



# **Employer Pack**

## **Physician Associate**

# Contents

Page No

|   |           |
|---|-----------|
| <b>Foreword.....</b>  | <b>3</b>  |
| <b>What the Physician Associate can do in General Practice.....</b> | <b>4</b>  |
| <b>Salary .....</b>   | <b>5</b>  |
| <b>Advert Examples.....</b>   | <b>6</b>  |
| <b>Job Description.....</b>   | <b>8</b>  |
| <b>Person Specification.....</b>                                    | <b>12</b> |
| <b>Sample Interview Questions.....</b>                              | <b>16</b> |
| <b>Alternative/Additional Interview Questions.....</b>              | <b>18</b> |
| <b>Employer Checklist .....</b>                                     | <b>19</b> |
| <b>Induction Checklist .....</b>                                    | <b>22</b> |

## Foreword

There are a number of countries across the world where Physician Associates (PAs) are employed. For example, although PAs are a relatively new role in the UK, the profession is firmly established in the USA, with 108,000 PAs working in 2016. In the USA, PAs are known as 'physician assistants', which was the term initially used for PAs in the UK.

The name changed to 'physician associate' in the UK in 2014 to enable the profession to proceed towards statutory regulation, and to distinguish PAs from another category of practitioner (still referred to as physician assistants) who work as technicians rather than clinicians – without a PA's approved education and training.

PAs have been practising in the UK since 2003, and first worked in areas where it was hard to recruit healthcare professionals (including GPs) to work in primary care. PAs qualified from the first UK pilot programmes in 2007, and the first official PA programmes began in 2008.

Initially there were five training programmes. By the end of January 2017 there were 27 programmes, with more in development. Currently there are approximately 1,000 PA's working across the UK. It is forecast that by 2020 there will be 3,000 qualified PAs, and potentially a further 1,000 graduating per year in the UK after that time. The Department of Health are working towards a mandate of a 1,000 PAs in general practice by 2020.

In the early days of the profession, the PA role evolved as a result of the movement of care from acute services to primary care and the European Working Time Directive, which reduced junior doctors' hours and created gaps in the service. More recently, the need for the profession has been driven by a number of factors, including:

- increasing demands for better access to care
- the desire to provide a 24-hour, 7-day service
- changes in medical career pathways and junior doctors' training
- continuing difficulty in recruiting to primary care posts in less attractive areas.

The PA role is in no way a replacement for any other member of the medical or general practice team but works in conjunction with – and complementary to – the existing team. They are not plugging or filling medical workforce gaps, but rather helping with redistribution of the medical workload. (adapted from the FPA An Employer's Guide to Physician Associates)

## What the Physician Associate can do in General Practice

The Physician Associate (PA) is trained in the medical model and can assess, manage and treat patients of all ages with a variety of acute undifferentiated and chronic conditions. They can see patients presenting with acute/same-day problems, as well as offering rebooked appointments.

PAs are able to triage patients, carry out telephone consultations, make referrals, and review and act on laboratory results. Many PAs also carry out home visits or visit nursing and residential homes. Some PAs offer specialised clinics following appropriate training, including (but not exclusively) family planning, baby checks, COPD, asthma, diabetes and anticoagulation.

PAs are also able to teach and supervise students. The level of competence at which the PA can work will depend on their skills and experience, and the skills and experience of their supervising GP. All PAs are trained to be aware of the level of their clinical competence, and to work within their limits accordingly.

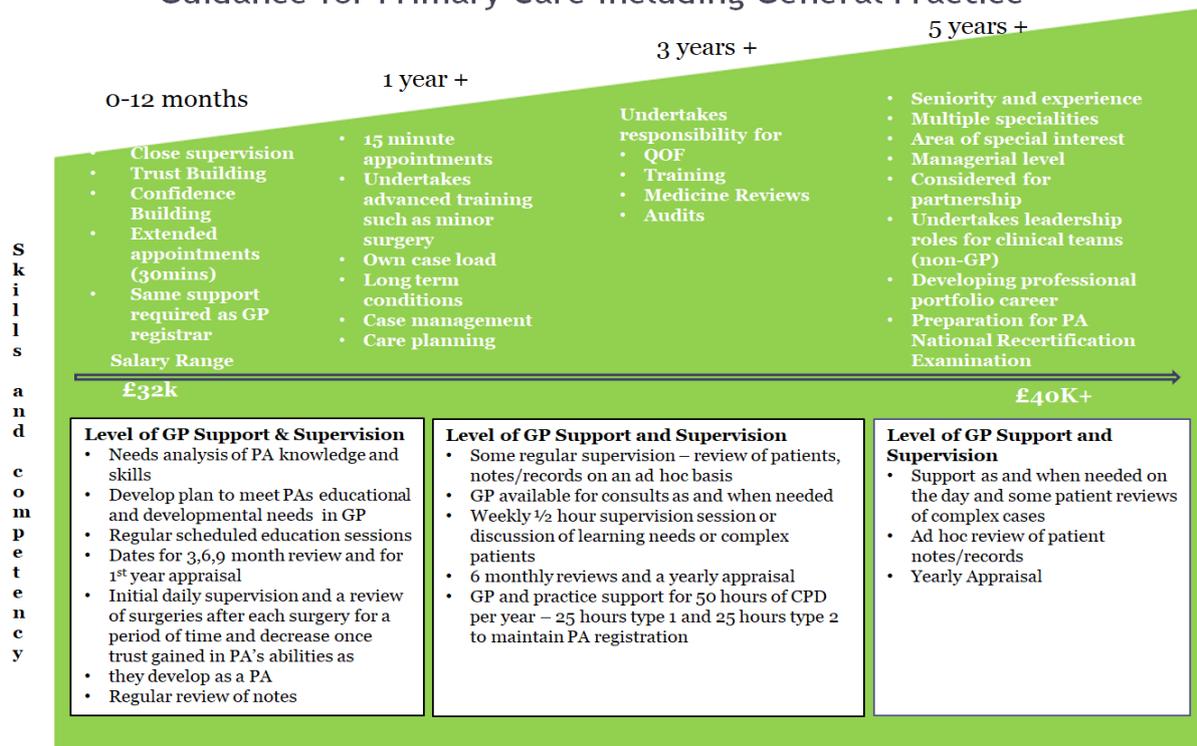
Each GP practice runs differently, so a PA's role may vary across primary care. Newly qualified PAs can see the range of patients that present to general practice; however, initially they will need more supervision and support. The level of support and supervision required should lessen in time as the PA grows in confidence, knowledge and skills.

As PAs become more experienced, they can become involved in a wide range of activities including service design and development, becoming clinical placement leads for students, undertaking minor operations and becoming involved in practice-wide education and quality improvement projects.

**Table 1** shows an example of career progression, development, and minimal support and supervision required for PAs from graduation to first sit at recertification. This diagram shows the minimal expectations for supervision and support of a new graduate PA up to their recertification examination. It also shows the types of work that a PA can do in general practice, a suggested salary range and how PAs can progress in terms of knowledge, skills and competence.

**Table 1**

**Guidance for Primary Care Including General Practice**



**Salary**

This is dependent on the skills and experience of the PA. In general practice, a PA's salary can be negotiated, although there is a suggested range see **Table 2** below

**Table 2**

|  |                   |
|--|-------------------|
| New graduates (up to 2 years postgraduate) | £30,000 – £34,000 |
| 2–5 years post-qualification               | £34,000–£40,000   |
| 5+ years                                   | £40,000 upwards   |

## **Advert Examples**

### **Physician Associate**

#### **General Practice**

**Salary: XXXXX**

#### **Add PRACTICE DESCRIPTION, LIST SIZE, ADDITIONAL SERVICES ETC**

An exciting opportunity has arisen for a Physician Associate in General Practice. With a drive to ensure that people can receive the majority of their care within their neighbourhood with a focus on prevention and self-care. Delivery of resilience and sustainability of Primary Care the Physician Associate is key to enhancing the Primary Care Team. You will use your interpersonal skills to play a role within the wider Primary Care Team to support bridging the gap between Primary care, community services, mental health and social services.

Working with the existing Primary Care Team the role will involve triage, home visits, support to care homes follow up and management of patients also supporting delivery of QoF, locally enhanced and directly enhanced services.

We are keen to ensure that the role is interesting and enable development of skills and competence in a number of areas within Primary Care.

Depending on experience and under the supervision of a GP you will be able to assess, diagnose, treat or refer on within your scope of practice. You will be supported in practice if required to enable you to develop your skills and competence. You will be supported in your Continuing Professional Development and opportunities for internal supervision and action learning as well as cross learning and upskilling as part of the multidisciplinary team.

As a qualified Physician Associate, you will be committed to General Practice and the delivery of high-quality welfare and empathetic care to your patients.

You will be a qualified Physician Associate with an MSc or PG Dip Physician Associate studies. In addition, you will be registered or eligible for registration on the Faculty of Physician Associates PAMVR.

If you would like to have an informal discussion please contact XXXX

## **Physician Associate in General Practice**

Full / Part-Time Position

Friendly, progressive and high performing PMS training practice in London, seeks a Physician Associate to join our multi-disciplinary practice team.

Duties include:

- Assessment, diagnosis and treatment of acute presentations, chronic disease and long-term conditions
- Effective prioritisation and organisation of workload
- Active contribution to clinical and organisational development within the Practice
- Active involvement in multi-disciplinary teaching and training, research, QOF, management, clinical audit and the delivery of enhanced services
- Full participation in service provision, including duty rota, extended hours and development of and participation in specialised clinics

Salary is dependent on experience.

Informal enquiries and visits are welcome. For an application pack or for further information please contact

Applicants must registered on the PA MVR (Managed Voluntary Register).

Closing date for applications: XXXXX

## **Template guidance to develop a Job Description for a Physician Associate – adapt as appropriate**

### **Physician Associate (PA) Job Description**

**JOB TITLE:** Physician Associate (PA) Primary Care

**REPORTS TO:** THE PARTNERS (Clinical)  
THE PRACTICE MANAGER (Admin)

**HOURS:** 37 hours per week (full time)

#### **Job summary**

As a PA you will be acting within your professional boundaries, providing care for patients from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care under the supervision of a GP. You will demonstrate safe, clinical decision-making and expert care for patients within the general practice, in consultation with the duty GP. You will work with the multi-disciplinary general practice team to support the delivery of policy and procedures and meet the needs of patients.

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 Faculty of Physician Associates (FPA).

#### **1. SCOPE AND PURPOSE OF THE ROLE**

- 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
- To provide clinical leadership where appropriate within the practice and support other members of the team to develop and maintain clinical skills appropriate to your role and expertise.

#### **2. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

See person spec

### **3. PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

#### **Clinical**

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
- 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

#### **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. This requires 50 hours of CPD every year: a minimum of 25 hours must be in accredited direct learning programmes
- Undertake a variety of research and analysis tasks associated with the improvement of clinical care, medical diagnosis and treatment where appropriate using the following means.

- Audit of clinical practice
- Significant event review / root cause analysis
- Review of relevant literature
- Research unusual symptoms and treatment options through consultation with general practitioners, physicians and other specialists
- 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
- Contribute to regular multi-disciplinary and or practice educational meetings
- Participate in multi-disciplinary protocol and patient group directions (PGDs) development as appropriate
- Work closely with other clinical staff and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets

#### **Administration**

- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes in accordance with relevant standards
- Work in accordance with internal administrative systems relating to but not limited to the management of clinical data,
- Send and receive written information on behalf of the practice relating to the physical and social welfare of patients
- Work closely with other clinical staff and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets and work to deliver the NHS contract pertinent to the practice including the terms of the Quality and Outcomes Framework and locally enhanced services
- Ensure that all practice policies are fully implemented
- Support, contribute to and participate in external inspections

#### **4. Professional**

- Take the UK PA National Re-Certification Exam every six years - required for Physician Associates **AND** maintain your professional registration working within the latest Code of Professional Conduct (CIPD)
- Undertake statutory and mandatory training as required by the practice
- Demonstrate clinical leadership
- Pro-actively promote the role of the PA within the practice and externally to key stakeholders and agencies

- Respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

## **5. Health and Safety**

- Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System (IRS)
- Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

## **6. Equality and Diversity**

- Co-operate with all policies and procedures designed to support equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

## **7. Communication and working relationships**

- Establish and maintain effective communication pathways with all practice staff and visiting clinical team members such as district nurses, modern matrons, health visitors etc.

## **8. Job Description**

- This job description is intended to provide an outline of the key tasks and responsibilities. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account developments within the practice.

### **Our commitment to you**

- We will provide a supportive learning environment, especially structured in the first preceptorship year
- We will help you set out and revise specific educational goals
- We will ensure appropriate clinical supervision
- You will receive regular appraisals,
- You will be supported and financed to attend agreed CPD i.e. 25 hours courses/conferences and expected to do another 25 hours of learning which can be practice based audits, teaching students or personal study and reflection
- We will develop a system to facilitate a smooth process for the management of signing off X-ray requests and prescriptions

**This template is for guidance and may be adapted as required**

## **PERSON SPECIFICATION**

**Title:** Physician Associate in General Practice

**Salary:** To be arranged.

**Hours of work:** 37.5 hours / week (full time)

**Term:**

**Location:**

**Accountability:** To the Lead General Practitioner (GP)

**Supervision:** General supervision is received from the supervising GP(s)

### **Required or desirable qualities**

- Dynamic/able to use own initiative
- IT literate and proficient use of practice systems
- Good communicator
- Ability to teach others
- Good presentation skills

- Good problem solving and decision-making skills
- Ability to manage work load effectively
- A high standard of clinical skills and experience with the ability to adapt to different situations
- Willingness to work in the best interest of the patient
- Team player with the ability to liaise effectively with colleagues and other members of the multi-disciplinary team
- Ability to liaise effectively with hospitals and other outside agencies
- **Must be a Member of the Faculty of Physician Associates at the RCP, which includes registration on the UK Physician Associate Register (the PA Managed Voluntary Register)** until such time that statutory regulation of PAs is achieved
- Current and valid certification or re-certification by the UK Physician Associate National Examination
- Maintains CPD requirements of 50 hours per year (25 Type 1 and 25 Type 2)
- DBS check
- Previous experience in UK general practice

### **Person specification interview checklist**

**(WHEN UPLOADING PLEASE CHECK E/D AND TICK ALIGNMENT)**

**This template is for guidance and may be adapted as required**

|                                       | <b>Essential</b>  | <b>Essential/<br/>Desirable</b>                                | <b>Application</b>   | <b>Interview</b>                                      |
|---------------------------------------|---|--|--|---|
| <b>Qualifications</b>                 | <ul style="list-style-type: none"> <li>- Postgraduate Diploma/Master in Physician Associate from an accredited UK University</li> <li>- Bachelor Degree in Life Science/Biomedical/Nursing or Allied Health Science</li> <li>- Member of Faculty of Physician Associate Managed Voluntary Register (PAMVR)</li> <li>- Valid national certification and recertification every six years stipulated by PAMVR</li> <li>- For USA trained candidates: Current and valid certification with the National Commission on Certification for Physician Assistants (NCCPA)</li> <li>- Basic or advanced Life Support</li> <li>- Equal Opportunity training in the last three years</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>                            |   |
| <b>Experience/<br/>Achievements</b>   | <ul style="list-style-type: none"> <li>- Experience of general practice and/or secondary care</li> <li>- Demonstrable patient assessment skills</li> <li>- Any desirable/additional specialty specific requirements</li> <li>- Demonstrates an in depth knowledge of related medical conditions, treatments and pharmacology</li> <li>- Experience of supporting doctors in clinical decision making</li> <li>- Ability to work autonomously within the scope of supervised practice</li> <li>- Detailed knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance</li> </ul>                             | <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <b>Aptitudes<br/>Teaching<br/>and</b> | <ul style="list-style-type: none"> <li>- Ability to organise and prioritise workload effectively</li> <li>- Ability to exercise sound judgement when faced with conflicting pressures</li> </ul>  | <p>E</p> <p>E</p> <p>E</p>                                     | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>                            | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>                   |

|   |  |                       |                            |                       |
|---|--|-----------------------|----------------------------|-----------------------|
| <b>training</b>                         | <ul style="list-style-type: none"> <li>- Excellent written and verbal communication skills</li> <li>- IT literate</li> <li>- Experience and enthusiasm for clinical teaching of multi-disciplinary students and qualified staff when appropriate</li> </ul>  | E<br>D                | ✓                          | ✓                     |
| <b>Audit and Research</b>               | <ul style="list-style-type: none"> <li>- Critical appraisal skills</li> <li>- Knowledge of Audit principles and evidence of participation in audit / Quality Improvement projects</li> <li>- Experience of applying evidence to clinical practice</li> <li>- Evidence of knowledge of research methodology</li> </ul>  | D<br>E<br>E<br>D      | ✓<br>✓<br>✓                | ✓<br>✓<br>✓           |
| <b>Attitude/ Commitment</b>             | <ul style="list-style-type: none"> <li>- Good communication and empathy skills with patients</li> <li>- Evidence of willingness to participate in a multi-disciplinary team environment to provide and integrated service for patients</li> <li>- Ability to work as a member of a team, both through communication and sharing workload</li> <li>- Ability to manage high pressure situations e.g. clinical crisis</li> <li>- Willingness to work flexibly to deliver clinically effective and cost effective healthcare</li> </ul> | E<br>E<br>E<br>E<br>E | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | ✓<br>✓<br>✓<br>✓<br>✓ |
| <b>Practical and personal qualities</b> | <ul style="list-style-type: none"> <li>- Evidence of continual learning and development</li> <li>- Understands self (strengths/weaknesses) and impact of behaviour on others</li> <li>- Evidence of innovation</li> </ul>  | E<br>D<br>D           | ✓                          | ✓<br>✓<br>✓           |

**Other requirements** – no history of or pending medical legal cases. Appropriate immigration status residence within a reasonable distance of work location

# Sample Interview Structure and Questions

## Introduction:

Ask each candidate to go through briefly their C.V in terms of career history – specific questions from CV that impact on the job

## Interview Questions:

- 1) This is the first PA post in..... If you were successful in being appointed to the job how would you promote the profession to the patients and in the local area?
- 2) How do you envisage integrating the PA role and working with the practice team? Do you foresee any challenges and if so how would you manage these?
- 3) What would you do if a patient refused to see you?
- 4) Can you give an example of a difficult/stressful situation and how you managed to deal with it?
- 5) What support do you think you might need in order to be successful in this role in the practice?

## Scenarios

- (1) What would you do if you saw a patient and they were not happy with your diagnosis and management and demanded to see a GP but there were no appointments and no one available to come and see the patient?
- (2) You see a patient who wants antibiotics and following a thorough history and examination of the patient there is no indication for them? You subsequently explain this and provide information and advice on self- management and symptomatic relief. The next day the patient comes to the practice and sees your GP supervisor who gives them the antibiotics. What would you do?
- (3) A 50 year old gentleman presents to the practice with chest pain. What would you do?

He has central chest pain, SOB, nausea, has been there for the last 2 hours. No past medical Hx. He looks pale and sweaty. (further info if interviewee asks) smoker 20 per day. Father MI RIP aged 55.

**Response** – brief history, 999, aspirin, O2 if required, senior support at the practice, ring hospital likely MI needs cardiac cath. labs.

- (4) A 30 year old female loin/back pain. Frequency of micturition and pain on passing urine. No frank haematuria. Some nausea. Married no children UPSI 2 weeks ago mid-cycle. No contraception. No allergies. No PMH. No meds.

**Response** - Hx, vitals, abdo exam, urine dip, pregnancy test. Likely UTI +/- pregnancy -treat as per results of tests

- (5) 24 year old lady comes in feeling tired and low.

**Response** -Take hx screen for physical causes of tiredness and also screen for depression and suicide risk. If depressed (not suicidal) PHQ-9, offer counselling and review in 2 weeks. If scoring high on PHQ-9 then can consider meds and if suicidal seek help from CMHT and discuss with supervisor (depending on what the practice guidance re: referrals are).

You could do a various other scenarios depending on what you wish to demonstrate. Is it communication skills or clinical knowledge and skills, safe practice etc.

- (6) You see a patient who child has a viral illness and following a thorough history, examination and explanation and safety netting you advise that they are also due to have their MMR. The mother advises that she does not want her child to have the MMR, what do you do?

To extend this scenario you could add that you explain all of the information regarding the vaccine, benefits etc and she still refuses. What do you do?

- (7) You are asked to visit an elderly patient who has suddenly become confused. What do you do in preparation to see this patient? What would your provisional differential diagnosis be?

- (8) You see a 35 year old man in surgery who has presented with a fungal infection in his skin. On further questioning it transpires that he is HIV positive. He does not wish this to be on his notes and does not wish you to tell anyone else at the surgery. You advise that this information is important to share as he may present again with another problem and may receive inadequate treatment if people are not aware of his pre-existing condition. What do you do?

## Alternative /Additional Questions

1. TELL ME ABOUT YOURSELF
2. CAN YOU TELL US WHY YOU HAVE APPLIED FOR THIS ROLE IN PRIMARY CARE
3. WHY DOES THIS AREA APPEAL TO YOU
4. HOW DOES YOUR PAST EXPERIENCE AND SKILLS MATCH WHAT WE ARE LOOKING FOR?
5. WHAT ASPECTS OF THE JOB DO YOU THINK YOU WILL FIND THE MOST DEMANDING AND DIFFICULT? HOW WILL YOU DEAL WITH THESE ISSUES?
6. HOW DO YOU MANAGE AND PRIORITISE YOUR WORKLOAD WHEN DEALING WITH CONFLICTING PRESSURES?
7. TELL ME ABOUT YOUR EXPERIENCE OF CLINICAL AUDIT. WHAT WAS THE OUTCOME?
8. WHAT DO YOU CONSIDER TO BE THE CHALLENGES OF WORKING WITHIN THE WIDER MDT?
9. A PATIENTS RELATIVE HAS COME TO THE PRACTICE/DEPARTMENT TO COMPLAIN ABOUT THE CARE THEIR GRANDMOTHER HAS RECEIVED. TALK ME THROUGH HOW YOU WOULD APPROACH THIS ISSUE.
10. WHAT DO YOU BELIEVE ARE THE CURRENT ISSUES FACING THE NHS AND HOW MAY THIS IMPACT ON THE PA PROFESSION?
11. YOU ARE CONCERNED ABOUT ANOTHER PA IN PRACTICE/DEPARTMENT AFTER YOU OVERHEAR THEM SHOUTING AT A PATIENT. TALK ME THROUGH HOW YOU WOULD APPROACH THIS ISSUE.
12. WHAT ARE THE CHALLENGES OF DEALING WITH PATIENT CONFIDENTIALITY?
13. WHAT DOES IT MEAN TO BE PATIENT CENTRED?
14. WHAT ARE YOUR PLANS FOR CPD AND WHAT DO YOU KNOW ABOUT THE PROFESSIONS STRUCTURES?
15. WHAT DO YOU KNOW ABOUT WORKING AS A PA IN THE UK? WHAT DO YOU PERCEIVE TO BE THE DIFFERENCES BETWEEN A UK AND A US PA?

## Employment Checklist

|                    |                       |
|--------------------|-----------------------|
| <b>Employee:</b>   |                       |
| <b>Job Title:</b>  |                       |
| <b>Site Based:</b> |                       |
| <b>Start Date:</b> | <b>Contract Type:</b> |
| <b>Hours:</b>      | <b>Salary:</b>        |

|             | <b>Received</b> | <b>Notes</b> |
|-------------|-----------------|--------------|
| Reference 1 |                 |              |
| Reference 2 |                 |              |

|   | <b>Received</b> | <b>Notes</b> |
|---|-----------------|--------------|
| Application Form                            |                 |              |
| Offer Letter                                |                 |              |
| Contract                                    |                 |              |
| Job Description                             |                 |              |
| Staff Handbook/Policies Received            |                 |              |
| Appraisal                                   |                 |              |
| Probationary Letter (once period completed) |                 |              |

|                                | <b>Received</b> | <b>Notes</b> |
|--------------------------------|-----------------|--------------|
| P45                            |                 |              |
| P46                            |                 |              |
| DBS                            |                 |              |
| Right to Work in the UK / Visa |                 |              |
| Passport                       |                 |              |
| Driving Licence                |                 |              |
| Proof of Address               |                 |              |
| Certificate of Car Insurance   |                 |              |

| <b>Registration Documents:</b> |             |                     |              |
|--------------------------------|-------------|---------------------|--------------|
|                                | <b>Date</b> | <b>Renewal Date</b> | <b>Notes</b> |
|                                |             |                     |              |

|  |                   |  |              |
|--|-------------------|--|--------------|
|  | <b>Registered</b> |  |              |
| PA on Managed Voluntary Register (PAMVR) |                   |  | Copy on file |
| PA recertification Exam Date             |                   |  |              |
| NMC- PIN Number                          |                   |  |              |
| GMC Registration Number                  |                   |  |              |
| GP Performers List                       |                   |  |              |
| Indemnity (If Applicable)                |                   |  |              |
| HCPC Registration Number                 |                   |  |              |

| <b>Statutory &amp; Mandatory Training</b> |  |             |                         |              |
|---|--|-------------|-------------------------|--------------|
|   | <b>*Admin<br/>**<br/>Qualified<br/>Staff</b> | <b>Date</b> | <b>Renewal<br/>Date</b> | <b>Notes</b> |
| Data Security                             | *<br>**                                      |             |                         |              |
| Safeguarding Adults                       | *(level 1)<br>**                             |             |                         |              |
| Safeguarding Children                     | *(level 1)<br>**                             |             |                         |              |
| MCA                                       | **   |             |                         |              |
| DOLs                                      | **   |             |                         |              |
| Moving & Handling                         | *<br>**                                      |             |                         |              |
| Fire Training                             | *<br>**                                      |             |                         |              |
| Customer Care                             | *<br>**                                      |             |                         |              |
| H&S Training (COSHH)                      | *<br>**                                      |             |                         |              |
| Equality & Diversity                      | *<br>**                                      |             |                         |              |
| Prevent Training                          |  |             |                         |              |
| Conflict Resolution                       | *<br>**                                      |             |                         |              |
| Record Keeping                            | **   |             |                         |              |
| Basis Life support/AED                    | **   |             |                         |              |
| Anaphylaxis                               | **   |             |                         |              |
| NEWS2                                     | **   |             |                         |              |
| Sepsis                                    | **   |             |                         |              |
| Infection Prevention & Control            | *(level 1)<br>**                             |             |                         |              |

|                         |    |  |  |  |
|-------------------------|----|--|--|--|
| Hand Washing Assessment | ** |  |  |  |
|-------------------------|----|--|--|--|

|  | Received | Notes |
|--|----------|-------|
| NHS Email Account Created                    |          |       |
| Clinical System Login Created                |          |       |
| Annual Leave Record                          |          |       |
| Contact Details added to Practice staff list |          |       |

|   | Received | Notes        |
|---|----------|--------------|
| Hep B/Imms Status   |          | Copy on file |
| VDU/DES Assessment Form   |          |              |
| Referral to Occupational Health (Pre-Employment Check or General Health Review) |          |              |
| Training Certificates Relevant to role – PA Qualification                       |          | Copy on file |
| Provided with Practice Ipad   |          |              |
| Provided with Practice Mobile Phone   |          |              |

\*Applicable / Non-Applicable

## Induction Checklist – amend as appropriate

|  | Completed<br>(tick) | Sign/<br>Initial | Date | Notes |
|--|---------------------|------------------|------|-------|
| <b>Introduction to team (names):</b> <ul style="list-style-type: none"> <li>➤ GP Partners &amp; Salaried GP's</li> <li>➤ Practice Manager</li> <li>➤ Nursing Staff /Team</li> <li>➤ Clinical Support Staff</li> <li>➤ Office Administrators</li> <li>➤ Safeguarding Lead</li> <li>➤ IG/Caldicott Guardian</li> <li>➤ IPC Lead/Link Worker</li> </ul> |                     |                  |      |       |
| Named GP Supervisor Introduction   |                     |                  |      |       |
| Walk around working environment  |                     |                  |      |       |
| Signing in and out process- access to clinical rooms   |                     |                  |      |       |
| Fire Procedure discussed   |                     |                  |      |       |
| Fire exits / hydrants  |                     |                  |      |       |
| Fire test day and time   |                     |                  |      |       |
| Staff facilities   |                     |                  |      |       |
| Tea & coffee   |                     |                  |      |       |
| Emergency policy and protocol  |                     |                  |      |       |

|  |  |  |  |  |
|--|--|--|--|--|
| on site  |  |  |  |  |
| Chaperone Policy   |  |  |  |  |
| Relevant policies discussed<br>➤ Access to<br>➤ Staff handbook               |  |  |  |  |
| Practice Procedures ie: triage<br>,home visiting, prescription<br>management |  |  |  |  |
| Dates of Practice Clinical<br>Meetings                                       |  |  |  |  |
| Log in details to computer   |  |  |  |  |
| Contact details of Practice Staff  |  |  |  |  |
| Contact details of Reception<br>staff and internal room<br>numbers           |  |  |  |  |
| Access to Consumable's   |  |  |  |  |
| Cold Chain protocol/Fridge<br>Management Process                             |  |  |  |  |
| Business Continuity process  |  |  |  |  |

**Signature of Clinician.....**

**Name (please print):** .....

**Signature of Practice Representative** .....

**Name (please print)** .....

**Date:** .....