**Guidance for Supervisors / Mentors to Qualified Physician Associates at**

**East Lancashire Hospitals NHS Trust**

February 2018

Our first cohort of PAs commenced work with us in February 2018. Thank you for agreeing to supervise/mentor one or more of them.

They have come from universities around the North of England, the majority from UCLan. As such most will have some experience of the ELHT way of working, but not all.

During their first week of work they had a two-day Trust Induction, half-day PA Induction and they had ward orientation during the afternoon of 28th February 2018; before starting work in earnest on Thursday 1st March 2018.

**Supervisor Contact**

As a supervisor/mentor it is expected that you have regular contact with your PA with a formal meeting every month to discuss goals and progress. They will have access to a Trust portfolio where this can be documented.

Each week they should have a half-day away from their usual ward work. This may be in a clinic with a Consultant, observing or participating in other clinical activities. This may be within your own Directorate or by arrangement with another. This should be arranged between the PA and the supervisor.

**Educational Meetings**

There will be monthly education meetings, the exact timings to be agreed, likely to be Tuesday afternoons. They should also attend any local teaching sessions within your Directorate.

ICG Education Afternoon is a potential source of education for the PAs but this needs to be balanced against ward needs as CMTs, JCFs and senior trainees are required to attend. The PAs in ICG made a 30-minute presentation on their role at the March ICG Education Afternoon.

**Portfolio**

The PAs will have access to both the Trust portfolio system and the one hosted by the Faculty of Physician Associates, how they balance this will be up to them. The Faculty suggest 50 CPD points per year.

The PAs in their first year have been asked to do a series of DOPS along the same lines as the foundation doctors, along with 3 CBD and 3 Mini-CEX per 4 month placement. Local SLE forms have been provided.

Appraisal will follow the local protocol for non-medical staff.

**Management**

The PAs will be jointly managed by the ward manager and their supervisor. The Ward Manager will manage annual leave, sick leave etc. Clinical matters should be discussed with the supervisor.