Specialty Doctor in Palliative Medicine

Salary depending on qualifications and experience
(Scale from £53,602 to £66,734 pro rata per annum)
Background information & Job description

Hospice care at St John’s is provided free of charge. The NHS contributes just over 30% of the Hospice’s annual running costs, the remaining being obtained via the generosity of the public.

What we do
St John’s Hospice provides Specialist Palliative Care services and support to those affected by life-shortening illnesses. These include:-
- In-patient care, 13 beds
- Day Hospice for 45 places per week and several specialist groups and drop in groups
- Specialist clinics with a Consultant in palliative medicine
- Domiciliary palliative nursing and family support from our Hospice at Home Team
- Lymphoedema clinics and service
- Provision of specialist community nursing
- Education for community GPs, nurses, undergraduates (nursing, medical and allied health professionals)
- Bereavement and family support
- Complementary Therapy
- Neighbourhood scheme

To provide these services, the Hospice employs around 140 staff and benefits from around 475 volunteers, across a wide range of skills and specialities. Most of our care is provided outside of the main Hospice building, indeed last year (2014/15) our Hospice at Home team made 10,500 home visits across North Lancashire and South Cumbria.

The Hospice is a Charitable Incorporated Organisation and the responsibility for its governance and management falls on our Board of Trustees.

Day-to-day management of the Hospice lies with the Hospice’s Senior Management Team, consisting of:-

   Sue McGraw – CEO
   Dr Philomena Swarbrick, Medical Director
   Maddy Bass, Head of Nursing & Quality
   Catherine Butterworth, Head of Fundraising
   Shirley Mørch, Head of Finance & Resources

The Hospice does not provide long-term care or respite care for patients. We aim to assess and manage patients’ symptoms in order for them to return home wherever possible. The average length of inpatient stay is 12 days – however this is obviously influenced by the needs of the individual. Around 50% of people return home from St John’s Hospice after receiving care.

Although the majority of our patients are admitted with cancer-related illnesses, our services are also open to patients with non-malignant disease, such as chronic heart failure, chronic lung disease, chronic renal disease and neurological diseases.

There is a close liaison and collaboration between hospital and community palliative care teams, primary healthcare teams and other community health and social services. We have close working ties with academic colleagues in the International End of Life Observatory, based at Lancaster University.
Medical Staffing
Dr Philomena Swarbrick – Medical Director
Dr Simon Edgecombe – Senior Specialty Doctor
Dr Nick Sayer – Visiting Consultant in Palliative Medicine
Dr Carolyn Watt - Visiting Consultant in Palliative Medicine
Dr Morna Murgatroyd - GP with a special interest
GPSTRs – 4 days per week
Angela Hunt - Advanced Nurse Practitioner

Job Description

General duties and responsibilities
Post-holders will assist in the provision of specialist palliative care services at St John’s Hospice working together with and under the supervision of the senior medical team. They will also provide supervision of the work of junior medical staff, the GPST Registrars. As members of the medical team, they will be responsible for maintenance of the highest possible standard of medical care for patients and will encourage and support a holistic approach to the care of patients and their families within the organisation, taking social, psychological and spiritual, as well as medical factors into consideration. Post-holders will work closely with members of all other disciplines within the organisation.

Specific duties include:
- To carry out daily management of patients on the in-patient unit, including practical procedures such as venepuncture and intravenous infusions.
- To clerk patients on admission to the in-patient unit.
- To participate in multi-professional ward team meetings and ward rounds
- To liaise with, and provide advice to, General Practitioners, Community Specialist Nurses and other members of the Primary Healthcare Team in assisting in the support of patients in the community and when referral for admission to the inpatient unit is being considered. The community specialist palliative care visiting service is provided by a team of Clinical Nurse Specialists supported by the medical team.
- To provide medical support to Day Hospice when required.
- To ensure the keeping of accurate, professional and contemporaneous records, currently using EMIS Web.
- To be involved in the provision of 1 in 4 week nights from 6.30pm to 8am being second on call to the local OOH doctor services.
- To be on call 1 in 5 weekends, non-resident basis. This will be first on call from 8am to 5pm Saturday and Sunday, and second on call to local OOH doctor services: Friday 5pm to 8am, Saturday 5pm to 8am and Sunday 5pm to 8.30am.
- To participate in education, training, audit and research activities.
- To participate in regular appraisal of performance and training needs.
- To undertake appropriate Continuing Professional Development and revalidation activities in accordance with the requirements of Revalidation and Appraisal for Medical Practitioners.

This list is not exhaustive, and the responsibilities will be regularly reviewed and adapted in discussion with the post holder. It is expected that post holders will work flexibly alongside colleagues to ensure the highest quality of service to patients and those close to them.

Requirements of the post
A person specification is attached but, in brief, this post needs doctors who:
- Are excellent clinicians.
• Fulfil the necessary requirements of post-registration general and Palliative Medicine experience.
• Are keen to develop their knowledge and skills in Palliative Medicine.
• Have the desire to work in a hospice in-patient environment.
• Are committed to team working in a multi-professional setting.
• Understand the importance of audit and research of the continuing development of Specialist Palliative Care services.
• Are prepared to participate in the first and second on-call rota for the Hospice.
• Are preferably able to drive and, have access to a car.
• Can communicate clearly and sensitively with patients and, as appropriate, with their families and friends.
• Are sensitive to patients’ psychological and spiritual needs.

CPD, education, training, audit & research
The post holder will need to develop a portfolio of evidence to support their own professional development and to present at appraisal. The post-holder will have opportunities, and be expected, to participate in education, clinical and process audit, and research activities within the organisation. In turn, St John’s will actively support the post holder in their own Continuing Professional Development (CPD) through provision of protected time and appropriate facilities and, where appropriate to the post, funding for attendance at courses and conferences. The hospice may be able to offer some financial support to a post-holder who wishes to study for a Certificate or Diploma in Palliative Medicine, by negotiation.

Appraisal will be done both internally, by the Medical Director, and externally to support continuing Revalidation. The latter will depend on the work placements otherwise held by the post-holder.

The post holder will be expected to take an active role in the education and training of both junior medical staff and medical students within the Hospice, and also to be involved in the provision of education and training of the wider multidisciplinary team.

Management
The post holder will be expected to participate in management duties within the organisation as appropriate to their role. In conjunction with the other members of the medical team, this will include day-to-day supervision of junior medical staff and medical students, coordination of daily referral and admission meetings and ward organisation.

Job Planning & Timetables
Job planning is a process which will be undertaken at the commencement of employment and will be reviewed on a regular basis in a spirit of partnership with a view to reaching mutual agreement, while also recognising the needs of the organisation. The job plan will set out the duties, responsibilities and objectives for the contract and will balance the needs of patients and St John’s Hospice with those of the post holder’s aims and needs for professional development and career progression.

The working week for a full-time doctor will be made up of ten Programmed Activities (PAs) with a timetabled value of four hours each. PAs will be separated into:
• Direct clinical care
• Supporting professional activities
• Additional responsibilities for St. John’s Hospice
• External duties
Most PAs will be devoted to direct clinical care, with a minimum of one PA per week allocated for supporting professional activities (SPAs). Direct clinical care includes all administrative work associated with clinical care (such as telephone calls, letters, reviewing results, etc.) SPAs are reserved for continuing medical education and professional development, training audit, research and other similar activities.

Responsibility & accountability
Post holders will be responsible ultimately to the Chief Executive of St John’s Hospice. The post holder will, in the first instance, be accountable to the Medical Director.

On-call responsibilities
Participation in the on call rota (see above). On call cover is non-residential.

Terms and conditions of service
1. The post holder is required to have full registration with the General Medical Council.
2. Medical Indemnity is required to cover the duties of the post-holder at the hospice.
3. A contract will be issued by the Hospice and the post-holder’s terms and conditions of employment are determined by and agreed with St Johns’ Hospice.
4. Annual leave entitlement is 27 days pro rata plus statutory Bank Holidays.
5. Study leave is by mutual agreement up to a maximum of up to 30 days pro rata over a three year period.
6. It is expected that the post holder will undertake CPD in accordance with formal requirements. The Hospice is committed to resource CPD adequately for this purpose.
7. The post holder will be appraised annually by the Medical Director of St John’s Hospice.
8. Travelling expenses incurred during work for the Hospice are reimbursed in line with St John’s Hospice policies.
9. The post holder will be required to be able to attend the Hospice within 40 minutes in an emergency when on-call.
10. The post holder will ideally possess a full UK driving licence. Possession of a car would be an advantage.
11. A right to work in the UK; satisfactory Occupational Health assessment, which may include medical examination, Enhanced DBS clearance and 3 satisfactory references (one of which should be your most recent employer and one from your last responsible officer), and a copy of most recent Development Plan is a condition of employment.

Rehabilitation of Offenders Act 1974
These posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. This means that candidates are not entitled to withhold any convictions they may have had. Information should be provided on a separate sheet. Any information given will be completely confidential and will not necessarily disqualify application for the posts.

Job description
This job description is a reflection of the current position and may change in emphasis or detail in the light of subsequent developments.

Further information
Further information on the post can be obtained by contacting Dr Philomena Swarbrick, Medical Director or Dr Simon Edgecombe, Senior Specialty Doctor. The Hospice website can be found at www.sjhospice.org.uk Tel. 01524 382538
DUTIES AND RESPONSIBILITIES TO ST. JOHN’S HOSPICE

1. Confidentiality

Each member of the Hospice staff is responsible for ensuring the confidentiality of any information relating to patients, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements of the Data Protection Act and Caldicot Guidelines whilst carrying out the duties of the post. Any breaches in Hospice confidentiality will be dealt with by St. John’s Hospice Disciplinary Procedure and may result in dismissal.

2. Health and Safety

Each member of the St Johns Hospice staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

3. External Interests

Each member of the St Johns Hospice staff is responsible for ensuring that any external interest they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for St John’s Hospice and their obligations under the Working Time Directive.

4. Statutory Training

Each member of the St Johns Hospice staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

5. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the St John’s Hospice to achieve its corporate goals and objectives.

6. Safeguarding

Each member of St John’s Hospice staff is responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from their immediate supervisor if in doubt.

7. Disclosure and Barring
Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during the course of employment. This should include any motoring convictions as this may affect the staff member’s ability to use Hospice vehicles. Any change in circumstance must be reported immediately to the staff member’s supervisor so that any impact on ability to work in post can be assessed.

8. **Equality and Inclusion**

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e. not to discriminate against members of staff, patients, patient family members, volunteers, supporters, contractors and any visitors to the Hospice.

9. **Volunteers**

The role of volunteers is integral with the work of St John’s Hospice and paid staff are required to underpin this in their attitude and actions.