

# JOB DESCRIPTION

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| **Job Title:** | Specialty Doctor in Palliative Medicine (Part time 6 PAs– Tuesday-Thurs and Fri) X 1 post |
| **Directorate:** | St Rocco’s Hospice, Warrington |
| **Department:** | St Rocco’s Hospice / Palliative Medicine |
| **Responsible to:** | Medical Director and Consultant in Palliative Medicine |
| **Accountable to:** | Medical Director and Consultant in Palliative Medicine |

**WARRINGTON AND NEIGHBOURHOOD INFORMATION**

There are excellent road and rail communications to all parts of the country from Warrington. The M6, M56, M62 and M53 are readily accessible. International airports at Manchester and Liverpool are within easy reach. Liverpool and Manchester are an equal distance from Warrington (20 miles). In both cities there are medical schools and a wide range of Post Graduate activities. There is a considerable amount of new residential and commercial development in Warrington and excellent local residential and social facilities.

# Schools

There are several comprehensive schools. Sixth form colleges and Colleges of Further Education within the district. Quite a few private schools are within easy reach.

# Cultural and Sporting Opportunities

Warrington has ample facilities for participant and spectator sports with several Rugby Union clubs, a Rugby League club and first class sports clubs providing facilities for tennis, hockey, cricket, rowing, squash and swimming etc. There are several golf clubs and a golf driving range. Inland waterways provide boating opportunities on the delightful Bridgewater canal and there is immediate access to the charming Cheshire countryside. The attractions, both sporting and cultural, of Liverpool Manchester and Chester city centre are within easy reach by road and rail (25 minutes by car)

# ST ROCCO’S HOSPICE

St. Rocco’s Hospice is a registered charity and serves the people of Warrington, who support it very generously to the tune of £2.8 M per annum.

It is closely situated for Warrington hospital and the Postgraduate centre.

The Hospice has expanded its buildings and services. These include a new

Vitality Centre, Outpatient and Therapies centre and it now has also has an education suite.

The Hospice has an electronic patient records using the Connecting for Health SystmOne palliative care software. All patients are referred via a single point of access.

The following services are currently provided at St Rocco’s Hospice:

* **Inpatient Unit** with 10 beds and an average length of stay of 10 days.





* **Vitality Centre** (25 places) and outpatient clinics.

These include medical and nursing assessment, physiotherapy and complementary therapy based on need.

It has expanded its out-patient (sessional) services and increasing its outreach and domiciliary work.

* Medical OPC
* Hospice at Home
* Palliative Care Hub and Palliative Virtual Ward (10 bedded virtual ward)

These include medical and nursing assessment, physiotherapy and complementary

therapy based on need.

It is expanding its out-patient (sessional) services and increasing its outreach and domiciliary work. For further information, see [http://www.stroccos.org.uk](http://www.stroccos.org.uk/) .

The Consultant is part of a team consisting of:

# Medical staff: -

* + Consultant in Palliative Medicine/Medical director /line manager (1.0WTE)
	+ 2 part time specialty doctors (1.2 WTE)
	+ 1 full time GPST trainee, 2 part time GPST +
	+ Advanced nurse practitioner, CNS/NMP (1.0 WTE)
	+ 1 Trainee Advanced Clinical practitioner ( 0.4 WTE)

# Nursing Staff: -

* + Clinical Lead for Outreach services/ Registered Manager
	+ 2 Vitality Team Leaders and Team leader for H@H
	+ 1 IPU Clinical Lead /Nurse Educator
	+ 2 JR Sisters IPU
	+ Ward and Vitality therapy nursing staff and HCAs

# Therapists: -

* + Physiotherapist 1 WTE
	+ OT 0.5 WTE
	+ Complimentary therapists

**Counselling and Emotional Care Team**: -

* Counsellors (2WTE)
* **Other Professionals:** -
	+ CEAC team: Includes Welfare Rights and bereavement support
	+ Chaplain
	+ Part-time Specialist Palliative Care Pharmacist (0.4PA)(provided by Warrington and Halton hospitals)
	+ Volunteer Manager with input from over 600 volunteers.
	+ IT administration and support
	+ Clinical admin team, including ward clerk (1.8 WTE approx.)

# Key relationships at St. Rocco’s Hospice: -

* + Chief Executive Officer Sonya Currey
	+ Chair of the board trustee Guy Hindle
	+ Consultant in Palliative Medicine /Medical Director Dr Esraa Sulaivany
	+ Chief operating Officer Sara M Black

* + In patient JR Sisters (2) Wendy Campbell & Stephanie Fryer
	+ Clinical Leads (2) Tracey Griffin and

 Sylvie Cooke

# Key relationships at Warrington and Halton teaching Hospital: -

* + Cancer Services
	+ Consultant in Palliative Care Dr Judith Raper
	+ Clinical Pharmacist (Palliative Care) Marie Keenan
	+ Oncologists (4) based at CCC but operate clinics at WGH
		- Dr. Isabel Syndikus
		- Dr S Tolan
		- Dr D Shaw /Dr Jo Cliff

# Key relationship NHS Warrington (PCT) and the Warrington division of Bridgewater Community NHS Trust: -

* Medical Director of Bridgewater Dr Aruna Hodgson
* Community consultant in palliative Medicine Dr Melanie Brooks

* Service Manager Adult Community Nursing Helen Pye
* Community Macmillan Specialist Nursing Team: Jane Shaw, Lynn Gordon, Mary Lilford( Team Leader), Helen Callaghan, Rebecca Ambler and Rachael Ayre , Jo Smallman, Alison Snelson

# General Information About Warrington Health Services

Bridgewater Community Healthcare NHS Trust was established in April 2011. It is the Provider of Services for Warrington, Ashton Wigan and Leigh, Halton and St Helens and Trafford. This position will be based in Warrington Division of Bridgewater Community Healthcare NHS Trust.

The Warrington Division boundaries are coterminous with the Local Unitary Authority. The population is approximately 200,000. There is relatively high employment but there is a wide variety of socio-economic status from areas of marked deprivation to rural affluent areas. Warrington Health Consortium has a responsibility for commissioning health services for all patients registered with GP practices within the Warrington boundaries. Primary and community services are delivered by a range of providers, including Warrington Division of Bridgewater Community Healthcare NHS Trust.

Acute hospital services are based at Warrington Hospital and form part of the Warrington and Halton Hospitals NHS Foundation Trust. This hospital provides most of the acute services for the residents of Warrington and Halton (Runcorn and Widnes). The 5 Boroughs Mental Health Trust provides adult and child mental health services.

There are close links with tertiary services in Liverpool. Medical students from the University of Liverpool during their 4th and 5th years have placements in Warrington.

There is an active postgraduate teaching programme. The postgraduate centre based at Warrington Hospital is well equipped and there is a comprehensive library service including facilities for computer literature searches.

# Job Summary

You will be part of a team of practitioners dedicated to providing high quality specialist services and working closely within a multidisciplinary team.

This post in Palliative Medicine offers an opportunity for doctors wishing to have further experience in Palliative and end of life care. The post will suit a doctor wishing to specialise in this field of medicine.

The post offers a broad range of experience in Palliative and end of life care. Training will be offered within the department and the post holder will be expected to carry out additional training in line with the Royal College of Physicians recommendations.

# Clinical Responsibilities:

* + Under the direction of the Medical Director be responsible for medical care and advice to the Inpatient Unit, Vitality Centre and outpatients.
	+ Admit new patients to the hospice and plan their care in collaboration with hospice and MDT staff. Liaise with other HCP involved regarding their care.
	+ Medical reviews of all inpatients at the hospice on regular basis and in line with patient need.
	+ Medical review of the Vitality centre patients on a rotating, regular basis and when requested by staff.
	+ Attend the weekly IMDT.
	+ Undertake outpatient clinics, deputizing for the Consultant where necessary.
	+ Contribute to the first on call (non-residential) medical rota comprising 1 in 4 weekends (Friday 17:00 – Monday 09:00am) and one night per week (5 pm – 9 am). It is expected that a ward round will be performed on both Saturday and Sunday (usually 10am – 3pm). Additional on call duties may be undertaken my mutual agreement with the post holder. There is second on call support through a consultant second on call rota for Warrington.
	+ To work effectively with colleagues and other members of the MDT the post holder will be expected to develop working relationships and communicate regularly with the wider clinical and non-clinical team including GPs, Specialist Palliative Care Nurses, District Nurses and clerical staff.
	+ Offers FTF and telephone advice for the Palliative Virtual ward when requested
	+ Offer telephone and face to face advice for the community MacMillan Nurses, GP’s, DNs and hospital team.
	+ Perform clinical procedures including paracentesis (training will be provided).
	+ Provide cross cover for other doctor’s clinical work as appropriate and when mutually agreed.
	+ Undertake patient related administration in line with best practice guidance.
	+ Attend the daily morning handover.
	+ The post holder is expected to manage and maintain relationships across the Hospice.
	+ To maintain clear and concise clinical records in line with the Hospice documentation policy.
	+ To communicate clearly with patients and their families.
	+ Support the Palliative Care hub SPA and Virtual Palliative Ward meeting

# Management Responsibilities:

* Attend and input into hospice management meetings as necessary.
* Attend ad hoc meetings outside the hospice in relation to hospice development and patient care
* Attend and actively participate in the regular quarterly doctors’ business meeting Governance & Audit
* To contribute to all aspects of clinical governance with the supervision of the Medical Director.
* Participate in the hospice audit programme taking the lead on some projects working with other clinical colleagues.
* Attend and participate in the pallaborative northwest audit group meeting, working with the clinical team to cascade information and audit results to all clinical staff.
* Attend regular team meetings to plan and coordinate care.
* Support hospice work with user surveys and feedback.
* Participate and input in the hospice clinical governance issues in line with the Quality & Safety Meeting, including clinical incidents and complaint investigation when appropriate.

# Teaching Responsibilities

* + Support and supervision of any clinical attachment or work shadowing including Medical students, A-Level students, GPST trainees,GPs and hospital medical staff in liaison with the medical team and HR.
	+ Attends and input into the SAS doctors in palliative medicine meetings.
	+ To participate in undergraduate medical education and to be involved in the 4th year medical students palliative care teaching programme at the hospice within the need of the service.
	+ Informal teaching for nurses during handover / OPD and ward rounds.
	+ Participate in formal teaching/training sessions for all clinical staff.
	+ Participate in the teaching for staff outside the hospice alongside other clinical team members when requested.
	+ Participate in the supervision and training for trainees Advanced clinical practitioners

# Professional Development:

To ensure good medical practice is maintained. The specialty doctor will be given

every opportunity to attend continuing professional development activities.

This role will be encouraged to develop an area of special interest with the department. He/she will be expected to attend regular meetings of the department, which includes audit and training

The post holder will participate in the Hospice Statutory and Mandatory training programme, continuing professional development and maintain good standing with the relevant Royal College (or other body by arrangement)

Individual Development needs will be drawn up through appraisal and professional development plans and the post holder is expected to participate fully in this process.

The post-holder will be supported in achieving the annual required CPD for the Royal College of Physicians.

The post holder will be entitled to paid study leave to achieve the agreed PDPs

# Administrative and Management Responsibilities and Support:

The post holder will be expected to participate in administrative or management activities, as requested, within the department.

The post holder will be provided with office accommodation and clerical support to meet the needs of the post. Access to email and internet is available. The post is based at St Rocco’s Hospice together with medical, therapy and specialist nursing colleagues.

# Responsibility:

The post holder will be responsible to the Medical Director and Consultant in Palliative Medicine.

Review of performance is through appraisals by the Medical Director. Appraisal will be taken annually but more frequent informal reviews will be held on an ongoing basis.

Progression through the specialty doctor pay scale is not automatic and will be subject to satisfactory participation in annual appraisal, job planning and contribution to personal and service objectives. This will require demonstration of increasing development of specialist knowledge and skills and increasing independent practice.

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# Job Plan:

This will depend on the training and experience of the doctor appointed. A final job plan will be developed on appointment in agreement with the line manager. The timetable may vary from week to week but is generally made up as follows:

Programmed Activities

5 DCC’s – as outlined in the job plan below 1 SPA’s – as outlined in the job plan below

Out of Hours Work

* Predictable

12 hours on a Saturday/Sunday ward round cover (10 am – 4pm) on a one in four frequency (13 weekends per year),

Unpredictable

1.5 hour each week (one night on call per week)

 1.5 hour unpredictable for each of the Friday /Saturday /Sunday nights on call

All OOH will be calculated as additional PA equivalent to 1.25 PA

On Call supplement

The job holder will also participate in the on call rota as first on-call on a one in four frequency, including evenings & weekends and will receive enhanced on call supplement of 6% of basic salary for this commitment.

Job Plan

The job plan is for a 6-session for each post but may be changed depending on the hours agreed by St Rocco’s Hospice and the postholder.

 **Post :**

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| --- | --- | --- | --- |
| Time /Day  | Tuesday  | Thursdays  | Fridays  |
| Am | DCC | DCC | DCC |
| PM | DCC | SPA | DCC |

* On call regularity is 1 in 4 weekends (including Friday night) 17:00 Friday until 09:00 Monday am and one-week day night from 5 p.m. to 9

a.m. first on call, on prospective cover basis.

The appointee is expected to share Bank holiday cover pro-rata with other medical team of at last 2 Bank Holidays a year.

* OOH on call is non-resident, however the appointee is expected to attend the hospice asap and within one hour when required during the On-call (OOH )
* There will be times when other cover will be required such as covering leave and unexpected situations.
* The job plan is based on current requirements and subject to annual review. Additionally, it may be reviewed sooner dependent on the needs of the job holder and the hospice.
* SPA supporting professional activity (these periods are dedicated to non-patient facing activity and although they may be taken flexibly in line with service needs, the equivalent of 1 PA per week will be made available)
* Activities undertaken in an SPA session include teaching, audit, management, meetings, education, CPD activities and research.
* DCC direct clinical care (includes MDTs and patient related meetings as well as review of patients).
* The appointee will be expected to provide cover for absent colleagues for periods of annual leave, professional and sick leave. In exceptional unforeseen circumstances the post holder may have to perform additional duties to ensure the safe running of the Hospice. Where such duties take place outside normal working hours the doctor will receive either an equivalent off duty or will be remunerated appropriately.
* The Appointee will also be expected to provide occasional home visits

Hospice at Home service during service hours.

# Change

The post holder may be required to undertake other related duties not specifically mentioned above. Any changes to this role specification will be made in consultation and agreed with the post holder.

The job description and job plan will be reviewed annually and changes made as required by mutual consent.

# Information Governance

Employees of the Hospice must comply with the provisions of the Data Protection Act 1998. The post holder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The post holder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000

The post holder must comply with Hospice policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use and must pay due regard to the requirements of the NHS Confidentiality Code of Practice.

The post holder will be responsible for maintaining the clinical and or corporate records that fall within the remit of this role to the standards in Hospice records management policies, and data quality processes and standards.

# Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

# Mental Capacity Act 2005

The Mental Capacity Act 2005 applies to all Hospice staff. It is the responsibility of every person to ensure that they keep up to date with the Act and that the delivery of patient care/services is conducted in line with local and national policy and the MCA Code of Practice.

# Safeguarding is Everyone’s’ Business

The Hospice has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected. As a consequence, all Hospice employees are required to adhere to national and local safeguarding policies / procedures and to act upon any concerns in accordance with them.

# Infection Control

It is Hospice policy to reduce the risk of Healthcare Associated Infection by having in place Infection Prevention and Control Policies. These policies must be adhered to by all staff to ensure patients are cared for in a clean environment and receive the highest standards of clinical care.

# Smoke Free Hospice

The Hospice is Smoke - Free. Smoking by staff is not permitted on any of Bridgewater’s or St Rocco’s premises or the surrounding land including car parking facilities. For patients the Hospice is not smoke free but has a designated outside space for patients who need to smoke, however, employees are not expected to review patients whilst they are smoking or be exposed to a smoky environment.

# Training

The post holder must attend any training that is identified as mandatory to their role.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

# Assurance Statement

The purpose of this job description is to outline levels of responsibility and accountability of this post to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

It is the responsibility of all employees to adhere to general policies and procedures as details in the Staff Handbook and other individual policies.

The above Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

# PERSON SPECIFICATION

**Job Title:** Specialty Doctor for Palliative Medicine (Part time)

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE** | 3 years post registration experience, including 1 years relevant experience in allied specialities (e.g. GP, general medicine)Working to GMC standards in line with good medical practice. | Palliative care or hospice experienceExperience in adult safeguarding Experience in practical procedures. |
| **QUALIFICATIONS** | Medical Degree MBChB or equivalent Full GMC Registration | MRCP, MRCGPDiploma in palliative medicine or equivalentMaster’s degree Experience in research and /or MScMembership of special interest group |
| **SKILLS / ABILITIES** | Excellent effective communication skillsAble to medically assess patients and take clinical decisionsKnow when to seek help, able to prioritise clinical needA commitment to patient involvement in the design of service improvementsAbility to develop strong working relationships internally and externallyPractical skills eg;venupuncture,IV canulation An ability to demonstrate a commitment to team and multi- professional workingAn ability to work with groups of staff from a variety of professional backgrounds in a collaborative mannerAn ability to demonstratereasoning skills to address challengeAn ability to organise self and othersAbility to communicate in written and spoken EnglishComputer literate, good IT skills  | Experience in teaching/ attendance of a ‘train the teachers in palliative care’ courseTeaching qualificationEvidence of management trainingCommunication skills trainingAbility to plan and undertake clinical audit and researchAdditional skills eg; abdominal paracentesis or use of portable ultrasound |
| **KNOWLEDGE** | Clinical knowledge relevant to palliative care and general medicine.Medical knowledge up to date.Knowledge of principles of symptom management in palliative care.Knowledge of Clinical Governance. | Sound knowledge of complex symptom control.Aware of relevant Network and National Guidelines relevant to Palliative care. |
| **REGISTRATION AND INDEMNITY** | Full GMC registration with licence to practice.Member of a Medical Defence Society.Eligible to work in the UK. |  |
| **PERSONAL** | Self-motivatedAble to meet the travel/ health requirements of the jobEffective time management skills FlexibilityOpen honest approachAble to driveDemonstrate empathy and sensitivityCommitment to ongoing learning and personal developmentPromote equality and diversity |  |