

PORTSDOWN GROUP PRACTICE
PHYSICIAN ASSOCIATE
VACANCY PACK



Introduction

Philosophy and Practice

Everyone working within the Practice is committed to the provision of high quality primary care for the benefit of our patients, whom we respect and value. We strive to be an open-minded, friendly, caring and inclusive team.

Mission and Values

The Practice aims to deliver our philosophy by;

- Providing readily accessible medical and preventative health care within a structured, efficient, open-minded and caring environment.
- Encouraging the professional and personal growth of the whole team, clinicians and their support staff, promoting job satisfaction whilst maintaining financial viability.
- Optimising the use of our resources, commensurate with the size of our very large Practice, creating opportunities not always available to Practices with a smaller list of patients. Our size and innovative approach enables us to encompass and evolve with an ever changing NHS.
- Challenging pre-conceived ideas, leading to more efficient ways of working for the benefit of our patients.

Practice Background

Portsmouth Down Group Practice covers the whole of Portsmouth from postcode PO1 to PO7. The Practice operates out of 6 surgeries, Cosham Park House (PO6 3BG), Crookhorn Lane (PO7 5XP), Heyward Road (PO4 ODY), Kingston Crescent (PO2 8AL), Paulsgrove (PO6 4HJ), and Somerstown (PO5 4EZ).

We are our own Primary Care Network (PCN) with a list size of 44,000 patients. We have 12 Clinical Partners, 8 Salaried GPs and a comprehensive Nursing team overseen by our Nurse Manager and consists of 8 Nurse / Paramedic Practitioners, 13 Registered Nurses, and 7 HCA's. The nursing team offers nursing related services from chronic disease management to dressings and phlebotomy.

The Practice is well established, financially secure and successful. Over the last few years we have earned maximum QOF points.

Team Approach / Organisational Structure

Multi-disciplinary teams work across all sites. Our organisational structure includes a Management Team, based at Kingston Crescent (Group Business Manager, Operations Manager, Business Intelligence Manager, Finance Manager, Nurse Manager and Management Support Team) and a surgery team at each site.

We recognise that our team needs to work as a strong anchor chain within the community we serve. Like a chain we acknowledge that every link has to be strong. We achieve this by working together, supporting each other and continuously inviting team members to make suggestions towards more efficient, safer processes for our patients.

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Teaching, Training and Development

The Practice has a long history of training – we train GP registrars, physician associate, pharmacists and student nurses.

We are committed to the ongoing development of the entire team, including mandatory and developmental training for all our staff. Team members are encouraged to highlight any training they feel would benefit them in the achievement of their role. The Practice funds, via a “learning agreement”, any training which is felt will benefit the individual and the Practice.

Staff Benefits

The Practice is a Real Living Wage Employer and believes in rewarding staff by offering the following benefits in addition to the candidate’s remuneration package.

- Annual Pay Review
- NHS Pension Scheme
- Generous Annual Leave Entitlement
- Additional Days Holiday on Your Birthday
- Benenden Health Plan with Option to Add Family Members
- Cycle to Work Scheme
- Eyecare Vouchers
- Social Events
- Refreshments

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This Vacancy

An exciting opportunity has arisen for an experienced or newly qualified Physician Associate to join our multi-disciplinary team at Portsmouth Group Practice. The successful candidate is required to have completed the Physician Associate Postgraduate Diploma/Masters from an accredited UK university and will be registered with the Physician Associate Managed Voluntary Register (PAMVR) held by the Faculty of Physician Associates (FPA). He or she will be passionate about developing a career in General Practice and helping us to shape our services.

Physician Associates work under the supervision of a doctor as part of the medical team delivering urgent and routine care. The successful candidate will have direct contact with patients, taking medical histories, carrying out physical examinations, updating records, making diagnoses, analysing test results, undertaking home visits and delivering treatment. Working to a professional code of ethics you will be able to demonstrate flexibility in the role, and have a caring attitude towards patients.

We work closely with local training organisations and can offer regular mentorship with an experienced Physician Associate.

Working Pattern

37 Hours per Week.

Rate of Pay

£33,000 – £41,000 dependent on experience

This Recruitment

The successful candidate will be invited to start as soon as possible.

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Job Description

Title: Physician Associate

Responsible To: GP Partners / Operations Manager

Main Purpose of the Post:

Under the supervision of the Duty GP in the practice, you will provide care for the presenting patient including focused history taking, clinical assessment, diagnosis, treatment and evaluation of care. You will demonstrate safe clinical decision-making and expert care, including assessment and diagnostic skills, for patients of the practice. You will demonstrate critical thinking in the decision-making process. You will work collaboratively with the healthcare team to meet the needs of the patients, supporting the delivery of appropriate care. You will provide a holistic and clinical service, with the support and supervision of experienced GPs, implementing agreed management plans and following approved protocols as appropriate.

Duties & Responsibilities of the Post:

General:

- Work clinical sessions consisting of either telephone triage appointments, face to face appointments or both
- Conduct home visits following adequate training
- Triage incoming pathology results and documents
- Act on alerts (e.g. QOF, local enhanced services etc.) and reminders during a consultation
- Respond to medical problems presented by patients, including history taking and examination
- Give confidence to the supervising GP in your use of your clinical findings to justify the differential diagnosis
- Organise onward investigation, treatment and referral where appropriate.
- Be confident in explaining to patients their clinical management plan and be able to modify that plan according to their age and comorbidities.
- Develop consultation skills to enable shared patient and practitioner decision-making
- Be able to justify choice of medication. Able to understand the impact of comorbidities and other medications and poly-pharmacy
- Provide appropriate preventative health care and advice.
- Provide medical support as required to patients referred by nursing staff
- Adhere to the practice prescribing formulary, local and national guidelines.
- Under supervision of the GPs in the practice, make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Record clear and contemporaneous IT based consultation notes to agreed standards
- Collect data for audit purposes

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified
- Demonstrate due regard for safeguarding and promoting the welfare of children.
- Reporting potential risks identified.

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual staff performance review.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality:

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Lead on induction and training of new staff at site
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other agencies to meet patient's needs.
- Effectively manage own time, workload and resources.

Communication/Information:

The post-holder should recognise the importance of effective communication within the practice and

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will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise peoples' needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect their own work
- Participate in audits where appropriate

Any other delegated duties considered appropriate to the post.

This job description is not intended to be exhaustive, but to indicate the main areas of responsibility. It may be changed after consultation with the post holder. The employee shares with the employer the responsibility for review and modification of duties. Suggestions and discussions are welcome.

Policies and Procedures - the duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Practice, which may be amended from time to time. You are required to be flexible and the practice reserves the right to alter such fixed hours as may be considered necessary to ensure the surgery runs smoothly.

The Practice operates between the hours of 0700 – 2100 hours Monday to Friday (0800 – 1300 Saturday), with possible requirement for some future evening and weekend working as the business develops.

How to Apply

Please complete the online application via NHS Jobs.

The closing date for this post is **21st May 2020**.

Successful candidates will be invited to interview on **3rd June 2020**.

Further Information / Practice visits

If you would like to arrange an informal chat and / or visit please contact Niki Newman via email on niki.newman@nhs.net.