

Reference Number: FOI202324/376
From: Private Individual
Date: 15 November 2023
Subject: Employment and Role of Physician Associates

- Q1 Number of Physician Associates (PAs) Employed:**
Please provide the total number of Physician Associates employed in your trust for the stated time period.
- A1** The Trust has employed four Physician Associates (PA's) since 2021.
- Q2 Average Annual Salary of PAs:**
Please disclose the average annual salary, or salary range, for Physician Associates employed in your trust for the stated time period, and a breakdown of how many PAs are on each Agenda for Change pay band.
- A2** The average salary range for a PA is - £36K.
- All PA's are employed under Agenda for Change. Currently three PA's are under band 7 and one is under band 6.
- Q3 Average Weekly Working Hours:**
Specify the average number of hours worked per week by Physician Associates employed at your trust for the stated time period, and the average number of hours worked outside of the 9am-5pm time range.
- A3** 37.5 hours.
- Q4 Job Duties and Responsibilities:**
Provide a detailed description of the job duties and responsibilities of Physician Associates within your trust for the stated time period.
- A4** Please see job descriptions attached.
- Q5 Supervision and Accessibility:**
Clarify what profession and grade are supervising Physician Associates and whether PAs at your trust are able to attend work if their supervising clinician is not immediately contactable by them.
- A5** Consultant and GP grade supervision. Yes, PAs are able to attend work if their usual supervising clinician is not immediately contactable as there is always a senior clinician (who is qualified to work independently) available for urgent clinical advice.
- Q6 Role in Filling Rota Gaps:**
Indicate whether Physician Associates at your trust are permitted to fill rota gaps left by GMC Registered Medical Doctors. If so, specify the grade of doctors they are authorised to cover for.

- A6 PA's do not fill rota gaps left by GMC registered medical doctors at Liverpool Heart and Chest Hospital.
- Q7 **Hourly Rates for Bank Shifts:**
Please provide the hourly rate range paid to Physician Associates working bank shifts at your trust for the stated time period. Break down this range according to years of service if applicable.
- A7 PA's do not work routine bank shifts; however this would be paid at the relevant grade of staff member.
- Q8 **Prospective Employment:**
Please disclose the number of Physician Associates your trust plans to employ in the next 5 years, or business cases out for employing PAs in the next 5 years
- A8 The Trust plan to recruit one further PA on behalf of one of the PCN's at time of writing.

JOB DESCRIPTION

POST:	Physician Associate Integrated Respiratory Service
BANDING:	Band 6 - Preceptorship year or Band 7 depending on experience
ACCOUNTABLE TO:	Community Respiratory Consultant Clinical Lead Physician Associate Team Leader

JOB SUMMARY

This post is suitable for a cohort of newly qualified or experienced Physician Associates who will join a large multi-disciplinary community respiratory team. The post will rotate between primary care and urgent care, with continuing support and mentorship of the community respiratory team. In the initial preceptorship year, there will be a strong emphasis on personal development, mentorship and support. The post holder will be expected to develop and move to a Band 7 role once core competencies have been achieved. There are a number of posts available to support patients across Cheshire and Merseyside.

The post holder will be supported to develop professionally and will be encouraged to undertake additional qualifications such as Non-Medical Prescribing once appropriate regulation is in place. In their preceptorship year, 20% of their time will be purely for educational purposes to enhance knowledge and skills. The Physician Associate will have a named Respiratory Consultant supervisor, as well as a senior clinical mentor to support their development.

The LHCH Community Respiratory Team is a well established, large multi-disciplinary team with an excellent reputation for delivering community services. We are rated Outstanding by the CQC and have won many national awards. The clinical team consists of 2.4 WTE Medical Consultants, 20 nurses, 7 physiotherapists, 2 exercise physiologists, 1 clinical pharmacist, a clinical psychologist, counsellor, assistant practitioner, healthcare assistants and many more. The team provide 24/7 clinical care to patients. Care is delivered in a variety of locations including community clinics, leisure centres, patients' homes and emergency departments. We aim to deliver excellent patient care, closer to home, getting care to those who need it most, offering outreach programs to reach vulnerable patients groups.

The post will rotate between primary care in the Spring and Summer months, when the focus will be on improving the long term management of patients with chronic respiratory conditions. In the Autumn and Winter the post holder will rotate into urgent care services, integrating with and supporting front line staff in primary care, community services and secondary care. The focus will be the management of patients having acute exacerbations

of their underlying respiratory condition, supporting patients both within a community setting and assessing patients within the emergency department to divert appropriate patients into admission avoidance pathways.

Primary Care role: The post holder will review patients in their Primary Care Network (PCN), who have been identified as requiring optimisation/review of their underlying respiratory condition. They will be supported by their community Respiratory Consultant supervisor and a named General Practitioner within the surgery where they are based. The post holder will rotate between primary care centres within their PCN. The reviews will involve taking a clinical history, clinical examination if appropriate, reviewing investigation results (e.g. chest x-rays, blood tests, spirometry results, radiology investigations, other tests) and then formulating an appropriate 'evidence based' management plan. Respiratory medication optimisation will be key to the role, in addition to supporting patients to manage their long-term condition more effectively. Treatments will be based upon national and local guidelines for excellent respiratory care.

Urgent care role: The post holder will integrate with local community or hospital based specialist respiratory services. There will be an opportunity to clinically assess patients, arrange appropriate investigations and interpret their results, and then formulate an appropriate management plan. Patients will be assessed in a variety of settings including telephone consultation, primary care clinics, urgent treatment centres, patients' homes and emergency departments. The post holder will have the support and mentorship of their community Respiratory Consultant supervisor and a locally based doctor in the setting where they are based. There is an expectation that the post holder will gain a breadth of experience across a range of healthcare settings. Due to the urgent response nature of this element of the post, the post holder will be expected to work a shift pattern with some unsociable hours during this placement.

PRINCIPAL ACCOUNTABILITIES

Main Tasks/Overview of Responsibilities

- Promote lung health
- Diagnose and treat respiratory conditions
- Provide education to patients and support their self-management
- Improve respiratory knowledge and management in primary care
- Provide education to healthcare professionals
- Engage in the Trust's vision of patient and family centred care
- To be professionally and legally responsible and accountable for all aspects of their own work, including the management of patients in your care and to ensure a high standard of clinical care for the patients under your management

Clinical Skills

- Clinically assess patients including taking a history and examining patients
- Initiate and interpret appropriate investigations including:

- Spirometry
 - FeNO
 - Blood tests
 - ECGs
 - Arterial blood gases
 - Chest x-ray (with medical support)
- Recommend treatment plans
 - Develop a good understanding of inhalers and be able to effectively demonstrate their use
 - Liaise with other professionals
 - Complete necessary documentation relating to their patient
 - Recognise limitations of clinical competency and ask for help and advice as required

Personal and People Development

- To identify own development needs and set personal development objectives in discussion with supervisor
- Makes effective use of learning opportunities whilst contributing to developing the work place as a learning environment
- Contributes to the development of others, enabling them to develop and apply their knowledge and skills in practice providing timely feedback
- To be an active member of the continuing education in-house programmes by attendance and presentation at staff meetings, tutorials, training sessions, journal clubs, external courses, clinical supervision and reflective practice and to keep an active portfolio of personal developments
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies

Communications and Leadership

- To communicate effectively with a wide range of people in a manner consistent with their level of understanding, culture and background and preferred ways of understanding communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a wide variety of patients. Barriers of effective communication will regularly be evident, e.g. altered conscious level, sensory loss, altered perception, pain, fear and severe psychosocial problems
- Ensure that all aspects of safeguarding, vulnerable adults, children and patients with learning disabilities are managed appropriately and escalated in accordance with Trust policy

Planning and Organising

- To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the service as a whole

- To demonstrate a sound understanding of governance and risk management and apply to work situation
- To actively contribute to and support agreed developments and directorate/Trust objectives

Partnership Working/Service Development

- To communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-coordinated multidisciplinary service
- To work both as an individual and across the team to ensure that policies, strategies and service development enhance care delivery
- To adhere to Trust Policies, procedures and current legislation which relate to own workplace and contribute to service development

Research, Audit and Analysis of Data

- To act as a role model, ensuring own actions promote quality and identify and manage risks
- To keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated responsibilities
- To alert others to new developments and lead them in understanding how their practice should change to improve quality
- To assess and monitor the quality of work in own area
- To raise quality issues and related risks with relevant people and follow this up and address poor performance as per Trust policy e.g. complaints, incidents and poor communication
- To keep up to date with developments within your own specialised field, disseminate information, and ensure that practice is based on best available evidence
- To demonstrate involvement/utilise research
- To facilitate the process of audit and analysis of data to make sense of emerging patterns

Equality and Diversity

- To recognise and promote the importance of people's rights and interpret them in a way that is consistent with Trust procedures, policies and legislation
- Act in a way that acknowledges and recognises people's expressed beliefs preferences and choices (e.g. how people like to be addressed and spoken to)
- Respect people's diversity and value them as individuals
- To challenge behaviour that undermines the rights of others
- To identify and take action where necessary to address discrimination

Health and Safety

- Be aware of the health and safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including the prompt recording and reporting of accidents to senior staff and ensuring that equipment used is safe
- To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate
- You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager

Making Every Contact Count

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing
- Staff should use their interactions with the public to give them additional advice on health and wellbeing
- Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing

Freedom to Act

- To work as an autonomous practitioner in line with the code of conduct and standards of practice having regard to the HCPC "Code of Professional Conduct" for the Allied Health Professionals and their professional contribution to clinical governance
- Is guided by Trust protocols and codes of conduct interpreting national guidelines and policies applicable to won sphere of autonomous practice

In order to work within the Trust clinical governance framework, which includes CNST standards accreditation, you must be fully competent and trained to undertake the tasks allocated to you

To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent. This includes use of medical equipment

Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post-holder

GENERAL STATEMENTS

Mandatory and should be included in all JD's

CONFIDENTIALITY

All employees must adhere to policies and procedures relating to Information Governance, Confidentiality and Information Security

RISK MANAGEMENT

The Trust is committed to approaching the control of risks in a strategic and organised manner

The post holder must be aware of their individual responsibilities as detailed in the Trusts Risk Management, Health & Safety and Incident policies, and those under the Health and Safety at Work Act. This includes the reporting of any untoward incident, accident, potential or actual hazard identified

SAFEGUARDING

All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults

Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties

Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults

Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

HEALTH AND WELLBEING

The Trust is a Health Promoting Hospital. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes. This is in accordance with best practice as described in the DoH white paper "Choosing Health – Making Healthy Choices Easier"

EQUAL OPPORTUNITIES

The Liverpool Heart & Chest Hospital NHS Foundation Trust is committed to achieving equal opportunities. All employees are expected to observe this policy in relation to the public and fellow employees

All staff are expected to adhere to, and act in accordance with, the values & behaviours of the Trust

Preceptorship Year details

1. The preceptorship programme will be undertaken for a minimum of a 1 year (Whole time equivalent)
2. Open to all PAs commencing a programme in the year after first gaining registration on the national register
3. Normally the preceptorship programme will be 50% in primary care and 50% in urgent and community services
4. The weekly timetable should include at least 1 day for educational purposes
5. Primary care placements should have an educationally approved primary care clinical supervisor who is reasonably available. Placements in A&E will have an educationally approved A&E Consultant clinical supervisor. There will be an overarching Respiratory Consultant supervisor for the entire program
6. The PA will have a mentor available from an appropriate education organiser (e.g. HEI, HEE, TH) to provide feedback on their programme
7. There will be a 4-6 week induction period, an induction meeting will take place with their supervisor. There will also be a mid-point and an end of programme review with their supervisor
8. The PAs will be expected to use suitable supportive records of their preceptor program progress (FPA's first year guidance documents)
9. There will be an annual appraisal
10. Access to a professional development programme from a local HEI or equivalent will be available which will include alumni activity
11. The preceptorship programme will enable the post-holder to engage in multi-professional learning activities
12. Further study by attending appropriate courses will be encouraged e.g. non-medical prescribing once appropriate statutory regulation is in place
13. Individual post-holders will be expected to complete and maintain all the requirements of the UK PA managed voluntary register (PAMVR)
14. The preceptorship programme will set out expected outcomes in the form of competence acquisition at the induction supervisor meeting

JOB DESCRIPTION

POST:	Physician Associate Integrated Respiratory Service
BANDING:	Band 7 depending on experience
ACCOUNTABLE TO:	Community Respiratory Consultant Clinical Lead Physician Associate Team Leader

JOB SUMMARY

This post is suitable for an experienced Physician Associate who will join a large multi-disciplinary community respiratory team. The post holder will integrate with local community and hospital based specialist respiratory services. The PA will clinically assess patients, arrange appropriate investigations and interpret their results before formulating an appropriate management plan. Patients will be assessed in a variety of settings including telephone consultation, community clinics, hospital outpatient clinics and patients' homes. The post holder will have the support and mentorship of their community Respiratory Consultant supervisor or an experienced healthcare professional in the setting where they are based as well as close contact with the Physician Associate Team Leader. There is an expectation that the post holder will gain a breadth of experience across a range of healthcare settings. Due to the urgent response nature of this element of the post, the post holder may be expected to work a shift pattern with some unsociable hours during this placement.

LHCH PA's benefit from access to expert members of staff for support and advice as well as weekly 1/2 day teaching and access to the North West Regional PA teaching.

The post holder will be supported to develop professionally and will be encouraged to undertake additional qualifications such as Non-Medical Prescribing once appropriate regulation is in place.

The LHCH Community Respiratory Team is a well established, large multi-disciplinary team with an excellent reputation for delivering community services. We are rated Outstanding by the CQC and have won many national awards. The clinical team consists of 2.4 WTE Medical Consultants, 20 nurses, 7 physiotherapists, 2 exercise physiologists, 1 clinical pharmacist, a clinical psychologist, counsellor, assistant practitioner, healthcare assistants and many more. The team provide 24/7 clinical care to patients. Care is delivered in a variety of locations including community clinics, leisure centres, patients' homes and emergency departments. We aim to deliver excellent patient care, closer to home, getting

care to those who need it most, offering outreach programs to reach vulnerable patients groups.

PRINCIPAL ACCOUNTABILITIES

Main Tasks/Overview of Responsibilities

- Promote heart and lung health
- Diagnose and treat cardio-respiratory conditions
- Provide education to patients and support their self-management
- Improve cardio-respiratory knowledge and management in primary care
- Provide education to healthcare professionals
- Engage in the Trust's vision of patient and family centred care
- To be professionally and legally responsible and accountable for all aspects of their own work, including the management of patients in their care and to ensure a high standard of clinical care for the patients under their management

Clinical Skills

- Clinically assess patients including taking a history and examining patients
- Initiate and interpret appropriate investigations including:
 - Spirometry
 - FeNO
 - Blood tests
 - ECGs
 - Arterial blood gases
 - Chest x-ray (with medical support)
- Recommend treatment plans
- Develop a good understanding of inhalers and be able to effectively demonstrate their use
- Liaise with other professionals
- Complete necessary documentation relating to their patient
- Recognise limitations of clinical competency and ask for help and advice as required

Personal and People Development

- To identify own development needs and set personal development objectives in discussion with supervisor
- Makes effective use of learning opportunities whilst contributing to developing the work place as a learning environment
- Contributes to the development of others, enabling them to develop and apply their knowledge and skills in practice providing timely feedback

- To be an active member of the continuing education in-house programmes by attendance and presentation at staff meetings, tutorials, training sessions, journal clubs, external courses, clinical supervision and reflective practice and to keep an active portfolio of personal developments
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies

Communications and Leadership

- To communicate effectively with a wide range of people in a manner consistent with their level of understanding, culture and background and preferred ways of understanding communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a wide variety of patients. Barriers of effective communication will regularly be evident, e.g. altered conscious level, sensory loss, altered perception, pain, fear and severe psychosocial problems
- Ensure that all aspects of safeguarding, vulnerable adults, children and patients with learning disabilities are managed appropriately and escalated in accordance with Trust policy

Planning and Organising

- To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the service as a whole
- To demonstrate a sound understanding of governance and risk management and apply to work situation
- To actively contribute to and support agreed developments and directorate/Trust objectives

Partnership Working/Service Development

- To communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-coordinated multidisciplinary service
- To work both as an individual and across the team to ensure that policies, strategies and service development enhance care delivery
- To adhere to Trust Policies, procedures and current legislation which relate to own workplace and contribute to service development

Research, Audit and Analysis of Data

- To act as a role model, ensuring own actions promote quality and identify and manage risks
- To keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated responsibilities

- To alert others to new developments and lead them in understanding how their practice should change to improve quality
- To assess and monitor the quality of work in own area
- To raise quality issues and related risks with relevant people and follow this up and address poor performance as per Trust policy e.g. complaints, incidents and poor communication
- To keep up to date with developments within your own specialised field, disseminate information, and ensure that practice is based on best available evidence
- To demonstrate involvement/utilise research
- To facilitate the process of audit and analysis of data to make sense of emerging patterns

Equality and Diversity

- To recognise and promote the importance of people's rights and interpret them in a way that is consistent with Trust procedures, policies and legislation
- Act in a way that acknowledges and recognises people's expressed beliefs preferences and choices (e.g. how people like to be addressed and spoken to)
- Respect people's diversity and value them as individuals
- To challenge behaviour that undermines the rights of others
- To identify and take action where necessary to address discrimination

Health and Safety

- Be aware of the health and safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including the prompt recording and reporting of accidents to senior staff and ensuring that equipment used is safe
- To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate
- You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager

Making Every Contact Count

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing

- Staff should use their interactions with the public to give them additional advice on health and wellbeing
- Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing

Freedom to Act

- To work as an autonomous practitioner in line with the code of conduct and standards of practice having regard to the HCPC “Code of Professional Conduct” for the Allied Health Professionals and their professional contribution to clinical governance
- Is guided by Trust protocols and codes of conduct interpreting national guidelines and policies applicable to won sphere of autonomous practice

In order to work within the Trust clinical governance framework, which includes CNST standards accreditation, you must be fully competent and trained to undertake the tasks allocated to you

To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent. This includes use of medical equipment

Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post-holder

GENERAL STATEMENTS

Mandatory and should be include in all JD's

CONFIDENTIALITY

All employees must adhere to policies and procedures relating to Information Governance, Confidentiality and Information Security

RISK MANAGEMENT

The Trust is committed to approaching the control of risks in a strategic and organised manner

The post holder must be aware of their individual responsibilities as detailed in the Trusts Risk Management, Health & Safety and Incident policies, and those under the Health and Safety at Work Act. This includes the reporting of any untoward incident, accident, potential or actual hazard identified

SAFEGUARDING

All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults

Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties

Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults

Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

HEALTH AND WELLBEING

The Trust is a Health Promoting Hospital. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes. This is in accordance with best practice as described in the DoH white paper "Choosing Health – Making Healthy Choices Easier"

EQUAL OPPORTUNITIES

The Liverpool Heart & Chest Hospital NHS Foundation Trust is committed to achieving equal opportunities. All employees are expected to observe this policy in relation to the public and fellow employees

All staff are expected to adhere to, and act in accordance with, the values & behaviours of the Trust