

## National Physician Associate Expansion Programme (NPAEP) Physician Associate

### Job Description

Job title:	NPAEP Physician Associate <sup>1</sup>
Employing Trust:	The Hillingdon Hospitals NHS Foundation Trust
Salary:	£50,000 annual salary
Responsible to:	Clinical lead in the host organisation
Accountable to:	NPAEP Physician Associate (PA) Director
Hours per week:	Up to 48 hours per week, including evening and weekend working
Location:	Various locations in England, including North West England, East Midlands, Yorkshire, Humber and Newcastle, and North West London. For further details of the positions and precise locations, please see <a href="http://www.npaep.com/recruitment">www.npaep.com/recruitment</a>

### Background and context of the National Physician Associate Expansion Programme (NPAEP)

Physician Associates (PAs) have been part of the NHS for about 10 years. There are currently over 200 practising PAs in the UK, working in a variety of settings and specialties. In contrast, the PA role has been established in the USA since 1965 with a successful workforce of over 100,000.

Health Education England (HEE) are working with partners to continue to develop the PA role in England, but significant further expansion in UK-trained PA numbers is at least two years away. In response to this, the National Physician Associate Expansion Programme (NPAEP) has been created in order to increase the supply of trained and registered PAs within the NHS medical workforce. This will be done through the recruitment and deployment of 200 experienced PAs (from the UK or abroad) to four different English regions and across a range of specialties. Over time, the expanding UK PA schools will produce graduates which will meet the demand for PAs, without the need for significant international support.

Whilst PAs are not a replacement for doctors, they help to address some of the challenges currently faced within the system and are an excellent complement to medical teams, offering the opportunity to diversify teams with permanent staff under specialist leadership.

The four English regions participating in NPAEP are:

- North West England
- East Midlands

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<sup>1</sup> The term Physician Associate is used throughout this job description to mean both Physician Associate, and Physician Assistant, as per the United States. In the United Kingdom, Physician Associate is used

- Yorkshire, Humber & Newcastle
- North West London

Successful applicants will be placed in one of these four regions, where positions are available in a number of host organisations in each region, across a range of clinical specialty areas and settings. For further details of the roles and locations available, please see [www.npaep.com/recruitment](http://www.npaep.com/recruitment)

The Hillingdon Hospitals NHS Foundation Trust (THHFT) is formally hosting the NPAEP Programme and will be the employing organisation for participating PAs.

## **Job Summary**

NPAEP PAs will provide expert assistance to the lead clinician in their host organisation and the wider multidisciplinary team, and will participate in all aspects of the team's activities as appropriate. They will be expected to perform delegated duties with a high degree of clinical skill and knowledge and to assist in clinical teaching and supervision of colleagues and students. In this way, NPAEP PAs will demonstrate the benefits associated with utilising PAs in the NHS.

Specifically, NPAEP PAs 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. Certain positions may require NPAEP PAs to perform procedures and assist in surgery when appropriate. NPAEP PAs will be expected to liaise with other professionals and specialties as required and to complete necessary documentation related to patient care. The current UK regulatory environment prohibits PAs working in the UK from delivering ionising radiation and prescribing medications, although much has been done to minimise the impact of this on the PA scope of practice. It is envisioned that the roles will be developed flexibly over time in accordance with the NPAEP PA's clinical interests and in line with the needs of the local service.

There will be a focus on acquiring further skills and expert knowledge in the relevant specialty field. NPAEP PAs will be supervised by a designated physician and will also have individual mentors to support their career development. Furthermore, NPAEP PAs will be supported in their interests to expand clinical proficiency, build upon leadership skills and improve performance of didactic and clinical teaching through a unique continuing professional development (CPD) program and the provision of scheduled, protected non-clinical time.

As part of an experienced PA team working with the NPAEP Programme, all NPAEP PAs will be expected to undertake activities aimed at developing the profession, recognising the work being led by the profession in the UK. NPAEP PAs will be required to help guide PA practice and utilization within a given host organization and may be required to represent the NPAEP program and/or their host organization at meetings.

NPAEP PAs must be qualified Physician Associate/Assistants and be registered with the UK PA Managed Voluntary Registration Commission (PAMVRC) or must register prior to appointment. Registration is guaranteed by virtue of current and valid certification with the US National Commission on Certification for Physician Assistants (NCCPA).

## Key Relationships

The key relationships will include: the clinical/wider multidisciplinary team within the host organisation; health and social care colleagues within the host organisation's key partners; NPAEP Programme team; existing UK-based PAs; other PAs participating in NPAEP.

## Duties and Responsibilities

### Clinical duties and responsibilities

The core clinical duties of NPAEP PAs include, but are not limited to:

- Assessing and examining patients, ordering appropriate investigations, interpreting investigation findings, forming a list of differential diagnoses and recommending management/treatment accordingly. (Please note that the current UK regulatory environment prohibits the delivery of ionising radiation and the prescribing of medication by PAs, although much has been done to minimise the impact of this on the PA scope of practice.)
- Delivering care in a range of settings, which may include hospital inpatient wards, outpatient clinics, community clinics, General Practice (GP) surgeries, urgent care facilities, nursing homes, and conducting home visits where required
- Taking responsibility for a dedicated patient caseload, where required
- Maintaining timely and appropriate documentation
- Performing delegated diagnostic/therapeutic procedures and assisting in surgery, where required and subject to appropriate training and experience
- Having, developing and maintaining specialist medical knowledge appropriate to the role through relevant Continuing Professional Development (CPD)/Continuing Medical Education (CME)
- Contributing to the development of efficient pathways of care
- Contributing to achieving and maintaining outstanding performance in the team/host organisation
- To be accountable for the care given and to comply with the Fitness to Practice and Code of Conduct standard as established by the PA Managed Voluntary Registration Commission (PAMVRC) and subsequently the appropriate statutory regulating body, when this is in place
- Supporting and contributing to timely discharge planning where appropriate.

### Governance

- Keeping up to date with current guidelines and maintaining best practice
- Developing local clinical guidelines within their specialist area where required
- Playing a strong role in all aspects of clinical governance, including clinical audit (quality assessment and process improvement) and risk management
- Abiding by the clinical and corporate governance policies of the host organisation.

### Leadership, communication and teamwork

- Liaising closely and working collaboratively within the clinical/multidisciplinary team to ensure good working relationships are in place which maximise benefits to patient care

- Building effective networks with other teams and other organisations, working in collaboration to support efficient patient care
- Supporting and influencing the work of the local team where they are developing new models of care and where the PA is able to adapt relevant experience gained within another health system, e.g. in the development and operational delivery of integrated models of care, to support change
- Promoting a positive image of NPAEP, both externally and internally
- Participating in and contributing to both NPAEP and host organisation initiatives and projects as appropriate
- Networking with and maintaining relationships with other NPAEP PAs
- Building constructive networks and relationship with existing UK-based PAs at every opportunity.

### Research & Teaching

- Maintaining knowledge and proficiency in medical practices through appropriate Continuing Professional Development (CPD)/Continuing Medical Education (CME)
- Assisting in the development and mentoring of PA students as required
- Teaching and training members of the wider healthcare team
- Attending teaching sessions so as to improve knowledge and clinical practice
- Contribute to evaluation and research associated with the NPAEP Programme
- Contribute to local clinical evaluation and research as required.

### General

- Taking part in the administration of the team and being involved in the management of resources
- Undertaking any other duties that may be required and are consistent with the responsibility and grade of this position.
- NPAEP PAs will be required to follow NPAEP (The Hillingdon Hospitals NHS Foundation Trust) and host organisation policies and procedures, which are regularly updated.

### **Additional Information**

#### Current limitations of current UK PA practice

The current UK regulatory environment prohibits the delivery of ionising radiation and the prescribing of medication by PAs, although much has been done to minimise the impact of this on the PA scope of practice. This means that if you are a PA currently practicing in the United States, you will not be able to deliver ionising radiation or prescribe medications while working in the UK.

#### Criminal records check

All individuals appointed to the NHS would normally undergo a check with the UK Disclosure and Barring Service (DBS). Individual PAs who are offered a position with the Programme may be subject to a DBS check, particularly if they spent time living the UK in the past. In addition, we will require individuals to provide us with evidence of their lack of criminal record if they are currently living in the United States.

### Confidentiality

Members of staff are required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. Members of staff must not at any time use personal data held by the Trust for any unauthorised purpose or disclosure such as data to a third party. They must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

### Health and Safety

Members of staff must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for their own health and safety, and that of others. Members of staff must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### Equal Opportunities

Members of staff are required at all times to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

### Conflict of Interests

Members of staff may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy they must declare to their manager all private interests, which could potentially result in personal gain as a consequence of their employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition, the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) requires members of staff to declare all situations where they or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. They must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. They should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is their responsibility to ensure that they are not placed in a position that may give rise to a conflict between their private patient's interest and their NHS duties.

### Infection Control

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection Prevention and Control policies and members of staff will undertake infection control training on an annual basis.

This job description is intended as a basic guide to the scope and responsibilities of the position and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

## Person Specification

**Post:** NPAEP Physician Associate

	Essential	Desirable
Qualifications and Training	<p><b>Either:</b></p> <p>Current and valid certification with the US National Commission on Certification for Physician Assistants (NCCPA)</p> <p><b>Or:</b></p> <p>Registered with the Physician Associate Managed Voluntary Registration Commission (PAMVRC)<sup>2</sup></p> <p>Evidence of Continuing Professional Development (CPD) /Continuing Medical Education (CME), including regular attendance on internal and external study programmes</p> <p>Commitment to self-development</p>	<p>Teaching qualification</p> <p>Evidence of leadership development</p> <p>Member of Faculty of Physician Associates at the Royal College of Physicians (formerly known as the UK Association of Physician Associates)</p>
Experience	<p>Significant clinical experience as a PA and/or completion of a post-graduate residency or fellowship program</p> <p>Knowledge and experience of a wide range of clinical skills and practice in the specialty</p> <p>Experience teaching clinical skills to medical students, PA students and/or doctors in training, as part of a recognised training programme</p> <p>Evidence of clinical audit (quality assessment/process improvement) experience</p> <p>Experience of influencing and persuading others to adapt or change, resulting in improvements to clinical practice/patient care</p>	<p>Significant clinical experience gained within one specialty</p> <p>Experience of designing formal teaching programmes for PAs and/or other clinical staff</p> <p>Experience of clinical audit (quality assessment/process improvement) that has resulted in changes in practice</p> <p>Clinical research experience</p> <p>Experience of service innovation, e.g. being the 'first PA' in a setting</p> <p>Experience of leadership in a clinical setting, e.g. line management responsibility for other clinical staff including PAs,</p>

<sup>2</sup> All PAs must be registered with PAMVRC to work as a PA in England through the NPAEP Programme. For those not already registered at the time of application, NPAEP will arrange for this registration and will cover the registration fee. Registration is guaranteed by virtue of current and valid certification with the US National Commission on Certification for Physician Assistants (NCCPA)

		mentoring
Knowledge and Skills	<p>Ability to take responsibility for the clinical care of patients, under the supervision of designated physicians, ensuring the highest standards of quality and patient focus</p> <p>Ability to undertake a structured clinical assessment</p> <p>Ability to organize appropriate investigations and collate results</p> <p>Demonstrates the competencies required to take on a leadership role</p> <p>Ability to apply research outcomes to clinical problems</p> <p>Ability to work effectively in teams, to create strong working relationships across all disciplines and groups, and to contribute to team stability and continuity over time</p> <p>Excellent interpersonal skills, both oral and written, and able to communicate effectively with patients, carers and their families and other members of multidisciplinary teams</p> <p>Knowledge and understanding of England's National Health Service (NHS), particularly in relation to:</p> <ul style="list-style-type: none"> <li>- How it is structured and funded</li> <li>- How its culture influences clinical decision making</li> <li>- Constraints and challenges it faces</li> <li>- Workforce challenges and current plans to address these</li> <li>- How the NHS and social care work together</li> <li>- Plans to develop integrated care</li> </ul> <p>Ability to clearly articulate the benefits of NPAEP, and the PA role more broadly, to a UK audience and to make recommendations for how to establish PA best practice within an organisation</p> <p>Good general IT skills – able to use</p>	<p>Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others</p> <p>Experience of working in a different culture/international setting with a clear understanding of where and how lessons can be applied to UK health service delivery and planning</p>

	both standard IT packages, e.g. Microsoft Office, as well as clinical IT systems	
Personal Qualities	<p>Credible as a role model for the NPAEP Programme, respected by peers</p> <p>Demonstrates cultural sensitivity</p> <p>Demonstrates values and behaviours consistent with the NHS Leadership Academy Healthcare Leadership Model</p> <p>Demonstrates resilience, determination, patience and other personal qualities necessary to adapt to life and work in a different country</p> <p>Ability to work under pressure in a fast paced environment</p> <p>Willing to challenge, listen and learn</p> <p>Able to work flexibly and out of hours</p> <p>Demonstrates initiative</p> <p>Evidence of lack of criminal record through a designated background check</p>	Driving licence

**Post Holder's name/s:** .....

**Post Holders' Signature/s:** ..... **Date:** .....

**Manager's Name:** .....

**Manager's Signature:** ..... **Date:** .....

## Summary of the employment package

The table below sets out the details of the employment package available to US PAs:

<b>Salary:</b>	<ul style="list-style-type: none"> <li>£50,000 annual salary</li> </ul>
<b>Annual leave:</b>	<ul style="list-style-type: none"> <li>33 days annual leave, plus 8 public holidays</li> </ul>
<b>Hours of duty:</b>	<ul style="list-style-type: none"> <li>Up to 48 hours per week including evening and weekends when required (hours would be distributed over 7 days a week between 7am and 12am)</li> </ul>
<b>Tenure of employment:</b>	<ul style="list-style-type: none"> <li>1-2 years fixed term (preference will be given to candidates who can commit to longer time periods)</li> </ul>
<b>Induction and relocation support:</b>	<ul style="list-style-type: none"> <li>Residential on-boarding/induction course in the UK</li> <li>Reimbursement for costs of registration with the Physician Associate Managed Voluntary Registration Commission (PAMVRC) and membership of Faculty of Physician Associates at the Royal College of Physicians (formerly known as the UK Association of Physician Associates)</li> <li>Up to £1,000 contribution towards relocation costs</li> <li>Advice to obtain the relevant visa</li> <li>Advice to find accommodation in the UK and about life in the UK</li> </ul>
<b>Continuing Professional Development (CPD):</b>	<ul style="list-style-type: none"> <li>Local induction and mandatory training</li> <li>Generous protected non-clinical time, for the NPAEP Continuing Professional Development program which will include networking opportunities and educational opportunities on topics relevant for PA clinical practice, PA education, as well as leadership training modules developed with the NHS Leadership Academy</li> <li>Membership of the NHS Leadership Academy, which offers access to premium resources to support development</li> <li>Successful completion of the leadership development programme will lead to an NHS Leadership Academy award in Healthcare Leadership</li> </ul>