



Job Information	
Job Title:	Physician Associate
Directorate/Service:	Division of Surgery
AfC Band:	AfC Band 6 or equivalent
Responsible to:	Supervising Clinician
Accountable to:	Supervising Clinician

The Trust
<p>Central Manchester University Hospitals NHS Foundation Trust is a major teaching Trust with seven hospitals across four sites. The hospitals are Manchester Royal Infirmary, Royal Eye Hospital, St Mary's Hospital and Royal Manchester Children's Hospital, which are all at the main central Manchester site. Off site, there is University Dental Hospital, Trafford General Hospital and Altrincham Hospital, along with Community Services.</p> <p>CMFT is a key leader in clinical and biomedical research. The National Institute for Health Research has recently allocated, through open competition, Biomedical Research Centre (BRC) status to the Central Manchester and Manchester Children's University Hospitals NHS Trust and University of Manchester partnership. This achievement, allocated only to the leaders in scientific translation research, brings with it substantial levels of funding to translate fundamental biomedical research into clinical research that benefits patients. Our BRC status is as a specialist centre for Genetics and Developmental Medicine. The location, adjacent to the University of Manchester Medical School, the presence of the NIHR/Wellcome Trust Clinical Research Facility on site and CMFT's active involvement in the Manchester Academic Health Sciences Centre (MAHSC) as lead for the Inflammation and Repair domain, provide a perfect environment for high quality, groundbreaking research to thrive.</p> <p>CMFT is an equal opportunities employer with a strong commitment to the welfare and development of its staff. The Central site is very easily accessible by car, bus, tram, train or cycle. There are modern, multi-storey car parking facilities on site allocated to staff on a transparent 'according to need' basis. There is a car-share and a cycle scheme, and there is ample provision of bikes racks and showering facilities. There is an award-winning day care nursery on site, a gym nearby and the Manchester Aquatics Centre within walking distance. There is a fantastic offering of snacking and dining options on site including some well-known brands.</p> <p>The Trust is committed to patient safety and improvement achieving an overall 'Good' in a recent Care Quality Commission (CQC) inspection in 2015.</p> <p>Pride, Dignity, Empathy, Respect, Consideration and Compassion represent our values.</p> <p>Following a recent review CMFT, the University Hospital of South Manchester and North Manchester General Hospital plan to merge to form a single Trust. Subject to approval, CMFT and UHSM plan to merge on 01 October 2017 with North Manchester General Hospital joining in about 12-18 months. This exciting development will produce one of the leading hospital Trusts in the UK and beyond.</p>

The Division
<p>This post will be based within the Division of Surgery at Manchester Royal Infirmary. Manchester Royal Infirmary is a major teaching hospital and is situated next to the campus of the Manchester Medical School and Manchester University. The bed complement of 1000 caters for acute surgical and medical services to the primary population served by the Trust</p>



and in addition the Trust houses regional services in nephrology and renal and pancreas transplantation.

Part of a leading integrated health, teaching, research and innovation campus with state-of-the-art facilities, the Division of Surgery is made up of six Directorates - Urology, General Surgery, Vascular, Head and Neck, Transplant and Theatres - each providing high quality tertiary and secondary care to patients in Greater Manchester and beyond.

With the Healthier Together programme set to transform how patients will receive care in the future; the move to a single hospital service for Manchester; the launch of Manchester's Local Care Organisation and the opportunities available following devolution – it has never been a more exciting time to join our team.

Job Summary

As a Physician's Associate in the Division of Surgery, you will join one of our proposed rotations through the sub-specialty areas within the division:

- Hepatobiliary and Upper GI Surgery
- General / Colorectal Surgery
- Urology / Transplant Surgery
- Vascular Surgery
- Emergency / Trauma Surgery
- ENT & Maxillo-facial Surgery

Working alongside our ward, clinic and theatre teams to provide a high standard of care to our patients. Your position within the team will support the effective and efficient management and flow of patients through our services. Your skills will enhance our team performance and provide much needed support on the 'shop-floor'.

With the specialised, tertiary nature of many of our services, you will have the opportunity to further advance your skills and knowledge.

The posts are for an initial period of 12 months from February/March 2018, to work in pre-specified rotations that will enable you to gain both general and specialty specific skills that will put you in good stead for future roles in the hospital setting. The successful candidates will possess strong communication and team working skills, an enthusiastic and compassionate approach to patient care and a strong desire to grow and develop their clinical knowledge and skills.

Appointees will be expected to each work in two specialties for a period of six months each, with their work mainly based in the inpatient areas. Physician associates will be expected to work alongside junior medical doctors and nurse practitioners to help deliver the high standards of care expected in the division. In return, they will receive close supervision, teaching, training and mentoring that will enable them to embed core and appropriate additional skills, knowledge and competencies. Candidates will be allocated to one of the three rotations below and where possible will be aligned to meet individual needs/aspirations. Indicative rotations are shown above but the final rotations will be decided upon appointment.

Rotation	Specialty/Location 1 (6 months)	Specialty/Location 2 (6 months)+
A	Hepato-biliary Surgery / Ward 8	Upper GI/Colorectal Surgery / Ward 11/12
B	Transplant Surgery / Ward 9/10	Urology / Urology Ward, ETC
C	Emergency / Trauma Surgery / ESTU	Vascular Surgery Centre (3 month) ENT / Maxillo-facial Surgery ward (3 month)



NB - It is essential for applicants to hold as minimum a PG Diploma in Physician Associate Studies from a recognised University and to have passed the UK Physician Associate National Exam. Applicants will be required to register on the Faculty of Physician Associates (FPA) Managed Voluntary Register (FPMVR) before employment commences.

Work Schedule

It is anticipated the posts will cover the Monday – Sunday in line with seven day working changes in the NHS. Night time (on call) working is not envisaged. An example of a working week may look like the following, however, this is in no way a fixed template.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Ward admissions for theatre/ in patient ward rounds	Ambulatory Care Clinic	Ward admissions for theatre / inpatient ward rounds	Ward admissions for theatre / inpatient ward rounds	Off	Ward admissions / ward rounds
Minor Ops	Admin	Out-patient clinic	Ward admissions for theatre / inpatient ward rounds	Off	Ward admissions / ward rounds

Supervision

Each appointee will have a designated educational and clinical supervisor. At the beginning of the appointment, an educational plan will be agreed and the support mechanisms to meet these identified. Regular reviews will be carried out, gauging progress towards agreed milestones. There is a strong track record within the division of supervising and supporting trainee physician associates.

Dimension & Context of the role

Nationally, the development of Physician Associates forms part of the NHS’s transformation agenda and is aimed at supporting the need for the NHS to work differently in order to continue providing outstanding care to our patients.

The role of Physician Associate is an innovative new health care professional who, whilst not a doctor, works to the medical model with the attitudes, skills and knowledge base to deliver holistic care under defined levels of supervision.

It is envisaged the role would be developed overtime in line with the appointees abilities and interests.

Key Responsibilities

KEY DUTIES

- As a dependant practitioner undertake patient consultations, assessments, clinical examinations, order appropriate investigations and interpret investigation findings
- Form a list of differential diagnoses, recommend management/treatment for discussion with and sign off by a clinical supervisor
- As part of a multi-disciplinary team, support the delivery of care in a range of



settings.

- Under clinical supervision, take responsibility for a dedicated patient caseload, where required
- Maintain timely and appropriate documentation
- Within your scope of practice and working as part of multi-disciplinary team, perform delegated diagnostic/therapeutic procedures
- Contribute to the development of efficient pathways of care
- Working as part of a multi-disciplinary team, support and contribute to timely discharge planning where appropriate
- Analysis of reports in order to support patient care
- Ensure the provision of a high standard of care at all times
- Liaise closely and work collaboratively within the clinical/multi-disciplinary team to ensure good working relationships are in place which maximise benefits to patient care
- Build effective networks with other teams and other organisations, working in collaboration to support efficient patient care
- Comment on policies and processes to inform policy and process development relevant to the clinical department

CLINICAL & PROFESSIONAL RESPONSIBILITIES

- Adhere to the relevant NHS Codes of Practice
- Develop and maintain specialist medical knowledge appropriate to the role through relevant Continuing Professional Development (CPD)/Continuing Medical Education (CME)
- To be accountable for the care given and to comply with the Fitness to Practice and Code of Conduct standard as established by the PA Managed Voluntary Registration Commission (PAMVRC) and subsequently the appropriate statutory regulating body, when this is in place
- Work in partnership with the trust, colleagues and patients to promote and support the role of Physician Associate as part of the multi disciplinary team

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs.
- To actively participate in the required re validation process of the Physician Associate Managed Voluntary Registration Commission (PAMVRC) and subsequently the appropriate statutory regulating body, when this is in place.
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement the Trust's "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that



may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the Data Protection Act 1998 and Caldicott principles.

- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.

Teaching & Training responsibilities

- Attend, and prepare for, all scheduled academic and clinical teaching determined for the purposes of CPD
- Work in partnership with colleagues, to promote and support an environment of learning where all can achieve through joint support and endeavour

Research & Audit

- Participate in all aspects of clinical governance, including undertaking clinical audits (quality assessment and process improvement) and risk management
- Present research and/or clinical work at meetings as required



Health & Safety at work

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work. The post holder must not wilfully endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. All accidents must be reported to your Senior Manager and you are asked to participate in accident prevention by reporting potential hazards.

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.

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.

Safeguarding

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.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

Confidentiality must be maintained at all times in all aspects of the work.

Equal opportunities

The Trust encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity and nationality, gender or disability are encouraged to apply for all posts.

No smoking policy

The Trust has adopted a smoking control policy.

Team briefing

The Trust operates a system of team briefing, which is based on the principles that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing. It is expected that all employees will attend the monthly briefing sessions

Review of job description



The 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. The job description will be reviewed in conjunction with the post holder.

Job Title	Physician Associate
Division	Surgical
AfC band	Band 6

Method of Assessment: 'A' Application Form 'C' Certificate/document 'T' Test/Presentation 'I' Interview

Person Specification		Essential	Desirable	Assessment
Qualifications				
1	Postgraduate Diploma in Physician Associate Studies including having passed the national examination for Physician Associates.	X		A / C
2	Be registered on the Faculty of Physician Associates Managed Voluntary Register – post qualification	X		
3	Evidence of relevant academic achievements, e.g. prizes, awards, distinctions, publications, presentations, other achievements		X	A / C / I
Knowledge & Experience				
4	Demonstrates knowledge of evidence-informed practice	X		A / I
5	Evidence of understanding of the needs of the healthcare sector and the patients it serves.	X		A / I
Skills				
6	Able to prioritise own workload to meet deadlines.	X		A / I
7	Capacity to manage time and information effectively.	X		I
8	Capacity to operate under pressure whilst maintaining high standards of care and professionalism.	X		I
9	Demonstrates clarity in written/spoken communication, and capacity to adapt language to the situation, as appropriate	X		A / I
10	Demonstrates understanding of research, including awareness of ethical issues		X	A / I
Personal Attributes				
11	Able to build rapport, listen, persuade and negotiate	X		I
12	Can demonstrate the values and behaviours required by the healthcare sector – Respect, Dignity, Compassion, Improving lives, Working together for patients, Everyone counts	X		I



13	Demonstrates initiative and resilience to cope with changing.	X		I
14	Shows self-discipline and commitment.	X		I
15	Conscientious, responsible and discreet	X		I
16	Flexible and co-operative approach to work and working with colleagues.	X		I
17	Team player – with the capacity to take on board the perspectives of other's and treats them with understanding.	X		I
18	Self-motivated, proactive and innovative.	X		I
19	Attentive to detail and quality of work.	X		I
20	Ability to use tact and diplomacy - demonstrating respect for all.	X		I