

Job description

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| Job title | Cardiothoracic Physician Associate |
| Base | <i>John Radcliffe Hospital</i> |
| Grade | <i>8a</i> |
| Hours of work | 37.5 hours per week |
| Managerial accountability | |
| Professional accountability | <i>CSU Lead for Thoracic Surgery</i> |
| Details of special conditions | |

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| Purpose of post |
| <i>To work in conjunction with the medical teams to deliver the best patient care and ensure patients' pathways are as efficient as possible.</i> |

INTRODUCTION

The Physician Associate will support the medical team and PA team in the delivery of 8ahigh-quality care to elective and emergency surgical patients.

The Physician Associate will have been trained to exercise autonomy in medical decisions making from within the physician-PA relationship. This includes:

- Formulating a differential diagnosis based on history and physical examination.
- Developing and delivering appropriate treatment and management plans on behalf of the supervising physician or surgeon.
- Performing diagnostic and therapeutic procedures.
- Prescribing medications (subject to the necessary legislation).
- Requesting and interpreting diagnostic studies.

Professionally, the PA training has been designed to ensure that PAs are:

- Aware of the limits of their competence and committed to acting within these limits.
- Highly skilled at working in a multi-professional team environment.
- Life-long learners who engage in active profession development.

The PA will always act within a predetermined level of supervision and within agreed national guidelines. Although there may be circumstances when the supervising doctor is not physically present, they will always be readily available for consultation. With experience, it is expected that the PA's scope of practice will increase. Thus, it is expected that over time the supervisory relationship will mature and that although the doctor will remain in overall control of the clinical management of patients, close supervision will diminish.

The PA will provide expert assistance to the lead clinician and wider multi-disciplinary team and will participate in all aspects of the team's activities as appropriate. The PA will be expected to perform delegated duties with a high degree of clinical skills and knowledge.

The PA will take medical histories, assess and examine patients, initiate and interpret investigative laboratory, imaging and diagnostic studies, recommend appropriate management, present patient data and plans to the team.

Qualified PAs may develop specialist expertise through practice learning and continuing professional development (CPD) that reflects the speciality of their supervising physicians. This may be within Cardiac or Thoracic Surgery.

Although they may develop specialty expertise, PAs are expected to maintain their broad clinical knowledge base through continuing CPD and will be required to sit for a national recertification exam every five years. An annual appraisal will be carried out with the Lead Clinician or their deputy.

Presently national legislation does not exist which would allow independent prescribing by the Physician Associate. This may change in the future. Subject to legislation prescription of medications will require sign-off by a supervising doctor or designated prescribing pharmacist.

RESPONSIBILITIES

Duties

- To conduct daily ward rounds with the medical team, review patients and formulate appropriate clinical plans.
- To ensure continuity of high standard of care, assessing the health needs of the patients and taking appropriate actions including:
 - Ordering of diagnostic tests
 - Making and receiving referrals
 - Discharging patients within agreed protocols
- To provide advice and support to patients, their families and other healthcare professionals following diagnosis through to treatment.
- To accept responsibility for own caseload, ensuring all patients have an accurate plan of care recorded, which reflects the assessments undertaken and incorporates the issues and recommendations made, ensuring clear documentation in the patient's records.
- To be actively involved in in-patient care, liaising with ward staff and other members of the clinical team as appropriate.
- To assess patient in the surgical pre-assessment clinic and arrange appropriate investigations including radiological imaging.
- To review patients for discharge and prepare appropriate documentation of their in-patient stay for the information of their general practitioner.
- To carry out procedures which will include:
 - Venepuncture
 - Intravenous cannulation
 - Blood gas sampling and analysis
 - ECG
- To work with the supervising surgeon(s) to ensure appropriate medications are prescribed to patients being discharged from the hospital.
- To liaise with referring units regarding the transfer of surgical patients and ensure appropriate transfer of clinical information and imaging for patients moving between institutions.
- To be accountable for care given and to comply with the Fitness to Practice Code of Conduct standard as established by the UK managed Voluntary

Register for Physician Associates (and subsequently the appropriate statutory regulating body when in place). To work within the framework of the scope of professional practice.

Governance

- To keep up to date with current guidelines and maintaining best practice
- To develop local clinical guidelines within their specialist area when required
- To play a strong role in all aspects of clinical governance, including clinical audit (quality assessment and process improvement) and risk management
- To abide by the clinical and corporate governance policies of the OUHFT
- Ensure that all clinical documents are up-to-date, accurate, legible and appropriately filed.
- Accurately record data on patient's information systems and use the in-house databases.

Leadership, Communication and Teamwork

- To liaise and work closely within the clinical / multidisciplinary team to ensure good working relationships are in place which maximise benefits to patient care
- To build effective networks with other teams and other organisation, working in collaboration to support efficient patient care

Service Development

- To participate in departmental service reviews and initiatives in terms of clinical effectiveness, clinical excellence and best use of resources.
- To audit and present data as required in order to identify areas of success/for improvement within the department.
- To participate in the delivery of training programmes to hospital staff as appropriate.

Educational Activities

- Present finding of research, audit and clinical practice to large groups of staff or member of the public, within the Trust or outside.
- Participate in the teaching to medical personnel, other healthcare professionals and member of the public.

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy
- Incident Reporting Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILD PROTECTION

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

DATA QUALITY

Data quality is a vital element of every member of staff's job role. The Oxford Radcliffe Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy