

JOB DESCRIPTION AND PERSON SPECIFICATION

1. General Information

JOB TITLE: Physician Associate
DIVISION : Ophthalmology
BAND: 6
HOURS: 37.5
RESPONSIBLE TO: Consultant
ACCOUNTABLE TO: Clinical Lead

1. Job Summary

To provide expert assistance to the Consultant and Specialist Trainees in the provision of a high quality, patient centred service. The post holders are expected to participate in all aspects of the patient pathway as appropriate and will be expected to perform delegated duties with a high degree of clinical skill and knowledge.

The Physician Associate works alongside the medical team. They assess and examine patients, present them, perform and interpret special investigations and recommend treatment. They liaise with other professionals and specialities as required and complete necessary documentation relating to their patients.

They will be supervised by a designated consultant and will also have individual mentors to overview their career development.

Physician Associates are involved in numerous activities in the Department, and they will be trained to function in multiple areas allowing them to be deployed as the need dictates. Their job plan will reflect this; sessions will be specified with the understanding that they may be required to move to another role if required on the day based on clinical need.

The role is generally developed flexibly over time in accordance with the appointee's clinical interests and in line with the changing needs of the service.

Physician Associates will represent the department at local and external meetings as appropriate.

2. Key Relationships

Medical Team, Nursing Team, Multidisciplinary team, Service Managers, Medical, Nursing and Physician Associate Students

3. Duties and Responsibilities

In principle, the physician's associate will have skills to function effectively in a number of different Eye Hospital settings. Many of these roles will overlap with other staff groups however unlike many staff members they will be able to be flexibly deployed based on the Trust's requirements at the time and the individuals experience / aptitude. Examples of key duties and responsibilities of the individuals appointed to the post include:

- Assess and examine ophthalmic patients admitted for surgery, order appropriate investigations and co-ordinate with the surgical team in order to facilitate smooth transit of the patient from the ward or day-case unit to the ophthalmic theatres.
- Assess, examine, order investigations and recommend treatment for ophthalmic inpatients in conjunction with the admitting consultant and their team of trainees.
- Review patients post-operatively and co-ordinate further treatment or facilitate discharge after surgery in conjunction with the medical team.
- Assess and consent patients referred for possible cataract surgery.
- Review investigations, formulate a further treatment plan and arrange appropriate review appointments for patients seen in the virtual clinic.
- Review patients records that are due for surgery or are to be discussed in the neuro-ophthalmology MDT to co-ordinate referrals, investigations and results in preparation for their theatre date or next clinic appointment.
- Assisting in theatre, depending on aptitude and experience.
- Perform diagnostic/therapeutic procedures, subject to training/experience. Including, but not exclusively:
 - Venepuncture
 - Cannulation
 - Injections
 - ECG
 - Urethral catheterisation
 - Nasogastric tube insertion
 - Ophthalmic ultrasound
 - Ophthalmic ocular coherence tomography (anterior or posterior)
 - Biometry (contact or optical)
- Instruct and counsel patients & their relatives with regard to mental and physical health issues.
- Have, develop and maintain specialist ophthalmic knowledge.
- Keep up to date with current guidelines and maintain best practice.
- Contribute to achieving and maintaining performance within the hospital and department.
- Contribute to the development of efficient pathways of care in accordance with current best practice and national guidelines.

- Help facilitate and improve Physician Associate student placements.
- To be accountable for the care given and to comply with the Fitness to Practice and Code of Conduct standard as established by the UK Physician Associate Register (the PA Managed Voluntary Register) and subsequently the appropriate statutory regulating body when in place.
- To work within the framework of the scope of professional practice.
- Work within the multidisciplinary team to ensure effective team working in the provision of acute medical care to patients on a day-to-day basis
- Develop clinical guidelines to ensure best practice for the management of a wide range of geriatric medical conditions.
- Support and contribute to timely discharge planning including completing discharge summaries and support optimising bed capacity.
- Abide by the Clinical & Corporate Governance policies of the Trust.
- Take part in the administration of the department and the involvement in the management of resources.
- Fully document all aspects of patient care, and complete all required paperwork in a timely manner.

The job plan will be subject to review in line with service developments.

i. Service Quality and Clinical Governance

- Develop standards, procedures and systems to ensure safe, high quality and efficient patient care from the point of entry to admission or discharge.
- Participate in relevant audit and quality assurance processes.
- Play a strong role in risk management and governance.

ii. Communication and Representation

- Liaise closely within the department, the theatre teams, other in-patient teams and primary and community services to ensure collaborative working arrangements are in place which maximise benefits to patient care
- Work collaboratively with the clinical team, i.e. consultants, junior doctors, nursing staff, therapy staff etc. to encourage and ensure good working relationships.
- Build effective networks with other departments, working in collaboration to support efficient patient flow.
- Promote a positive image of the department both externally and internally.
- Participate in and contribute to Trust wide initiatives and projects as appropriate.

iii. Information and Planning

- Take part in major incident planning.
- Ensure compliance with information governance requirements.

iv. Research & Teaching

- Maintain knowledge and proficiency in medical practices through appropriate continuing professional development.
- Assist in the development and mentoring of Physician Associate Students as the profession progresses.
- Take an active role in the departmental clinical audit and governance activity.
- Teach and train junior doctors, multi-disciplinary staff and students.
- Assist with regular audit/surveys to support and inform service development.
- Attend teaching sessions so as to improve knowledge and clinical practice.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

4. Job Plan

An outline indicative job plan for the Ophthalmology post is shown below and may be subject to change in line with service developments.

Monday	Tuesday	Wednesday	Thursday	Friday
Ward admissions for theatre / inpatient ward rounds	Ward admissions for theatre / inpatient ward rounds	Ward admissions for theatre / inpatient ward rounds	Ward admissions for theatre / inpatient ward rounds	Ward admissions for theatre / inpatient ward rounds
Clinical session	Clinical session	Ophthalmic investigations	Theatre session – subtenons blocks	Clinical session
Ophthalmic investigations	Administration	Assist in anaesthetics pre-operative clinic	Theatre session – subtenons blocks	

Ophthalmic investigations – to include diagnostic / therapeutic procedures subject to training and experience as outlined above

Clinical sessions – History taking, examination, consenting and/or formulation of a management plan for patients in preparation for surgery or post-surgery.

Administration – Review of notes of patients due for theatre to confirm investigations appropriately ordered and results reviewed. Contact patients as needed.

Theatre sessions – administration of sub-tenons blocks to patients undergoing local anaesthetic intraocular procedures.

This timetable is indicative and subject to change dependant on service requirements and job plan.

The post-holder will be encouraged to develop their job plan to include educational and leadership activity both internally and externally to promote the trust's work with Physician Associates and their training.

5. Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, that staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

6. Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

7. Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

8. Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. Post holders must be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

9. Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve

services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

10. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

11. Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

12. Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

PERSON SPECIFICATION

Physician Associate

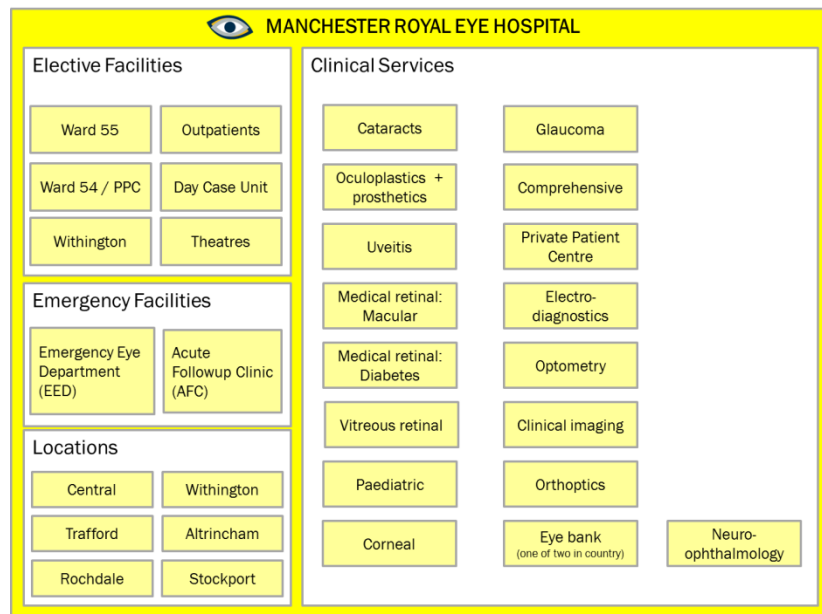
Requirements	ESSENTIAL	DESIRABLE
Education and Qualifications	<p><u>If UK Trained:</u></p> <ul style="list-style-type: none"> • Degree at 2:2 level or above • PG Dip in Physician Associate Studies from a UK PA programme • Current and valid certification or re-certification by the UK Physician Associate National Examination • Member of the Faculty of Physician Associates at the RCP, which <u>includes</u> registration on the UK Physician Associate Register (the PA Managed Voluntary Register) 	<ul style="list-style-type: none"> • BLS/ILS/PILS/ALS certification • Recognised qualification in teaching
Experience and Knowledge	<ul style="list-style-type: none"> • Clinical training and experience in general medicine. • Experience of teaching. • Experience of audit. 	<ul style="list-style-type: none"> • Previous experience in Specialty Medicine related to the hiring Department. • Experience of designing audit projects. • Evidence of research experience, e.g. publications.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to apply research outcomes to clinical problems • Ability to take responsibility for clinical care of patients under the supervision of Consultants. • Demonstrates clinical leadership. • Ability to drive change. • Ability to work in teams 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Demonstrates commitment to CPD. • Creates good working relationships. • Demonstrates initiative and drive. 	

Hospital Overview

Manchester Royal Eye Hospital is the largest specialist ophthalmic teaching hospital in the UK apart from Moorfield's Eye Hospital. With nearly 40 consultants leading the service, a comprehensive secondary care service is provided to a Central Manchester population, and a Tertiary ophthalmic service to the whole of the North West of England and beyond, and acute services accessed by a population beyond Central Manchester due to its reputation for providing timely and definitive care.

Clinical Service Offering

The graphic below highlights the breadth of secondary and tertiary services offered:



Scale of Demand and Provision

In 2016/17 there were over 56,000 referrals to the hospital, including 800 (1.35%) from Midlands and East England, South England and London commissioners. Our Emergency Eye Department sees 23,000 new patients each year. We deliver over 240,000 outpatient appointments and undertake around 12,000 operations. Our Macular Treatment Service offers more than 10,000 appointments.

Clinical Practice Development

Manchester Royal Eye Hospital has excelled in building up the expertise of AHP's and nursing staff with Nurse practitioners in Acute services, retina (including nurse led macular injections), cornea, and oculoplastics. Optometrists have developed skills in managing glaucoma and macular disease, orthoptists are running virtual neuro-ophthalmology clinics.

Teaching

As a teaching hospital, Manchester Royal Eye Hospital is the main provider of undergraduate teaching in ophthalmology to the University of Manchester. Manchester Royal Eye Hospital also houses the majority of North West Deanery Ophthalmic Specialty Training posts. Manchester Royal Eye Hospital also provides high quality University of Manchester MSc courses in ophthalmology and vision sciences.

Research

Manchester Royal Eye Hospital continues to gain strength in research actively recruiting in a number of portfolio studies within special senses CLRN led by Prof Tariq Aslam. In addition, industry funded studies have seen a steady increase in research income into the hospital and the development of Wellcome Trust Vision Regeneration lab led by Prof Paulo Stanga. The hospital is proud to have been the focus of international renown through the first treatment of a patient using a bionic eye.

