POSITION DESCRIPTION

PHYSICIAN ASSOCIATE

**NAME:**

*He aha te mea nui o te ao? Māku e kī atu, he tangata, he tangata, he tangata*

*What is the most important thing in this world?* ***It is people, it is people, it is people***

**This position description provides an indicative outline of the purpose and accountabilities of the role. More specific performance requirements and expectations will be negotiated by the PA and the GP within the provision of the Delegated Services Agreement on an ongoing basis.**

**RESPONSIBLE TO: Managing Doctor**

**MAIN PURPOSE OF THE JOB:**

* The Physician Associate (PA) is an appropriately qualified and experienced medical professional with knowledge and skills to provide personal, family, whanau, and community-orientated comprehensive primary care medical services to individuals. As part of the general practice team, they are responsible for providing safe patient- centred, culturally appropriate, and individual holistic care to a defined population.
* The scope of practice of the PA is defined by the GP’s scope. They work within the Delegation of Services Agreement (DSA) signed between the GP and the PA. The PA works closely with the practice team to provide clinical guidance, assistance education, and support. Both staff and patients should feel that they have been dealt with in a professional, friendly, and courteous manner.
* Reporting to the GP, the PA, under DSA, takes patient histories, conducts physical exams, diagnoses, and treats illnesses, and orders and interprets tests. Counsels on preventative health care and assist in surgery and perform a variety of procedures.

Position Description Physician Associate Reviewed 4th August 2022

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| **Key Accountabilities** | **Key Activities** |
| Patient Care | Participate in tasks that support and assist the General Practitioner to ensure an efficient clinical workflow1. Processing normal results as per practice policy
2. Scheduling appointments, referrals, and tests for patients.
3. Follow up with patients as to the outcome of hospital or other encounters
4. Providing patients with health information from trusted sources
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| Clinical Correspondence Management | Ensure effective communication and documentation of tasks are relayed to the clinical team as per policies and guidelines1. Sorting incoming correspondence, prioritising for the GP in terms of action as per practice policy.
2. Escalate any task that is not listed within the delegation document.
3. Filtering various specialist, allied health, ED, and After- Hours letters, including follow-up, tasks, recalls are actioned.
4. Enter new classifications and medication changes from clinical letters and note them for clinician attention
5. Patient communication and care are documented accurately and appropriately.
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| Communication | 1. Professional liaison with other health professionals is maintained.
2. All staff are informed, as appropriate, about anything that they should be aware of regarding a patient or regarding the internal workings of the practice.
3. Staff a n d t e a m m e e t i n g s are attended as requested.
4. All staff problems or issues are referred to the supervising GP in the first instance.
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| Quality | 1. All patient consultations must be accurately recorded in the clinical patient notes within 24 hours of seeing the patient.
2. Ongoing cultural competence training is maintained at least at the level required to meet and maintain ongoing core standards of [PRACTICE NAME] (TRM)
3. Attendance at regular peer review meetings in
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|  | accordance with the agreed protocols of TRM.1. Participation in clinical audit as required by the supervising GP or other clinical indication.
2. Participate in Code of Rights training.
3. Participate in practice accreditation or other quality improvement systems.
4. All complaints are to be referred to the Practice Manager in the first instance. If unresolved, then deal with the Health & Disability Commission.
5. Total confidentiality and privacy of patients are maintained.
6. Comply with established health and safety policies about the handling of instruments, storage of drugs, and disposal of sharps and other potentially dangerous equipment and substances. Comply with current NZ legislation.
7. At such time when there is a regulatory authority for Physician Assistants in New Zealand, to join and maintain membership.
8. At all times have professional indemnity cover pertinent to the New Zealand health environment.
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| Continuous Improvement / Quality Focus | * Complying with relevant legislation and standards.
* Working to improve quality of service and customer satisfaction.
* Participating in audits.
* Participating in performance review processes and learning opportunities.
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| Health and Safety | * Ensuring safe work practices for self and others.
* Seeking advice or assistance before commencing an unfamiliar work practice.
* Identifying, isolating, and reporting workplace hazards.
* Compliance with relevant practice policies and procedures.
* Emergency management procedures and compliance education and training completed.
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| Equity and Cultural Competency | * Treaty of Waitangi/Te Tiriti o Waitangi

Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New ZealandDemonstrates knowledge of differing health and socio- economic status of Maori and non-Maori.Apply the Treaty of Waitangi/Te Tiriti o Waitangi to your daily work* Cultural Safety

Support the practice to provide culturally safe care to patients* Health Equity

Demonstrate knowledge and understanding of health equity issues and participate in pro-equity initiatives within the practice and community |
| Learning and Professional Development |  |

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| **Role Dimensions** | Demonstrate knowledge and understanding of health equity issuesand participate in pro-equity initiatives within the practice and community |
| Financial (Limits. Authorities) | * Undertaking and maintaining CPR competence under the current New Zealand regulations.
* Undertaking training in the use of PMS.
* Attending relevant internal and external education seminars and skills-based training courses as advised by the supervisor.
* Ensuring knowledge base is up to date and relevant to the care provided.
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| Non-Financial (Stakeholders) |
|  | Nil |
|  | Functional relationships with:Internal* GP Supervisor & Practice GPs
* Nursing staff & Nurse Practitioners
* Health Care Assistants
* Business Manager & Administration staff External –
* Patients Visitors
* Other medical professionals
* Lab staff
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| **Person Specifications** |

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| Leadership / Management Skills | * Commitment to getting a sign-off of all workloads unless otherwise stated
* Demonstrated commitment to teamwork and the maintenance of a supportive work environment.
* Ability to work effectively and with flexibility as part of a team in a fast-changing environment, to work productively with agreed supervision and to work to deadlines.
* Demonstrated self-motivation and ability to work independently when required.
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| Technical Skills / Knowledge | * Have NZ medical qualification or equivalent working toward NZREX
* Have worked in General Practice, preferably 5 years
* Understand the New Zealand health system
* An understanding of the Treaty of Waitangi
* Confident, friendly, and approachable.
* Excellent communication and interpersonal skills.
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This is a living document. Changes to this document may be initiated and agreed to, in writing, by the employer and employee as required.

**EQUITY STATEMENT**

* PRACTICE NAME is committed to fulfilling its strategic objectives and obligations in a manner that ensures inclusiveness, participation, appreciation, recognition, support and transparency to all patients, clients and tangata whaiora that access services.
* Te Tiriti o Waitangi is the cornerstone of equity and diversity at PRACTICE NAME.
* PRACTICE NAME is committed to eliminating discrimination, including on grounds of age, colour, disability, education, employment status, ethical belief, ethnic or national origins, language, family status, marital status, political opinion, race, religious belief, sex or gender, sexual orientation, and socio-economic circumstances.
* PRACTICE NAME has a workforce development plan for staff, including cultural competency training to ensure that staff engage with patients/clients/tangata whaiora in ways that support, encourage and empower them to self-manage individual and whanau health and wellbeing.

Manager: *Signature*

Date:

Position Holder:

*Name*

Position Holder:

*Signature*

Date: