JOB DESCRIPTION:

Speciality Doctor in Palliative Medicine

ACCOUNTABLE TO: Consultant in Palliative Medicine (in-patient unit)

OVERALL PURPOSE:
To work alongside the Consultant in Palliative Medicine and the medical team to ensure continuity of care for all patients under the care of the organisation.

To support service development projects under the guidance of the Consultant in Palliative Medicine

To actively contribute to the clinical management plan of patients across the family of services that makes up Trinity

RESPONSIBLE FOR:
Day to day medical care of patients on the adult in-patient unit of Trinity Hospice within the multi-disciplinary care team.

Participate in the weekend on call rota as a first on call doctor supported by a consultant or senior speciality doctor.

Under the direction of senior medical or nursing colleagues provide support to Trinity Clinical Nurse Specialists teams in the community and hospital as needed

Under the direction of senior medical or nursing colleagues give appropriate and safe advice to health and social care professionals seeking guidance who request it.

Occasional medical review of adults attending Trinity Day Therapy Unit at the request of the nursing team.

Supporting the process of clinical audit across the organisation.

Deliver teaching as appropriate to all levels of staff including medical students and other undergraduates

Support doctors and nurses (and other allied health professionals) on placement at the hospice in their training

HOURS OF WORK
This is a full time post with a 1 in 5 with prospective cover non-resident weeknight plus weekend on call commitment. (Applications for less than full time will be considered)

SALARY
Based on the Speciality and Salaried GP pay scale, MC46-01 £39,060 to MC46-18 £72,840, pro rata, plus 4% on call supplement, plus 1.2 % PA allowance. Individual salary will be determined by prior experience in accordance with NHS pay thresholds and its application within the Hospice.
Main Duties of post

1. To review patients across the Trinity family of services including Day Therapy Unit as needed and review management plans as needed.

2. To ensure that prescribing follows the Trinity's prescribing guidelines. To support the regular audit of prescribing as well as the review of prescribing guidelines and suggest appropriate alterations as needed.

3. To carry out clinical procedures such as venepuncture, inserting cannulae, urinary catheterisation within the limits of competency. Requesting appropriate investigations including CT and MRI Scans under the guidance of a senior physician.

4. To work with the Trinity Research Group and key partners around research and audit projects. Where appropriate to become actively involved in research projects under the guidance of the research team and medical director

5. To deliver training to all levels of staff, as directed by the senior clinical staff.

Learning & Development

6. To keep up to date with current medical practice and thinking in palliative care by attending regular updates and training courses as directed by senior medical staff. Keep a record of training and learning using the Royal College of Physicians e-portfolio and participate in regular review with an in-house GMC accredited clinical supervisor. Participation in annual appraisal and following through on an annual personal development plan agreed with you through the appraisal process.

7. To support audit and research, including special study modules for medical students from Liverpool and Lancaster Medical Schools, as well as other projects as needed.

8. To develop an area of specialism in a non cancer related end of life illness and become an expert resource for the hospice in that area.

9. Make a positive contribution to raising the profile of the Hospice locally and nationally including co-operating with fundraising and the charitable aims of the organisation.

General Responsibilities

10. To comply with all policies and procedures of the hospice in all areas but especially around clinical and health and safety issues. Attend mandatory training sessions as needed.

11. To raise concerns around any aspect of hospice activity with an appropriate member of staff as per Trinity’s policies and procedures. To promote at all times the Hospice philosophy, values and ways of working as outlined in the person specification.

12. To be a co-operative and supportive member of the Trinity staff team, ensuring that all members are aware of any issues in the post holder’s workload, which may affect other members of the Trinity team.

13. Provide additional support as needed to students on placement with and visitors to the organisation whilst on the Hospice site.
Professional Function

Clinical

14. To maintain training and knowledge about safeguarding issues for vulnerable adults and to support other staff in acting appropriately if safeguarding issues are raised. To complete mandatory training requirements as determined by Trinity which will include a working knowledge of the Mental Capacity Act and Deprivation of Liberty legislation.

15. To ensure clinical activity undertaken is evidenced base, clinically safe and within the competence of the doctor performing it

16. To comply with GMC guidance and to follow the principals of Good Medical Practice at all times. To alert the Medical Director if your registration or one of the other doctors working for the organisation is brought into question, regardless of the reason for this.

17. To ensure you have sufficient medical indemnity to practice in the hospice.

18. To participate in annual appraisal and all actions needed to meet the requirements for revalidation and have a licence to practice from the GMC

Management

19. To manage and prioritise time effectively to ensure patient care is delivered in a timely manner by the doctors working in the hospice.

20. To keep ongoing record of all training and teaching and be prepared for revalidation as needed.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Indicative weekly timetable: split between 9 direct clinical contact (DCC) session and 1 supporting professional activity (SPA) session

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<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>08.30 – 9.00</td>
<td>Daily handover and admissions meeting</td>
<td>Consultant ward round</td>
<td>Ward Work</td>
<td>Patient review / ward work</td>
<td>Consultant Ward Round</td>
</tr>
<tr>
<td>9.00 – 12.30</td>
<td>Patient review/ ward work</td>
<td>Teaching session once a month</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>12.30-13.00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>13.00-15.00</td>
<td>Patient admission</td>
<td>Patient admission</td>
<td>Audit / CPD (0.5 SPA)</td>
<td>Audit / CPD (0.5 SPA)</td>
<td>Patient admission</td>
</tr>
<tr>
<td>15.00-16.30</td>
<td>Clinical paperwork / on the job training for medical students</td>
<td>Clinical paperwork / on the job training for medical students</td>
<td>Fylde Coast MDT review meeting and complex case discussion</td>
<td>Clinical paperwork / on the job training for medical students</td>
<td>Clinical paperwork / on the job training for medical students</td>
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</table>
On call is based on 1 in 5 first on call nights and weekends (Saturday and Sunday) with a half day off after the weekend as a rest period.

It is anticipated that the post holder will work reduced hours on a Saturday and Sunday and usually get at least 8 hours uninterrupted rest overnight.

On call is non-resident with the doctor able to leave once all tasks have been completed and then be available by phone and able to return to the hospice when needed within 60 minutes or less.

**Activity Levels**
The in-patient unit admits just over 340 patients a year with an average length of stay of 13 days. 2 or 3 patients are admitted each day Monday to Friday. We do not currently routinely admit patients at weekends but may admit a patient if there are urgent clinical reasons to do so. This may change if the inpatient unit moves to 7 day admissions.

The day unit offers 18 places on 4 days a week Monday to Thursday. Each patient is offered a 16 week programme of activity aimed at maintain function, building resilience and confident in such a way that they can be discharged at the end of those 16 weeks. The Day Unit takes referrals from the Clinical Nurse Specialist team, the In-patient unit, GPs, Community Matron and the Clinical Psychology team.

We have two part time GPST doctors who rotate every six months. We have a specialty trainee in Palliative Medicine for six months approximately every 2 years.

We host up to 8 fourth year undergraduate Medical Students from Liverpool University Medical School on a 3 week placement 6 times a year.

We are a research active hospice. The community consultant is a senior lecturer in palliative medicine at Lancaster University and works closely with the International Observatory on End of Life Care. Research is not an obligatory part of the post, but there are many opportunities for an interested candidate including an honorary research contract with Lancaster University.

**Hospice Medical team**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>WTE</th>
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</thead>
<tbody>
<tr>
<td>Medical Director</td>
<td>TBC</td>
<td>0.6 wte</td>
</tr>
<tr>
<td>Consultant in Palliative Medicine</td>
<td>Dr Andrea Whitfield</td>
<td>1.0 wte</td>
</tr>
<tr>
<td>Associate Specialist in Palliative Medicine</td>
<td>Dr Richard Feaks</td>
<td>0.7 wte</td>
</tr>
<tr>
<td>Specialty Doctor</td>
<td>Dr Tina Hynes</td>
<td>0.6 wte</td>
</tr>
<tr>
<td>Specialty Doctor</td>
<td>Dr Nosheen Awan</td>
<td>0.8 wte</td>
</tr>
<tr>
<td>Specialty Doctor</td>
<td>This post</td>
<td>1.0 wte</td>
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<tr>
<td>GP ST x 2 who work Monday / Tuesday or Thursday / Friday</td>
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**In addition we have:**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>WTE</th>
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</thead>
<tbody>
<tr>
<td>Hospital Consultant in Palliative Medicine</td>
<td>Dr Andrea Whitfield</td>
<td>1.0 wte</td>
</tr>
<tr>
<td>Hospital Consultant in Palliative Medicine</td>
<td>Dr Harriet Preston</td>
<td>0.95 wte</td>
</tr>
<tr>
<td>Community Consultant in Palliative Medicine</td>
<td>Dr Amy Gadoud</td>
<td>0.5 wte</td>
</tr>
<tr>
<td>Consultant in Paediatrics with an interest in</td>
<td>Dr Jane Hopewell</td>
<td>0.3 wte</td>
</tr>
<tr>
<td>Palliative Medicine</td>
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CONDITIONS OF SERVICE
The Trinity Hospice mirrors the Terms and Conditions of Service for Specialty Doctors England 2008.

Salary Scale
Specialty Doctor MC46 Scale 2018 pro rata plus supplement for on call based on 4% for 1-5 plus 1.2% PA

Incremental progression will be dependent on satisfactory appraisal and revalidation.

Terms and Conditions

1. The appointment is a Trinity Hospice post; the post holder will be given an honorary contract with Blackpool Teaching Hospitals NHS Trust. The post is subject to the Terms and Conditions of Service for Specialty Doctors (England 2008) as amended from time to time and will be for 1 year in the first instance.

3. On call will be paid as on-call availability supplement. This shall be calculated as a percentage of full-time Basic Salary (excluding any additional Programmed activities, and any other fees, allowances or supplements) plus PA allowance. The supplement payable will depend on the frequency of on-call duties.

3. You are entitled to receive 3 month’s notice of termination of employment and are required to give the Trinity Hospice & Palliative Care Services 3 month’s notice.

4. You shall have full registration with the General Medical Council and shall have completed at least three years’ full-time postgraduate training (or its equivalent gained on part-time or flexible basis).

5. You will be entitled to annual leave with full pay for 38 days for each year. (This includes bank holidays which are treated as normal working days by the Hospice with the exception of Christmas Day and New Year’s Day).

6. Full details of both annual leave and sick leave allowances and the conditions governing those allowances and study leave, are set out in the Terms and Conditions of Service.

7. The Trinity Hospice and Palliative Care Services accepts no responsibility for damage to or loss of personal property, with the exception of small valuables handed to their officials for safe custody. You are therefore recommended to take out an insurance policy to cover your personal property.

8. The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

Associated duties and Responsibilities

1. While on duty a doctor has clinical and professional responsibility for their patients. It is also the duty of a doctor to:
   - Keep patients (and/or their carers if appropriate) informed about their condition;
   - Involve patients (and/or their carers if appropriate) in decision making about their treatment;
   - Maintain professional standards and obligations as set out from time to time by the General Medical Council (GMC) and comply in particular with the GMC’s guidance on ‘Good Medical Practice’ as amended or substituted from time to time.
2. A doctor is responsible for carrying out any work related to the duties set out in their Job Plan such as:
   - The keeping of records and the provision of reports;
   - The proper delegation of tasks;
   - Maintaining skills and knowledge.

3. Doctors will be expected to be flexible and to co-operate with reasonable requests to cover for their colleagues’ absences where they are safe and competent and where it is practicable to do so. Where doctors undertake duties in accordance with this paragraph and such duties take place outside of their contracted hours they will receive either an equivalent off duty period or remuneration. Where this adversely impacts on the Job Plan and/or opportunities for individual doctors a temporary Job Plan will be agreed for the period of cover.