TEMPLATE JOB DESCRIPTION

Job Title: Physician Associate
Band/salary: 7
Hours:
Accountable to: GP (Clinical Supervisor)
Responsible for:
Location:
Team: Clinical

Job Purpose/Summary

- To deliver a high standard of patient care using advanced autonomous clinical skills with in-depth theoretical knowledge and evidence-based practice working under the supervision of a GP
- To manage a clinical caseload and deal with presenting patient's needs in a primary care setting.

Mentorship and supervision will be provided by designated senior medical personnel. The level and type of supervision will be dependent on the post holder's skills and knowledge and determined by the organisation's clinical governance arrangements. You will follow recommended annual appraisals and continuing professional development set out by the General Medical Council (GMC)

Key Relationships

The post holder will work as part of a wider MDT (multi-disciplinary team) consisting of receptionists, admin staff, HCSWs, GPs, GPNs, other ARRS staff roles and the practice management team. The post holder will build effective relationships within the team which will promote good communication between all staff for better patient outcomes for the service population.

Responsibilities

The post holder will (under appropriate supervision):

- Provide first point of contact for patients presenting with undifferentiated, undiagnosed problems, utilising history taking, physical examination, problem-solving and clinical decision-making skills to establish a working diagnosis and management plan working in partnership with patients.
- Undertake as agreed surgery based consultations for emergency or routine problems including management of long term conditions. In addition, undertake telephone consultations / home visits and participate in duty rotas.
- support the management of patient's conditions through offering specialised clinics following appropriate training including (but not limited to) family planning, baby

checks, COPD, asthma, diabetes, and anticoagulation.

- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports within the scope of a PA's practice. Discuss the result and implications of laboratory investigations with patients.
- Utilise clinical guidelines and promote evidence-based practice.
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support with an emphasis on prevention and self-care.
- Refer patients directly to other services or agencies using appropriate referral pathways.
- Ensure safe handover of care within and outside the practice as appropriate.
- Work directly with members of the practice primary health care team and support integrated patient centred care through appropriate working with wider primary care / social care networks.
- Identify community health needs and participate in the development of patient/family-centred strategies to address them.
- Contribute to the practice quality targets to consistently achieve high standards of safe, evidence-based, cost-effective patient care and service delivery.

Service Quality

- Participate in audit activities being undertaken in area of practice.
- Share ideas with colleagues to improve care and suggest areas for innovation.
- Contribute to the improvement of service by reflecting on own practice and supporting that of others.
- Regularly attend/chair team meetings and contribute positively to discussions about the improvement of care.
- Participate in any mandatory and statutory training to ensure quality and patient safety.

Communication

The post holder will:

- Communicate effectively with patients and carers to ensure they are fully informed and consent to treatment.
- Communicate with individuals, carers, and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Will demonstrate professional and ethical behaviour always including when liaising with internal and external colleagues.
- Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust.
- Act as an advocate when representing patients.
- Communicate effectively with other team members.
- Document consultations accurately and appropriately, according to guidelines, use digital tools and templates to record interventions and outcomes in line with PCN protocols.

- Participate in feedback and service improvement discussions.
- Ensure clear, concise accurate and legible records are kept.

Mobility

The post holder will have a clean driving license and access to a car as they will be required to undertake home visits for the practice population and travel across different practice sites in the PCN.

Health and Safety

The post holder will:

- Know the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate in accordance with training and procedures.
- Maintain a good working knowledge of Health and Safety procedures and fire precautions.
- Assist in promoting and maintaining own and others' health, safety and security as defined in the practice policies.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Reporting potential risks identified.
- Using personal security systems within the workplace according to practice policies.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Understand and apply the principles of the cold chain.

Data Protection, Confidentiality and Information Governance

The post holder will:

- Have an understanding, acceptance, and adherence to the need for strict confidentiality.
- Ensure all patient related information is treated sensitively and always adhere to the principals of confidentiality.
- Work in accordance with relevant data protection legislation.
- Work in accordance with Information Governance policies and procedures.
- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment.

Smoking and Health

It is the organisation policy to promote health. Smoking therefore is actively discouraged. It is illegal within the organisation's buildings and vehicles.

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Equality and Diversity

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

- Acting in a way that recognises 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.
- Support people who need assistance in exercising their rights.
- Act as a role model in the observance of equality and diversity good practice.
- Identify patterns of discrimination, take action to overcome this and promote diversity and quality of opportunity.
- Accept the rights of individuals to choose their care providers.

Training and Development

- Participate in continuing professional development opportunities to keep up to date with evidence-based knowledge and competence in all aspects of the role to meet clinical governance guidelines for Continuing Professional Development (CPD) and a Personal Development Plan (PDP) utilising a reflective approach to practice.
- Undertake research and analysis tasks such as Audits of clinical practice.
- Promote and support a learning culture within the practice and assist in clinical instruction, mentoring and supervision of medical, nursing or physician associate students and other learners that may periodically be attached to the practice.

Digital

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- Adhere to practice policies and protocols relating to information technology.
- Ensuring personal passwords for computer are safe.
- Adhere to practice policies relating to social media.
- Checking patients details when conducting digital consultations ensuring you are speaking to the patient and not a third party.
- Adhering to policies and procedures when conducting digital consultations.

Working Hours & Conditions

- The post holder will be expected to work 37.5 hours over 5 days.
- By law we will not expect an employee to work above on average 48 hours a week. For every four hours worked, the post holder will be entitled to a 15-minute unpaid break.
- Flexibility to work across PCN sites and in patients' homes where necessary.

Clinical Supervision

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- The post holder will work under the direct supervision of the GP in accordance with the practice guidelines, policies, and protocols.
- Operate within the boundaries of competence under delegation and direction.
- Subject to annual appraisal and objective-setting.

Reasonable Adjustments

The post holder will play a pivotal role in primary prevention as health educators promoting lifestyle advice, facilitating health access for diverse groups and putting in place reasonable adjustments, from longer appointment times to organising interpreters in line with the Equality Act 2010.

Additional Information

- This job role aligns with the NHS England Network Contract DES Additional Roles Reimbursement Scheme (ARRS) for 2025/26.
- The post holder will be expected to work within the scope of their competencies and adhere to practice policies, procedures, and guidance.
- The role may involve working across multiple sites within the Primary Care Network (PCN).

PERSON SPECIFICATION
Role – Physician Associate

Criteria	Essential	Desirable	Stage measured at (Application and/or Interview)
Education/Training/ Qualifications	- MSc/PgDip in Physician Associate Studies - Physician Associate National Examinations PASS - Active member on GMC register		Application
Experience		Primary care experience	Application & Interview
Skills and Core Capabilities (Inc interpersonal skills)	- Excellent communication skills - Excellent written skills - Ability to effectively prioritise and manage workload. - Ability to work in a team	- Experience using EMIS/SystemOne - Ability using Docman - Ability to use ICE	Application and Interview

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