

# Application and Interview skills for Physician Associate

KSS PA School Careers day  
10<sup>th</sup> July 2019

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# Session Agenda

- Relevance
- CV writing
- Applying for jobs, the interview
- presentations
- Which candidate?
- Q&A session





## Nick Mattick - CV

1996 – 1998 EDT social work, SoHo – Westminster SSD/Herts Care

1998 – 2001 Peripatetic Social Work, CP & Sect. 53, Cambs Social Services/Herts Care

2001 – 2002 Locum CP social work & RSW Team Leader, Essex SSD

2002– 2006 Social Work & RSW Recruitment Consultant

2006 - 2008 Recruitment Team Leader, doctors

2008 – 2016 Clinical Recruitment Manager IMH

2016- present PA/MDT workforce consultant PATH

Currently learning to be a pilot and achieve my PPL

Think Rupert – is it relevant?





# Relevance

# CV Essentials

- Your name & title (PA-R)
- Contact details
- PA School and Graduation date
- Relevant qualifications (degrees & HE)
- PAMVR, memberships & registrations
- Clinical / relevant employment – starting with most recent
- **Newly qualified PA's should use rotations**
- Leadership / Management experience



# Beneficial

- An interesting short, relevant positioning statement
- Skills and procedures & experience
- Courses, conferences, presentations, research & publications
- Clinical audits & teaching experience
- Outside interests, hobbies and activities – keep it interesting
- Professional / clinical referees.




# And what you can leave out?

- Senior school (A- Levels, GCSE's)
- Bland / generic summary statement
- Non-health / non-professional employment
- Lists of hobbies / activities
- Personal info (age, marital status, religion, children)
- Anything not relevant to the role





## Huge mistakes

- daft email addresses
- Photos
- Exaggerations & irrelevance
- **Multiple** fonts or fancy fonts
- Logos, Emoji's, borders, creative's 
- Uncommon WP packages - use Word
- No more than 2-3 pages – you have 10 seconds on a scan read

# Now check it!

- Read it properly – autocorrect can play hockey
- Get someone else to check it
- Tweak it & check it again
- Ask someone who recruits regularly to check it
- And check it again
- Otherwise....



# Someone didn't read their CV!

- The 9<sup>th</sup> Anal Sexual & Reproductive Health Conference.
- I undertook many shits in A&E and enjoyed each one thoroughly.
- I welcomed the opportunity to undertake additional shits in the department.
- ...working in the sexy health department was very enjoyable.
- ...enthusiastic bondage in the plaster room



# 5W 1H – How to answer interview questions

- **Who**
- **What**
- **Where**
- **When**
- **Why**
- **How**





5W 1H

**2016 – present**

**MDT Workforce Consultant, PATH**

**Working with CCG's and GP Federations across NHS England & NHS Wales**

Development & Implementing the role of PA's in GP, working with practices to understand the Multi-disciplinary Team (MDT) workforce, address workforce shortages and increase patient access. Working with GP Managers and partners to understand the scope of practice, individual roles of MDT's and how to re-orientate models of provision, develop governance and procedures around activity to successfully implement MDT working...

# The Interview

- Do your research - **Who's** interviewing you, **what's** the format, **where & when** is the interview and **how** much time do I have?
- Plan ahead – Strengths, Weakness, evidence, transferable skills, scenarios, specialty knowledge & questions
- Build rapport with the panel and check your body language
- Answer with 5W1H
- You will be asked about teamworking
- Take your time – Avoid Cul-de-sac's and be relevant
- Ask interesting questions
- Say 'Thank You' at the end of the interview



# Teamworking – demonstrate your ability

- Asking for input and listening to ideas
- Changing what you do in response to feedback
- Supporting your team
- Feeding back constructively and tactfully
- Promoting mutual understanding and cooperation
- Patience & tolerance of others when they do things differently or incorrectly
- Volunteering help & asking for help
- Encouraging colleagues when they ask for it
- Fulfilling your responsibilities when others depend on you
- Aware of impact of your actions on others
- Communication / informed on progress
- Being aware of the overall team goals and prioritizing these over your own preference



# Applying for Jobs

- Personalise your CV/NHS profile/cover letter to the job you are applying.
- Follow the language structure of JD's and PS's
- Use 5W 1H
- Follow up with a call
- Research the employer & department
- Ask for feedback
- Speak to professional recruiters – Ask for advice





# What are the panel testing in a presentations?

- Technical skills?
- Speaking to an audience?
- Performance under pressure?
- Subject knowledge?



# Which candidate?

- Chastell Medical Practice is looking to recruit a newly qualified Physician Associate for its new grads programme. The practice group run two practices, walk in centre & student health centre at the university. The practice has a large multi-disciplinary team and are passionate about patient welfare. The practice patient profile is evenly spread across paediatrics, young adults and young families, middle aged and geriatrics. They also have a high incidence of Mental health so an interest in mental health would be advantageous. They are looking at potentially establishing a community sexual health service targeted at their student population.
- They are looking for a UK qualified, PAMVR eligible newly qualified or Non-GP experienced PA.
- Which one CV would stand out as the most suitable candidate and what 3 primary reasons did the others not get chosen?



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guide, email:  
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