



NHS

**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

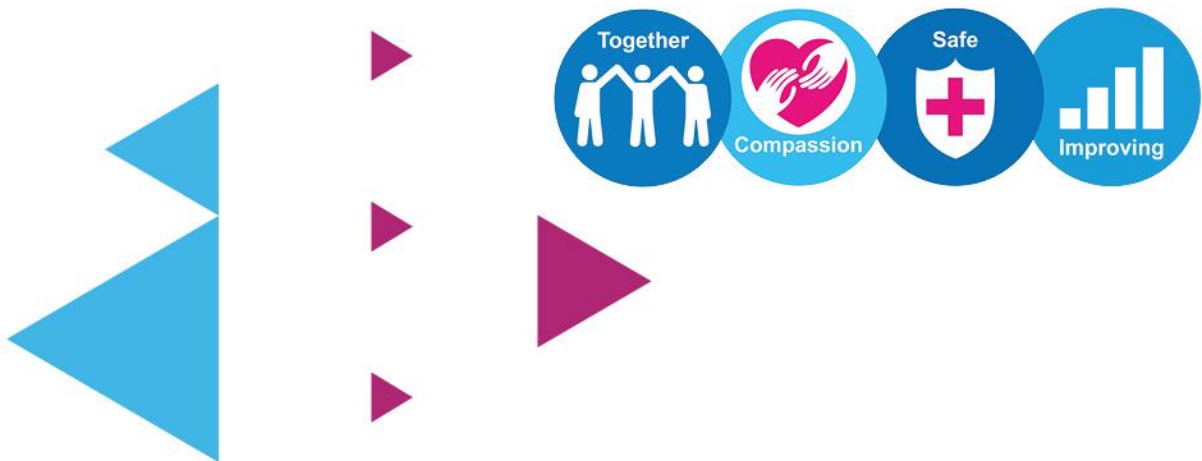
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Medicine

Job Title: Trainee Physician Associate

Band: 6 (Annex 21 Salary)

Location: Royal Stoke and County Hospital

Hours: 37.5

Managerially accountable to: Clinical Supervisor, Consultant Physicians.

Professionally accountable to: Clinical Supervisor, Consultant Physicians, Divisional Medical Director

Role Summary

To provide expert assistance to the Consultant Physicians and Specialist Registrars in the provision of a high quality service to patients in the Medicine Division. 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, working within the environments of the acute portals, wards and outpatient clinics.

The Physician Associate role is being developed to work alongside the department's Physicians. They will be trained to assess and examine patients, present them, initiate and interpret investigations, and recommend treatment. They will be expected to 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.

It is expected that the Physician Associates will become involved in the activities of the Department/division, including review of inpatients, assessment of acute admissions (including through Accident and Emergency, Acute Medical Unit), practical procedures and outpatient clinics. It would be envisaged that the role would be developed flexibly over time in accordance with the appointee's interests.

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

The Physician Associate will undergo a period of training, supervision and accreditation to activities relevant to the clinical department/area.

Key Areas/Tasks

- Take part in all of the treatment and assessment services of the department as and when requested, and work within the policies and procedures of the organisation.
- Take patient histories and perform physical examinations of a patient. Record the history and examination in the medical records.
- Perform other tasks, not prohibited by law in which the physician associate has been trained and is proficient to perform
- Work collaboratively with the clinical team, i.e. consultants, junior doctors, nursing staff, therapy staff etc. to encourage and ensure good working relationships.
- Support the assessment of patients for acute medicine unit to ensure optimisation of patients' health
- To contribute in supporting colleagues to meet our local and national patient driven targets.
- To communicate with GPs and other health professionals the outcome of clinical appointments in a timely fashion.
- To contribute to the development of efficient pathways of care in accordance with current best practice and national guidelines.
- To fully document all aspects of patient care, and complete all required paperwork.
- Support and contribute to timely discharge planning including completing discharge summaries and support optimising bed capacity.
- Be responsible for a recognised caseload of patients in the day to day management of care.
- To report all actual and potential clinical incidents involved in, in accordance with the Trust's reporting procedures for untoward events using the electronic reporting system (DATIX)

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Physician Associate

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	<ul style="list-style-type: none"> 2:1 Bachelor Degree in Life Science/Biomedical/Nursing or Allied Health Science 	✓		Application
	<ul style="list-style-type: none"> GSCE Maths & English, Grade (6) or equivalent 	✓		Application
Knowledge, Skills, Training and Experience	<ul style="list-style-type: none"> Experience of health care 	✓		Application/Interview
	<ul style="list-style-type: none"> Demonstrates an in depth knowledge of related medical conditions, treatments and pharmacology 		✓	Application/Interview
	<ul style="list-style-type: none"> Ability to work autonomously within the scope of supervised practice 	✓		Application/Interview
	<ul style="list-style-type: none"> Detailed knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance 	✓	✓	Application/Interview
	<ul style="list-style-type: none"> Ability to organise and prioritise workload effectively 	✓		Interview
	<ul style="list-style-type: none"> Ability to exercise sound judgements when faced with conflicting pressures 	✓		Interview

	<ul style="list-style-type: none"> • Ability to work cohesively within the multidisciplinary team • Be able to demonstrate an interest in acute medicine • Knowledge of medical procedures and terminology • Verbal and written communication skills • Ability to maintain confidentiality • Ability to respond to questions in a tactful and professional manner • Ability to adhere to regulations as well as work flexibly to meet the needs of the Trust • Energy and enthusiasm and the ability to work under pressure • An inquiring and critical approach to work • Caring attitude towards patients • Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff and agencies • Commitment to professional development • Awareness of current developments and initiatives in emergency medicine services 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
Personal Qualities	<ul style="list-style-type: none"> • Ability to implement policies and guidelines • Ability to work well with colleagues and within a team • Ability to identify potential areas of risk; takes action to minimise the risk • Demonstration of own self development 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application/Interview</p>

