educational supervision will be provided by designated clinical personnel.

You will support the multi-professional team, which might include Physician Associates, doctors and other healthcare professionals with ward tasks and clinical duties within your level of competence, as well as taking part in ward rounds / post- takes and arranging discharge. You will liaise with the wider community including but not limited to social services, physiotherapy, occupational therapy and mental health services where required. The Apprentice Physician Associate will work within their competencies and curriculum framework and professional boundaries to ensure the safety of themselves and their patients.

As part of the role you will be required to:

* Deliver high quality, compassionate care under the direction of a supervising medical practitioner (within a team including other registered care professionals) with a focus on promoting patient health and independence
* Successfully complete and pass the academic elements of the programme as specified by the employing organisation, HEI, Institute of Apprenticeship standards and FPA. According to these standards around 40% of your time will be allocated for study, including placements. You will also be required to complete an apprentice portfolio that demonstrates learning and skills and complete an end point assessment
* Successfully complete the professional competencies related to the Physician Associate (Degree) Apprenticeship Standard, as specified by the employer and the HEI
* Have sound attitudes and behaviours compatible with NHS Values and employer values
* Work with a designated registered doctor or other approved mentor, taking responsibility for developing your own competence while on placements and attending academic study; maintaining evidence of your learning
* Adhere to the policies and procedures required by your employer
* Demonstrate a flexible and dynamic attitude, both to your paid work and academic studies

1. **ORGANISATION CHART**

Senior medical team

(led by Consultant or Lead GP/GP Partner)



Designated medical supervisor

(registered doctor)



Apprentice Physician Associates

(alongside qualified Physician Associates

and Physician Associate trainees)

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

**Entry requirements (qualifications and experience)**

* Apprentices must be 18 years old or over and residing permanently in the UK
* Apprentices will be required to meet their university’s specified criteria, to demonstrate their suitability to study at Master’s level to complete a Diploma or MSc in Physician Associate Studies
* Typically entry requirements are a bioscience-related first degree or being a Nursing and Midwifery Council Registered Nurse or Midwife, or a Health and Care Professions Council Registered Allied Healthcare Professional
* Apprentices without Level 2 English and Maths will need to achieve this level prior to completing the end point assessment
* For postholders with an education, health and care plan (EHCP) or a legacy statement (of educational need), the English and Maths minimum requirement is Entry Level 3
* British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language
* All qualifications and equivalents will be assessed on an individual basis
* Health and social care experience and/or knowledge, which could include volunteering

**Training**

* Completing statutory and mandatory training as required
* All course modules and clinical competencies need to be completed and passed within the contract period
* Apprentices must be open to engaging with learning opportunities throughout the employing organisation and wider health care system (Integrated Care System)

**Special Knowledge**

* Demonstrating insight into the role and responsibilities of the post
* Basic IT skills

**Disposition/attitude**

* Honest, conscientious and committed, with the willingness and ability to work as part of a multidisciplinary team
* Patient focused with a positive, caring and compassionate attitude. Able to consistently behave with integrity and sensitivity
* Commitment to NHS values and respect for equality, diversity and inclusion
* Able to recognise the importance of people’s rights in accordance with legislation, policies and procedures, and where necessary provide appropriate challenge
* Ability to act as an ambassador for the role, acting professionally and behaving considerately towards other professionals and patients

**Practical attributes**

* Excellent interpersonal skills and effective communicator (with patients and team members)
* Skilled at maintaining effective relationships with colleagues from other health and social care professions
* Ability to produce accurate records of clinical decision making and actions
* Adherence to information governance requirements, always maintaining confidentiality
* Apprentices are expected to promote a supportive culture and support the development and mentoring other health care professionals (including other Physician Associates in training). This will contribute to the effectiveness of a clinical learning environment and promote quality and safety
* Apprentices must be able to recognise and work within the limits of their professional competence and scope of practice, and within the scope of practice of their supervising medical practitioner. This includes informing patients, carers and others of the nature of their clinical role

1. **Organisational Values**

Each employing organisation will have different sets of organisational values, which are often co-created with staff and support wider NHS values. Your actions and endeavours will be guided and evaluated through those values.

As NHS employees, Apprentices need to demonstrate the **six NHS Constitution values** and work to them at all times. They are:

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| **Working together for patients** - Patients come first in everything we do  *For example, we put the needs of patients before organisational boundaries to deliver excellent customer care. We speak up when things go wrong.* |
| **Respect and dignity** - We value every person.  *For example, we respect their aspirations and commitments, and seek to understand their priorities, needs, abilities and limits. We are honest and open about our point of view and what we can and cannot do.* |
| **Commitment to quality of care** - We strive to deliver quality care every time.  *For example, we encourage feedback from patients, families, carers, staff and the public. We use this to improve the care we provide.* |
| **Compassion** - We ensure that compassion is central to the care we provide.  *For example, we search for the things we can do, however small, to give comfort and relieve suffering. We find time for patients, their families and carers, and our colleagues.* |
| **Improving lives** - We strive to improve health and wellbeing.  *For example, we cherish excellence and professionalism in clinical practice, service improvements and innovation. We recognise that all have a part to play in making ourselves, patients and our communities healthier.* |
| **Everyone counts** - We maximise our resources for the benefit of the whole community.  *For example, we make sure nobody is excluded, discriminated against or left behind. We accept that some people need more help, that difficult decisions have to be taken.* |

 Additionally, the following core values relate specifically to this post:

* Respecting the contribution of all members within the team and the importance of working together to provide quality patient care
* Commitment to contributing to a quality service in an efficient and effective manner
* Commitment to ensuring each person is entitled to respect, dignity, equal and human rights
* Recognising the importance of confidentiality

**7. CORE BEHAVIOURS AND SKILLS**

Personal

* Caring
* Compassionate
* Motivated
* Courageous
* Act professionally at all times

Communication

* Literacy
* Numeracy
* Verbal, non-verbal

Responsibility to others

* Reliable
* Trustworthy
* Adaptable

Safety

* Care of environment
* Moving and handling
* Fire and evacuation
* Safeguarding

**8.  CORE KNOWLEDGE AND UNDERSTANDING**

* Basic anatomy and physiology
* Principles of infection prevention and control
* Customer relations
* Maintaining a safe environment
* Emergency procedures
* Equality, diversity and inclusion

**9.  PRINCIPAL DUTIES AND AREAS OF RESPONSIBILITY**

During the initial phase of the training programme, all work activities should be under direct guidance and supervision of the registered practitioner. As the training programme progresses, following discussion and agreement with mentors and supervisors, supervision and guidance will be both direct and indirect.

The Apprentice is required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults, and is familiar with and adheres to, organisational safeguarding policies.

Apprentices will work and study to develop competence across the following six domains (as outlined fully in the Physician Associate (degree) Apprenticeship Standard):

* Patient centred history taking and physical examination
* Clinical decision making
* Clinical planning, procedures and therapeutic interventions
* The clinician-patient relationship
* Learning and mentoring
* Record keeping and information governance

Examination and procedural skills will be developed across the full range of the medical model including:

* cardiovascular system
* neurological
* respiratory system
* gastrointestinal system
* musculoskeletal system
* eyes
* female reproductive system
* renal and genitourinary system
* skin
* diagnostics and therapeutics (according to the FPA Competence and Curriculum Framework and Matrix of Core Clinical Conditions)

**Clinical skills and duties**

The Apprentice Physician Associate will be required to develop competence in the following:

* Taking medical histories from patients
* Performing evidence based physical examinations on patients, for example listening to a patient’s heart and lungs, i.e. heart and lung auscultation
* Psychiatric assessments including mental state examinations
* Forming differential diagnoses and making clinical decisions based on patient centred assessments, to determine the direction of patient management and care
* Formulating, implementing and critically evaluating a patient management plan
* Managing their own caseload, senior escalation, external referral and handover
* Performing specialised diagnostic and therapeutic interventions, for example performing and interpreting an electrocardiogram (ECG)
* Requesting and interpreting specialised diagnostic studies for patients, for example requesting blood tests and interpreting the results
* Building and sustaining the clinician-patient relationship
* Clerking and recordkeeping
* Providing health promotion and disease prevention advice to patients

**Clinical responsibilities**

The following list is indicative as tasks and responsibilities will vary depending on the care setting where the Apprentice Physician Associate is working.

The Apprentice Physician Associate will:

* Work within competency and maintain a safe working environment
* Develop understanding of all elements of the medical process in the on-going assessment, planning, management and evaluation of care
* Develop understanding of the role of other health care practitioners within the on-going assessment, planning, management and evaluation of care
* Provide person-centred care and promote health and independence through awareness raising and care navigation to other professionals as appropriate
* Following appropriate training, perform and record physiological and clinical observations including blood pressure, temperature, respiration rate, pulse

* Undertake clinical skills relevant to service delivery following appropriate training and competency assessment

* Ensure the privacy, dignity and safety of individuals is always maintained

* Demonstrate the ability to recognise changing priorities seeking advice and guidance from the supervising practitioner or other registered care professionals as appropriate

* Report back and share information with the supervising practitioner and wider team on the condition, behaviour, activity and responses of individuals

* Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
* Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered
* Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
* Assist in the delivery of complex care as prescribed by the supervising practitioner
* Develop understanding of caring for individuals with particular conditions for example autism, dementia, mental illness, learning disabilities
* Develop skills in relation to coaching/teaching individuals/carers/other staff

* Assist with the implementation and monitoring of clinical standards and outcomes
* Develop a working knowledge of other providers’ resources and referral systems to ensure individual’s needs are met, within parameters of practice
* Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
* Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
* Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberty Safeguards (MCA/DoLs) and apply principles to everyday practice seeking advice / guidance from the supervising practitioner and other registered care professionals as required

**Policy and service development**

The Apprentice Physician Associate will:

* Promote health and safety maintaining best practice in health, safety and security
* Share ideas with colleagues to improve care and suggest areas for innovation
* Participate in audit activities being undertaken in area of practice
* Contribute to the improvement of service by reflecting on own practice and supporting that of others
* Adhere to legislation, policies, procedures and guidelines both local and national
* Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

**Planning and organisation**

The Apprentice Physician Associate will:

* Plan and manage competing demands of job role, study and placement activities

* Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals
* Deliver effective care following treatment plans determined by the designated medical supervisor or other registered care professional and provide feedback on progress against the plans

**Communication and relationships**

The Apprentice Physician Associate will:

* Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
* Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust
* Contribute to team success and challenge others constructively
* Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
* Report to an appropriate registered care professional information received from the individuals, carers and members of the team
* Ensure all patient related information is always treated sensitively and adhere to the principals of confidentiality
* Report any accidents or incidents and raise any concerns as per organisational policy
* Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
* Ensure ability to manage electronic records system understanding the need to protect access (ID, passwords, swipe cards)
* Raise concerns with regards to risk, danger, malpractice or wrongdoing by following the organisational Whistleblowing policy and supporting processes (to include awareness of the Freedom to Speak Up Guardian).

**Analytical and judgmental skills**

The Apprentice Physician Associate will:

* Exercise personal responsibility and work under supervision of a supervising medical practitioner and within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of an Apprentice Physician Associate
* Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
* Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability

**Teaching and Training**

The Apprentice Physician Associate will:

* Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and Level 7 qualification within agreed timeframes and seeking support / guidance in timely manner if any difficulties are encountered
* Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting
* Take responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements
* Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed

**Financial and physical resources**

The Apprentice Physician Associate will:

* Exercise personal duty of care in the safe use and storage of equipment
* Be environmentally aware and prudent in use of resources and energy

**Human resources**

The Apprentice Physician Associate will:

* Act in ways which support equality and value diversity
* Demonstrate own duties to new or less experienced staff
* Support the development of less experienced staff and students

**Information resources**

The Apprentice Physician Associate will:

* Develop skills to maintain professional standards of record keeping
* Follow all information governance guidance and policies
* Maintain confidentiality as outlined within data protection policies

**Freedom to Act**

The Apprentice Physician Associate will:

* Work within the organisational policy, procedures and guidelines
* Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
* Raise any concerns to a registered care professional or appropriate person

**Health and Safety/Risk Management**

The Apprentice Physician Associate:

* Is responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users.  This always includes complying with the employing organisation’s policies, including Health and Safety policies, in particular by following agreed safe working procedures, and reporting incidents using the relevant incident reporting systems

**Infection Prevention and Control**

The Apprentice Physician Associate:

* Must always comply with organisational Infection Control policies, in particular by practising Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment

**Equality, Diversity and Inclusion**

The Apprentice Physician Associate:

* Must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.  No person whether they are staff, patient or visitor should receive less favourable treatment because they possess a characteristic which is protected under the Equality Act (2010)

**Patient and Public Involvement**

* Healthcare providers have a statutory duty to involve patients and public in evaluating and planning services.  All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback

**Training and Personal Development/Continuous Professional Development**

The Apprentice Physician Associate:

* Must take responsibility, in agreement with their line manager, for their own personal development by ensuring that Continuous Professional Development remains a priority
* The Apprentice Physician Associate will undertake all mandatory training required for the role

**Respect for Patient Confidentiality**

The Apprentice Physician Associate:

* Should always respect patient confidentiality and not divulge patient information unless sanctioned by the requirements of the role

**10.** **COMMUNICATION AND WORKING RELATIONSHIPS**

The postholder is required to:

* Establish and maintain effective communication pathways with staff to ensure delivery of a co-coordinated multidisciplinary service
* To communicate effectively with a wide range of people in a manner consistent with their level of understanding, culture and background, and be aware of communication barriers
* Ensure that all aspects of safeguarding, vulnerable adults, children and patients with learning disabilities are managed appropriately and escalated in accordance with Trust policy
* Make every contact count. Offer support and advice on how to improve health and wellbeing, signposting patients to other services which may improve their health and wellbeing
* Develop skills in relation to coaching/teaching individuals/carers/other staff

Key relationships:

* Medical Staff at all levels
* Registered Nurses
* Nursing Associates
* Clinical Educators
* Support Workers
* Allied Health Professions
* Medical Associate Professions (Anaesthetic Associates and Surgical Care Practitioners)
* Students of all disciplines
* Other Apprentice Physician Associates/Physician Associate students and PA leads
* Operating Department Practitioners/Professions
* Portering services
* Housekeeping staff
* Estates staff
* Administration and clerical staff
* Social Prescribers
* Volunteers
* Internal and External Education Providers

**11.** **SPECIAL WORKING CONDITIONS**

**i)         PHYSICAL EFFORT**

The Apprentice Physician Associate will:

* Use frequent effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines

* Use skills of manual dexterity and manipulation of clinical instruments and equipment

* Use a combination of standing, walking bending and stretching throughout the shift

**ii)**  **MENTAL EFFORT**

The Apprentice Physician Associate will:

* Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response
* Have exposure to VDUs

**iii)** **EMOTIONAL EFFORT**

The Apprentice Physician Associate will:

* Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
* Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses

**iv)**  **WORKING CONDITIONS**

The Apprentice Physician Associate will:

* Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour

**12.** **JOB DESCRIPTION AGREEMENT**

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| Postholder’s  Name: |  | | |
| Signature: |  | Date: |  |
| Line Manager’s  Name: |  | | |
| Line Manager’s  Job Title: |  | | |
| Signature: |  | Date: |  |
| Staff side representative’s signature (where appropriate): |  | Date: |  |

**Person Specification**

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| --- | --- |
| Post title | Apprentice Physician Associate |
| Band/Salary | tbc |
| Department | To be allocated on induction |
| Clinical Service Unit | To be confirmed on appointment |
| Location | To be confirmed on appointment |
| Summary of role | The postholder will be undertaking an education programme within the organisation. Education will be delivered through formal education both in-house and via external HEI provision. Rotation through different clinical areas to meet course requirements will be undertaken as part of the course. |

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| **Criteria** | **Essential** | **Desirable** | **Evidence obtained**  **from:** |
| **Qualifications** | Meets the entry requirements for University (evidence of suitability to study at Master’s level) |  | Application form; Recruitment Checks  *All qualifications will be assessed on an individual basis* |
| **Experience** | Health and Social care experience (including volunteering) |  | Application form; Interview; References |
| **Training** | Commitment to undergo training as required to complete programme |  | Application form; Interview; References |
| **Special Knowledge** | Insight into role and responsibilities of post  Basic IT skills |  | Application form; Interview |
| **Values and Behaviours** | Caring, compassionate and motivated.  Reliable and trustworthy.  Good interpersonal skills. Confident and enthusiastic.   Willingness to learn and develop their role.  Awareness and commitment to NHS Values and EDI. |  | Application form; Interview; References |
| **Practical Skills** | Excellent interpersonal skills.Team working. |  | Application form; Interview; References |
| **Other Requirements** | Must be 18 years old or over and have the right to work in the UK.  Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary) |  | Identity check; Occupational health screening |