

HOSPICE OF THE GOOD SHEPHERD

JOB DESCRIPTION	Specialty Doctor in Palliative Medicine
AREA OF WORK	Hospice of the Good Shepherd
REPORTS TO	Medical Director
HOURS OF WORK	2 x roles, 16-24 hours per week (4- 6PAs) ideally over 2-3 days plus 0.75 PA for predictable out of hours work 1 in 4 weekends and one weekday day evening per week (non-resident) 1PA (pro rata) is allocated for supporting professional activities 3% of WTE salary paid as an availability supplement for unpredictable out of hours on call commitment
SALARY	Aligned to the NHS Specialty Doctor Contract 2021 The individual pay rate will be determined according to experience, qualifications and development required.

JOB SUMMARY

The post holder will:

- work as a specialty doctor in Palliative Medicine providing safe and effective medical care for patients at the Hospice of the Good Shepherd. This includes inpatients, outpatients, patients attending the Living Well Centre and input to the telephone advice service
- be primarily hospice based although some community work may be required
- participate in the medical on-call rota (non-resident) 1 in 5 evenings and 1 in 4 weekends at present.
- Provide holiday cover for colleagues.
- undertake clinical work under the supervision of the Consultant in Palliative Medicine/Medical Director
- assist in administrative tasks relevant to the day-to-day care of patients in the hospice
- participate in teaching activities within the Hospice
- participate in clinical audit and research activities

KEY RESPONSIBILITIES

1 Clinical

The post holder will

- share responsibility for the day-to-day management of patients on the inpatient unit including initial assessment, management, planning and daily review. Clinical care will be under the supervision of the Consultant in Palliative Medicine/Medical Director.
- participate in regular ward meetings to discuss the care of patients on the in-patient unit and patients who are referred to the service
- participate in relevant clinical meetings as part of the wider multi-disciplinary team
- ensure close liaison with and support nursing staff and other members of the multi-professional team
- engage in supportive communication about disease and management with patients and those important to them

<ul style="list-style-type: none"> • participate in the non-resident on call rota. This includes one weekend in four, one weekday night per week and usually two Bank Holidays per annum. Responsibilities include a ward round in the morning of each day of the weekend and on bank holidays (currently 10am-2pm) followed by availability for telephone advice and face to face assessments at the hospice if required • contribute to the medical care of patients attending the Living Well Centre and outpatients • provide telephone advice to hospital and primary care colleagues, community specialist palliative care nurses and other health care professionals • liaise with the Hospital Palliative Care Team, GPs, and the Community Palliative Care team regarding patient care • participate in the hospice and regional audit programmes, taking the lead on some projects • contribute to all aspects of clinical governance including clinical incidents and complaints
<p>2 Administrative</p>
<p>The post holder will assist in administrative tasks relevant to the day-to-day care of patients under the care of the hospice. This will involve:</p> <ul style="list-style-type: none"> • maintaining a high standard of record-keeping in the computerised medical notes • corresponding with GPs, hospital consultants and other relevant health care professionals regarding patients who are under the care of the hospice • production of discharge letters
<p>3 Teaching and Learning</p>
<p>The post holder will participate in educational activities at the Hospice including:</p> <ul style="list-style-type: none"> • contribution to the palliative care education programme for fourth year medical students from Liverpool University who are placed at the hospice. This will include teaching and work-based assessments • teaching, education, and training for hospice nurses and other healthcare professionals as required • attendance at integrated education meetings and other relevant educational activities • participation in the supervision and training of junior medical staff
<p>Study leave will be available and negotiated in line with service needs.</p>
<p>4 Professional Development</p>
<p>The postholder will:</p> <ul style="list-style-type: none"> • engage with personal annual appraisal and progress reviews with the Medical Director, agreeing organisational, departmental, and personal objectives • engage with the annual job planning cycle • participate in continuous professional development as recommended by the Royal College of Physicians • maintain active professional registration and a License to Practice with the General Medical Council • act in accordance with hospice policies and procedures, GMC Code of Professional Conduct and other guiding documentation • develop a personal development plan
<p>5 Confidentiality and Security Information</p>
<ul style="list-style-type: none"> • Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorized person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal. • Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damage.
<p>6 Health and Safety</p>
<p>The postholder will:</p> <ul style="list-style-type: none"> • be familiar with the Health and Safety Policy operated by the Hospice in relation to:-

- The Health and Safety at Work Act 1974
- Fire Safety Regulations
- Manual Handling
- attend Statutory Fire and Health and safety training
- assist other employees, visitors, and volunteers in the normal course of duty to recognise safe practices and procedures where necessary

7 Safeguarding Children and Adults

The postholder will:

- promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004). The organisation has a zero-tolerance approach to the abuse of children, young people, and adults.
- ensure that the health and well-being of adults is appropriately safeguarded
- attend training appropriate to the role in safeguarding children and adults, which includes understanding and recognising the signs of abuse and knowing how to raise concerns when those signs of abuse are noticed in a person

8 Diversity and Equality

All staff will be treated with respect by management, colleagues, patients, and visitors and staff will treat management, colleagues, patients, and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, gender, or employment status.

9. Terms and Conditions

- The contract for this post will be held by the Hospice of the Good Shepherd (in line with National SAS Contract 2021).
- NHS pay scales will be used
- NHS pension scheme continued (if already a member) / or alternative Stakeholder Pension Scheme
- Annual leave 28 days pro rata per annum plus Bank Holidays
- The post holder will be fully registered with the GMC with a licence to practice
- The post holder will fulfil requirements of annual GMC appraisal and hospice reviews
- The postholder will be a fully subscribed member of a medical defence organisation
- This post is subject to an Enhanced Disclosure from the Criminal Records Bureau.

Note: This Job Description is issued as a guide to your principal responsibilities to help you to understand the role It may be varied from time to time to meet new working requirements and does not form part of your Contract Employment

Person Specification

Requirements	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Primary medical qualification 	<ul style="list-style-type: none"> • Diploma in Palliative Medicine or equivalent • Palliative Care courses or study days • Postgraduate qualification e.g., MRCGP or MRCP
REGISTRATION AND INDEMNITY	<ul style="list-style-type: none"> • Full GMC registration with licence to practice • Member of a Medical Defence Society • Eligible to work in the UK 	
EXPERIENCE	<ul style="list-style-type: none"> • At least four years postgraduate training with at least two years in a relevant specialty • Experience of ensuring patient safety and person-centered approach to care • Working to GMC standards in line with Good Medical Practice including <ul style="list-style-type: none"> ○ good clinical care ○ maintaining good medical practice ○ good relationships and communication with patients ○ good working relationships with colleagues ○ good teaching and training ○ health, professional behaviour, and probity 	<ul style="list-style-type: none"> • Postgraduate experience in Palliative Medicine • Evidence of participation in clinical audit • Evidence of participation in research or publications • Experience of teaching medical students or other health professionals
SKILLS	<ul style="list-style-type: none"> • Excellent effective communication skills • Ability to communicate in written and spoken English • Able to medically assess patients and take clinical decisions • Knows when to seek help, able to prioritise clinical need • Practical skills e.g., venepuncture, IV cannulation • Good IT skills 	<ul style="list-style-type: none"> • Communication skills training • Additional skills e.g., abdominal paracentesis or use of portable ultrasound • Ability to plan and undertake clinical audit and research
KNOWLEDGE	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Sound knowledge of complex symptom control • Aware of relevant Network and National Guidelines relevant to Palliative Care
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Demonstrates empathy and sensitivity • Works well as part of a multidisciplinary team • Flexible approach to work, able to adapt to deliver excellent patient care • Able to manage own time and cope with pressure • Promotes equality and values diversity • Commitment to ongoing learning and personal development 	