Job Description Template

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| Job title: | Physician Assistant (PA) Dermatology |
| Department: | Sefton Community Dermatology |
| Location: | Sefton |
| Reporting to: (job title only) | GPwER (nominated supervisor) |
| Direct reports: (job title only) | None |
| Accountable to: (where applicable) | GPwER |
| Responsible to:(where applicable) | GPwER |
| Job purpose: | The PA in Dermatology will work closely with the community dermatology team, supporting patients to access effective and timely care. They will: * Independently run community dermatology clinics, implementing expert assessment skills and evidenced based management plans, with a diverse caseload
* Work as part of a multi-disciplinary team, working closely with the clinical lead, to contribute to the clinical development of the community dermatology service
* Contribute within training sessions
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| Role and Responsibilities: | **Clinical Duties** * Independently run community dermatology clinics, providing competent assessment and follow up sessions as required.
* Work closely with their supervisor, highlighting any cases that need to be escalated and discussed as clinically required.
* Effectively manage a diverse caseload, with patients presenting with a range of dermatological conditions
* Undertake assessment of individuals using a range of different assessment methods, including physical examination and the ordering and interpreting of diagnostic tests
* Be competent in understanding where medications would be beneficial for patients and understand the restrictions of the local formulary. Be able to provide their supervisor with a clear summary of their patients presentation to enable their supervisor to complete any required prescriptions
* Actively involve patients, relatives and carers in their treatment to facilitate ways for individuals to positively engage with their care plans
* Contribute within Dermatology MDT meetings and present and discuss relevant case studies
* Continually seek ways to develop, implement and evaluate patient pathways in collaboration with Vita colleagues and recognised external forums.
* Working within his/her skill set and seeking advice from colleagues when at or beyond the limit of this skill set.
* Ensuring clear documentation in the patients record of all significant consultations in accordance with Best Records Keeping Guidance
* To participate in developing operational policies and their annual review in accordance with national standards
* Adhere to all policies relevant to their role
* Review and update clinical information offered to patients in the specified timescales
* Ensure all care given meets local and national pathway standards.

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.* Be aware of the impact of your behaviour on others
* Ensure that others are treated with fairness, dignity, and respect
* Maintain and develop your knowledge about what EDI is and why it is important
* Be prepared to challenge bias, discrimination and prejudice if possible, to do so and raise with your manager, Speak Up Guardians and EDI team
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice
* Be prepared to speak up for others if you witness bias, discrimination or prejudice
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| Clinical Governance:(where applicable) | * Work in a safe competent manner, working within agreed protocols and guidelines
* Contribute to ensuring relevant Quality targets are met
* Contribute to internal and external audits or inspections e.g. CQC, national isotretinoin audit where appropriate
* Contribute to Quality Performance Monitoring
* Work Collaboratively with the lead nurse and Clinical Lead

Demonstrate continuous evaluation of practice including the use of recognised outcome measures and audit tools |
| Training and supervision: | * Participate in education and training programmes appropriately and provide feedback to the team as part of shared learning.
* Identify own personal development needs, clinical competency deficits, education and development needs at own Performance, Wellbeing, Development (PWD) / appraisal.
* Provide clinical advice as required to staff, patients and carers which promotes evidence based clinical practise and reduces the risk of avoidable harm to patients.
* Participate in clinical training including teaching and supervision of new staff
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| Additional information: | Travel is an essential part of this role. Working across multiple sites across Sefton is required, so a full clean driving licence, access to a car/vehicle and business use car insurance is essential.  |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Bachelor’s degree prior to taking Physicians Associates Programme.
* Successfully completed a PG Diploma/masters qualification in Physician Associate
* Associate Studies from an accredited UK training programme
* Passed the UK RCP National Certification Examination for Physician Associates (PANCE)
* Be registered on the UK Physician Associate Managed Voluntary Register (PAMVR).
* Membership of the Faculty of Physician Associates
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| **Experience** | * Leadership/Management experience
* Advanced clinical assessment and examination skills
* Experience of monitoring patient medication programmes, ordering blood investigations, interpreting, and acting on results
* Independently receiving and making onward referrals e.g. in skin cancer, children and young people, inflammatory skin disease clinic
* A good understanding of CQC fundamental standards and Quality Assurances relating to a clinical environment
* Strategic planning and decision-making capabilities
 | * Experience in completing minor procedures in the community, including simple biopsies and excisions
* Confident in writing SOPs, policies, audits and procedures
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| **Skills/knowledge** | * Ability to adhere to regulations as well as working flexibly to meet the needs of our patients
* Ability to communicate effectively with colleagues, patients, relatives, other staff and agencies
* Ability to contribute to effective patient flow through the dermatology service
* Ability to exercise sound judgements when faced with conflicting pressures
* Demonstrate complex decision making
* Utilise diagnostic skills
 | * Ability to complete minor procedures in the community or working towards achieving this competency.
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| **Personal competencies and qualities** | * A passion for patient care and delivering an effective service
* Good communicator and ability to motivate others
* Excellent verbal and written communication skills
* High level of enthusiasm and motivation
* Ability to work individually or within a team and foster good working relationships
* Ability to work under pressure
* Excellent time management skills
* Ability to work autonomously and within a team.
* Able to remain calm and polite under pressure.
* Confidence to exchange patient management with other members of the MDT and achieve agreement or co-operation.
* Desire to work for and with patients to enhance their care
* Energy and enthusiasm and the ability to work under pressure
* Flexible, positive, problem-solving approach to clinical work
* Good interpersonal skills with effective oral and written communication skills.
* Holistic and caring attitude towards patient care
* Strong professional commitment to providing high quality and compassionate care
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# Version Control

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| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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