

**Physician Assistant, Neurosurgery**

**Job Description**

**Job Title:** Physician Assistant

**Band:** 7

**Hours of Work (p/w):** 37.5 hrs a week Monday to Friday

**Service Centre/Directorate:** Division of Surgery, Neurosurgery

**Base:** St Georges Healthcare NHS Trust but the post holder may be required to work at any of the Trust's sites.

**Key working relationships:** Consultant General Manager, Service Manager Matron, Nursing Staff, junior doctors.

**Trust Vision & Values:**

The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

*By 2015 we will be a thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.*

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.

**Background:**

St George's Hospital but the post holder may be required to work at any of the Trust's sites (Queen Mary's Roehampton, St Helier's, Kingston, Mayday, and Cobham Hospitals). St George's is one of the largest healthcare units in the United Kingdom accommodating around 1170 beds and treating around 89,000 inpatient and day cases, and over 448,000 outpatients annually. The Trust employs over 8,000 staff incorporating 1,100 Medical and Dental Staff. It provides community and general acute services together with specialty services including Cancer, Trauma, Neurosciences, Cardiothoracic and specialist Children's services. In 2009, Dr Foster Intelligence, publisher of the Hospital Guide, named St George's Healthcare its 'Large Trust of the Year'.

St George's Hospital is the main teaching hospital in the western sector of the South Thames region, and as such, has developed links with most district general hospitals throughout South Thames West, and supports a significant training programme for junior doctors who rotate through the Trust.

The Trust provides acute services from St George's Hospital, the base for acute general medicine and surgical services, the Wolfson Neuro-Rehabilitation Centre in Wimbledon, and St John's Therapy Centre, Battersea, where services for care of elderly patients are based.

The trust also provides a wide variety of specialist and community hospital based care and a full range of community services to children, adults, older people and people with learning disabilities. These services are provided from Queen Mary's Hospital, Roehampton, 11 health and clinics, schools and nurseries, patients' homes and Wandsworth Prison.

The Trust serves a resident population of about 300,000 and serves two local Primary Care Trusts, Wandsworth and Sutton and Merton, which have a total population of approximately 600,000. Accommodation is arranged over four floors, around inner courtyards, incorporating twenty six operating theatres and a range of state-of-the-art diagnostic and treatment facilities.

The Trust is organised as four Clinical Divisions. These are: Division of Medicine and Cardiothoracic; Division of Surgery, Cancer, Theatres & Anaesthetics and Neurosciences; Division of Children & Women's and Diagnostic and Therapeutic Services and Community Services Wandsworth. The fourth Division, Community Services Wandsworth, successfully integrated with St George's Healthcare NHS Trust in 2010.

### **Job Summary:**

To provide expert assistance to the consultant neurosurgeons and specialist registrars in the provision of a high quality service to patients in the neurosurgery department. 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 operating theatres, wards and outpatient clinics.

The Physician Assistants role is being developed to work alongside the department's surgeons. 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 specialties 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 Assistants will become involved in the activities of the Department, including review of inpatients, assessment of acute admissions (including through Accident and Emergency), practical procedures. It would be envisaged that the role would be developed flexibly over time in accordance with the appointee's interests.

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

The Physician Assistant will undergo a period of training, supervision and accreditation to activities relevant to each recruiting department.

### **Duties and responsibilities:**

#### **1. Clinical / professional**

- 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 assistant 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 pre-operative assessment of patients for surgery to ensure optimisation of patients' health prior to admission for surgery.
- To contribute in supporting colleagues to meet the 18 week pathway.
- 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)

## **2. Organisational**

- To take a proactive approach in the prevention and management of complaints and when they occur to investigate and respond in accordance with the St George's healthcare NHS Trust complaints and improvements policies
- To monitor and ensure the appropriate use of clinical supplies and equipment within the specialist role.
- To ensure effective and up to date IT skills are maintained in order to be able to fully use Trust IT systems as appropriate.
- Safeguarding Children and Vulnerable Adults - All employees have a 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.

## **3. Education and Research**

- Maintain knowledge and proficiency in medical practices through continuing education, staff meetings, and workshops.
- Assist in the development and mentoring of the UK Physician Assistants as the profession progresses.
- Take an active role in the departmental clinical audit and governance activity.

## **4. General**

- To be accountable for care given and to comply with the Fitness to Practice and Code of Conduct standard as established by the UK Managed Voluntary Register for Physician Assistants (and subsequently the appropriate statutory regulating body when in place). To work within the framework of the scope of professional practice.
- To take and pass the national re-certification examination every five years, as recommended by the National Examination SubCommittee of the UKUBPAE (UK Universities Board of Physician Assistant Education) and subsequently as required by the statutory regulating body when in place.

- All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.
- All staff must ensure that they are fully compliant with the Trust's Infection Control policies and procedures, which includes attendance at Mandatory Training.
- In addition to any responsibilities specified within your job description, it is your duty to take all reasonable care to minimise the likelihood of healthcare-associated infections occurring to patients, visitors and staff (including yourself) as a consequence of actions and / or omissions at work.
- To act within the guidance and regulations of your relevant governing body (e.g NMC, NAASP)
- To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- To promote equal opportunities for staff and patients in accordance with St George's Healthcare and University policies to ensure that no person receives less favourable treatment than another on grounds of sex, race, marital status, religion, colour, creed, nationality, ethnic or national origin or sexual orientation.
- Be aware of and work within the policies of St George's Healthcare NHS Trust carrying out such duties as may be required and are consistent with the responsibility of the grade.
- St George's Healthcare NHS Trust is an Equal Opportunities employer and operates a No Smoking Policy.
- Be aware of and adhere to the Trusts Dress Code Policy at all times.
- Assist in the development of the role of Physician Assistant in the UK
- Assist in the educational development of Physician Assistant students through student shadowing and/or teaching.

### **Additional information**

To undertake any other duties not specified within the job description but which are within the general scope of the post. This job description is an outline of the main role and is not an exhaustive list of duties. Details and emphasis may change in line with service needs after consultation with the post holder.

### **Person Specification**

**Job Title:** Physicians Assistant

**Band:** 7



Factor	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>BA/BS Degree prior to undertaking PA program</li> </ul>	<ul style="list-style-type: none"> <li>ILS, ACLS &amp; PALS certification required</li> </ul>	Application
	<ul style="list-style-type: none"> <li>PG Dip in Physician Assistant Studies from a UK training programme</li> </ul>		Application
	<ul style="list-style-type: none"> <li>Current and valid certification or re-certification by the Physician Assistant National Examination</li> </ul>		Application
	<p>OR:</p> <p>If US Trained:</p> <ul style="list-style-type: none"> <li>Current and valid certification with the National Commission on Certification for Physician Assistants (NCCPA)</li> </ul>		Application
	<ul style="list-style-type: none"> <li>Registration with the UK Managed Voluntary Registry for physician assistants as soon as</li> </ul>		Application

	<p>it is in place</p> <ul style="list-style-type: none"> <li>Member of the UKAPA</li> </ul>		
Experience	<ul style="list-style-type: none"> <li>Experience of conducting clinical audit</li> <li>Ability to organise and Prioritise workload effectively</li> <li>Ability to exercise sound judgements when faced with conflicting pressures</li> <li>Ability to work cohesively within the multi-disciplinary team</li> </ul>	<ul style="list-style-type: none"> <li>Be able to demonstrate an interest in neurosurgery/ neuroscience/ surgery</li> </ul>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
Skills	<ul style="list-style-type: none"> <li>Knowledge of medical procedures and terminology</li> <li>Verbal and written communication skills</li> <li>Ability to maintain confidentiality</li> <li>Ability to respond to questions in a tactful and professional manner</li> <li>Ability to adhere to</li> </ul>	<ul style="list-style-type: none"> <li>Additional competencies</li> </ul>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Interview</p>

	<p>regulations as well as work flexibly to meet the needs of the Trust</p> <ul style="list-style-type: none"> <li>• Energy and enthusiasm and the ability to work under pressure</li> <li>• An inquiring and critical approach to work</li> <li>• Caring attitude toward patients</li> <li>• Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff and agencies</li> <li>• Commitment to CME and professional development.</li> </ul>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/Interview</p>
Knowledge	<ul style="list-style-type: none"> <li>• Awareness of current developments and initiatives in emergency medicine services.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional competencies</li> </ul>	Application/Interview
Personal Attributes	<ul style="list-style-type: none"> <li>• Ability to implement policies and guidelines</li> <li>• Ability to work well with colleagues and within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Additional competencies</li> </ul>	Application/Interview

	<ul style="list-style-type: none"> <li>• Ability to identify potential areas of risk; takes action to minimize the risk.</li> <li>• Demonstration of own self development</li> </ul>		
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Key:

I = Interview

A = Application Form

T = Practical Test