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**Responsible / Accountable to: Medical Supervisor**

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<b>Remuneration:</b>	<b>Agenda for Change Band 8a</b>
<b>Duration:</b>	<b>Fixed term contract until 31 March 2025</b>
<b>Commencement Date:</b>	<b>By October 2024</b>

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## 1. *General: About the Post*

The post-holder will work:

- As a **PA** in the employing organisation, with duties and responsibilities as per (2).
- As a **PA Ambassador**, with an overarching aim to support workforce development of the Physician Associate (PA) profession across the East of England and nationally, where appropriate.

The post-holder will develop and support a portfolio of service improvement projects related to recruitment, workforce planning and professional support of PAs. The post-holder will work with key stakeholders including employers, education providers, NHS organisations and NHS England teams. The Ambassador post is an interface role, developed in response to the GP Forward View, Sustainability Transformation Plans (STP) and local workforce development needs in primary and secondary urgent, acute and emergency care.

This post will offer a suitably experienced PA the opportunity to contribute to the system transformation agenda and, through working within a multi-professional workforce, the opportunity to develop and advance the PA profession.

## 2. *Main Duties and Responsibilities*

### A. **As a PA Ambassador:**

- Work with their employer, NHSE, other PA ambassadors, HEIs and key stakeholders to develop work-streams aimed at promoting the workforce integration of PAs.
- In cooperation with PA Course Providers (HEIs) and nationally through England, provide education, training and professional development guidance to employers across Integrated Care Systems
- Work with HEIs across the NHSE geography to encourage and develop primary care placements for PAs in training.
- Initiate, lead and develop a professional support network, action learning set or similar, to support continuing professional development for PA graduates in their early years.
- Act as a mentor, gaining an understanding of available resources to identify career development opportunities for PAs.
- Provide career and recruitment advice to potential PAs and employers. Encourage employers to hold career events in conjunction with Higher Education Institutes (HEI).
- Communicate and work with key stakeholders, including the Faculty of PAs to promote and develop the PA role nationally.

- Provide workforce planning advice, capture PA numbers and case studies across the NHSE geography and advise on workforce supply solutions where appropriate.
- Share experiences, innovation and good practice with key stakeholders at local and national events e.g. RCoA conferences
- Develop business case/s in response to commissioning opportunities.

### 3. *Key Stakeholders*

- NHSE Local, Regional and National programme Teams
- NHS England Local Area Teams
- Faculty of PAs
- Integrated Care Systems
- Regulatory bodies (eg. GMC, HCPC)

### 4. *General Information*

This job description is not intended to be an exhaustive list of duties, although it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder. The post holder will be required to comply with all policies and procedures issued by their employer. The employer is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of work.

**Please note – knowledge of the ICS footprint(s) applied for will be viewed as an advantage and there may be some travel required. All roles will be expected to work strategically across their system(s) to integrate, embed and retain the PA workforce.**

**Person Specification: Physician Associate Ambassadors**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Graduate of an accredited UK Physician Associate training program</li> <li>• Successfully passed national PA Licensing Exam (evidence of six year recertification exam pass where necessary)</li> <li>• Membership of Faculty of Physician Associates (FPA)</li> <li>• Equal opportunity training in the last 3 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Certified CPR / ALS and PALS</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance</li> <li>• Proven track record of successful local project or initiative</li> <li>• Previous education or leadership experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of chairing meetings.</li> <li>• Experience of report writing.</li> </ul>
<b>APTITUDES</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> <li>• Excellent written and verbal communication skills.</li> <li>• IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Broad understanding of education and management theories and their application</li> <li>• Up to date knowledge of national priorities</li> <li>• Social media including Twitter &amp; Facebook</li> <li>• Presentation skills including PowerPoint.</li> <li>• Small group work skills</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and 'can do' attitude</li> <li>• Ability to listen to needs of others</li> <li>• Motivator</li> <li>• High expectations for quality</li> </ul>	