

## Job Description

<b>Job Title</b>	<b>Consultant in Palliative Medicine</b>
<b>Pay Band</b>	<b>BMA Consultant</b>
<b>Hours of work and nature of contract</b>	<b>8 programmed activities (PAs) per week plus 0.5 PAs for on call commitments (and 3% availability supplement)</b>
<b>Directorate</b>	<b>Patient and Family Services</b>
<b>Department</b>	<b>Medical</b>
<b>Line Manager</b>	<b>Dr Emma Frampton, Medical Director</b>
<b>Base</b>	<b>Dorothy House Hospice, Winsley</b>
<b>Duration</b>	<b>Substantive position</b>

## Job Summary

This is a substantive 8 PA job, with 0.5 additional PAs for on call commitments.

## Principal Duties and Responsibilities

The post holder will be expected to work as part of the senior medical team as the hospice expands its delivery of services and influence in accordance with our strategy.

## Clinical Role

- Working as a senior clinician, to participate in all aspects of specialist palliative care, including the care of patients in the in-patient unit, supporting the Community Palliative Care team in their work with patients in the community, supporting Palliative Care Patients in the RUH acute hospital, and providing specialist clinical advice when needed.
- To provide clinical leadership within the multi-disciplinary team meetings and to undertake out-patient consultations and domiciliary visits as required.
- Development of relationships with external health professionals, giving specialist advice and support where necessary.
- To participate in the medical on call rota, providing 2<sup>nd</sup> on call consultant cover (1 in 4). This can include giving telephone advice to Advice Line calls during out-of-hours one night a week, and during weekends on call. There is an occasional need to review patients on the in-patient unit during a weekend on call. We are currently exploring the possibility of working with local colleagues to provide second on call cover. The post holder will be expected to cover for colleagues absent on leave. There is an agreed on call supplement of 3% (category B).
- Work at the local acute Trust includes undertaking medical consultations and giving specialist advice and support to staff, working with the hospital specialist palliative care team. There is the expectation of providing palliative care education and support to junior medical staff, and developing working relationships with consultant colleagues.
- Job plan to be agreed with the Medical Director, in coordination with the wider medical team. This may include working from home at times, by mutual agreement.

## **Teaching and research roles**

- To drive a culture of evidence based clinical practice and new research in end of life care by working closely with the Education and Research team.
- To support the delivery of high quality education at all levels and across all disciplines e.g. GPVTS, UWE modules, medical students, GP and other Specialty Trainees whilst on placement

## **Management Duties, Governance and Quality improvement**

There is a Clinical Governance group, which monitors all aspects of clinical governance in the services provided by Dorothy House Hospice Care. We have an active programme for Significant Event Analysis and supporting staff in reporting concerns.

The post holder will be expected to participate in the medical contribution to management within the specialist palliative care service provided by Dorothy House Hospice Care. There will be opportunity for other managerial and strategic responsibility at local and regional level according to agreement within the team to represent the team/the-wider service.

There is a regular Clinical Audit and Quality Improvement group and a very active programme in place. The post holder will be encouraged to participate in clinical audits and quality improvement initiatives.

## **Professional Development**

The post holders Responsible Officer for Revalidation will be Dr Frampton. Annual appraisals will take place with an Appraiser accessed through the RUH. An annual Personal Development Review with the Medical Director will feed into this. Job Plans are reviewed annually.

DHHC is committed to ensuring support is given to the continuing medical education and professional development of medical staff. The post holder will be entitled to 30 days study leave within a 3-year period (pro rata part-time posts). The post holder will be expected to be registered for CPD at the Royal College of Physicians, keeping themselves up to date and taking part in the available meetings.

## **Policy and Procedures:**

### **Special Note**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

### **No Smoking Policy**

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

## **Peer Support**

We are a supportive team who work closely together. Regular supervision on a 1:1 basis is offered by a trained external supervisor. External mentor support will be arranged if

requested. There are regular meetings between Palliative Care professionals in the Wessex and South West regions.

### **Confidentiality**

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

### **Health and Safety at Work Act**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

### **Safeguarding**

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

### **Administration**

Dorothy House is committed to providing secretarial support and an adequately equipped office, including appropriate IT facilities. The medical team has a dedicated Personal Assistant (job share). 24 hour IT support is available.

### **IT**

Competent IT skills are required. SystemOne is the clinical database used. Sharing of medical records between all SystemOne users (many GPs; Community services; and the RUH SPCT; etc.) is encouraged. All areas within the hospice, including the IPU, are essentially paperless. The results of all investigations performed locally can be accessed within the patients SystemOne record.

Microsoft Office products are used within DHHC. Remote IT access is available.

### **Job Plan**

A job plan will be agreed prior to commencement in the post, and reviewed after 2 months with the medical director. There is an understanding that the 4 consultants will regularly review and modify their work patterns in order to ensure continuity of care, responsiveness to need as a result of changing population requirements and service developments, and the responsibility to ensure medical support for care provision across all care settings (inpatient unit, community and acute hospital).

Sample timetable (will be finalised after appointment)

	Monday	Tuesday	Wednesday	Thursday	Friday	SAT/SUN
AM	08.45 daily admissions mtg Clinical work	08.45 daily admissions mtg Clinical work	08.45 daily admissions mtg Clinical work	Non-working day	08.45 daily admissions mtg Clinical work	1 in 4 2 <sup>nd</sup> on call weekends
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
PM	SPA	SPA Weekly team and consultants meetings	Clinical work	Non-working day	Clinical work	
			2 <sup>nd</sup> on call one weeknight per week(0.5 PAs per week)			

**Person Specification**

Criteria	Essential	Desirable
Full registration and a licence to practise with the GMC. As well as MRCP (UK) or equivalent.	X	
As a registered Medical Consultant you will demonstrate:  Being on the GMC Specialist Register as a specialist in palliative medicine or, eligible for CCT within 6 months of date of interview and have passed exit exam.  Or, hold a Certificate of Eligibility for Specialist Registration (CESR)  Or, demonstrate a primary medical qualification and recognised specialist qualification from a European Member State which will allow direct entry to the GMC Specialist Register	X	
Post graduate qualification in a relevant field e.g. MA, MSc, MD, PhD		X
A teaching qualification / higher qualification in medical education		X
Experience in working effectively within a multidisciplinary team and specialist palliative care unit	X	

Experience in teaching and training post / undergraduate healthcare staff.	X	
Evidence of initiating, progressing and completing quality improvement projects	X	
Can demonstrate an understanding of voluntary sector hospice funding and management.	X	
Working as part of the management team		X
Can demonstrate holding high level responsibility for medical decision making.	X	
Full UK driving licence with access to a vehicle*	X	

\*Due to the nature of the role, the position will regularly be required to travel to patient's homes outside of normal public transport routes and/or operating times.

### **Dorothy House Hospice Care (DHHC) - Background Information**

Since its inception as a charity in 1976, DHHC has focussed on the provision of palliative care services within the community it serves, working alongside GPs and District Nurses, to support patients and their families. It also has a close relationship with the hospital palliative care team at the Royal United Hospital (RUH) NHS Foundation Trust, Bath.

DHHC is the specialist palliative care provider for a population of 550,000 and has an NHS Contract with two Integrated Care Boards (ICB), Bath & North East Somerset (BaNES), Swindon and Wiltshire (BSW), and Somerset. The main district general hospital for our area is the Royal United Hospitals (RUH) NHS Foundation Trust, Bath (which currently has 732 beds).

The hospice provides clinical services from its base in Winsley, which opened in 1995, where there is a purpose built 10 bedded Inpatient Unit (IPU), Outpatient wing, Day Patient Unit (DPU), Education centre, and office accommodation.

Our full range of specialist palliative care services are offered to patients, and their families and carers across all settings including in-patient, day patient, outpatient, and in the community. The multi-disciplinary team includes doctors, advanced nurse practitioners (ANP's), nurses, physiotherapists, occupational therapists, lymphoedema therapists, dietician, complementary therapists, creative and diversional therapists, Multi-disciplinary Team Assistants, a spiritual team, social workers, counsellors, children and young people's workers, and trained and supported volunteers who provide a 'companion service'. The hospice has a well-developed Hospice at Home service, and runs an active bereavement service for those whose family member was under our care.

In 2023 – 2024, Dorothy House cared for 2986 patients and 1078 families / carers. Patients are referred from a variety of sources, including self-referral.

The In Patient Unit (IPU) has beds for ten patients. In 2023 - 24 we admitted 256 patients, with an average length of stay of 11.9 days. 28% were transferred from an acute hospital. 60% of those admitted were discharged.

There is a 24-hour palliative care Advice Line providing advice and support for health professionals, families and carers. Calls are referred on to the covering doctor as required.

The Education and Research department is very active and organises an extensive programme of education for all levels of health and social care staff. The research profile in the organisation is increasing and the medical team are involved with several research projects.

## **Royal United Hospital (RUH), Bath**

The DHHC medical team have a good working relationship with the RUH Palliative Care team. The RUH Palliative Care Team consists of the Lead Palliative Care/End of Life Nurse (Rebecca Spicer-Thomas) and a team of experienced nurse specialists. Dorothy House consultants hold honorary contracts with the Trust. There are close links with the Pain clinic and the Oncology department.

The Palliative Care Team works in an advisory capacity providing information, palliative care expertise and support to patients, carers, and staff for patients with life-threatening illnesses throughout the RUH. The team promotes awareness and expertise in palliative and end of life care via Palliative Care Ambassador Nurses in most areas of the hospital and leads on the End of Life Care Working Group in the RUH. The team is available seven days a week from 8.30am-4.30pm (reduced service at weekends). Advice during out of hours is currently provided through the Dorothy House 24-hour Advice Line. There is daily communication and mutual support between the team and liaison with all the services at Dorothy House. The same clinical database, SystemOne is used by both DHHC and the Palliative Care Team.

There are no designated palliative care beds in the RUH.

### **Medical Services:**

In the hospice, the medical team (consultants, specialty doctor, ANP's, STR and GPST1) are responsible for the care of in-patients and also provide medical advice and support for DPU patients, Outpatients, the 24-hour Advice Line and all the other services provided by DHHC.

### **Current Medical Staffing**

Medical Director (8PAs)  
Consultant (6PAs)  
Consultant (8PAs)  
*VACANCY (8PAs)*  
Specialty Doctor (6PAs)  
Advanced Nurse Practitioner (10PAs)  
Advanced Nurse Practitioner (8PAs)

Specialty Trainee (community or IPU based)  
GPST1 on 6-month placement

The Consultants provide medical support to the four Community Palliative Care Teams (CPCT) by attending weekly MDTs and providing domiciliary visits and out-patient appointments. A senior doctor is allocated each day to respond to calls for advice from the community (Internal and External health professionals) between 9 am and 5 pm, and co-ordinate IPU admissions.

There is a strong educational component to the medical service. Medical students from the University of Bristol currently attend the hospice twice a week from September to December each year. The palliative care education programme for Bath GPST doctors in the Health Education South West Severn 'deanery' has been running for many years. This includes

education sessions for ST1s and 2s, and a programme for ST3s who come to the hospice for week-long placements preceded by an annual study day. We have also arranged placements for Specialty trainees working at the RUH in Care of the Elderly, Oncology, and Haematology. We offer educational events for GPs, both as part of the regular Bath General Practice Education and Research Trust (BGPERT) programme, and as one off events at practices if requested. The Medical Team actively support the Education department in the provision of a range of bespoke education events and programmes.

### **Conditions of Service**

1. The appointment is subject to the current National NHS Consultant Contract Terms and Conditions (England) 2003
2. The post is for 8.5 PA's (negotiable)
3. It is essential that the post holder shall be a member of a medical defence union.
4. The post holder must be, and remain, a fully registered medical practitioner with General medical Council with a licence to practise and inclusion on the Specialist Register (for Palliative Medicine)
5. The post holder will adhere to the Policies and Procedures of Dorothy House Hospice Care in the work for Dorothy House.
6. Dorothy House Hospice Care is a charity offering care to patients free of charge. Private practice in the course of Dorothy House duties is therefore not undertaken.
7. Medical examinations/screening: At any stage of your employment, you may be required to undergo a medical examination to confirm your fitness to undertake your duties. The appointment is subject to medical screening. Satisfactory Hepatitis B status is necessary – you will be asked to either undergo the immunisation process or produce written evidence of satisfactory status.
8. Annual Leave: Six weeks per 12 months pro-rata (as per BMA guidelines), to be approved by the Medical Director.
9. Health & Safety: The post holder will be expected to comply with appropriate Health and Safety Policies. Dorothy House Hospice Care operates a no smoking policy for staff on its premises and grounds.
10. Residence: The post holder will be required to live no more than 60 minutes travelling time from Winsley.
11. The post is pensionable within the NHS Pension Scheme unless the appointee opts out of the scheme or is ineligible to join.
12. This post is subject to enhanced disclosure and barring screening.
13. The post holder undertakes exceptionally to perform additional duties in the case of emergencies and unforeseen circumstances, as necessary for the continuity of patient care.
14. The appointee is entitled to receive 3 months' notice of termination of employment and is required to give Dorothy House Hospice Care 3 months' notice.

### **Details for Visiting**

Candidates are welcome to discuss the post further and are strongly encouraged to visit Dorothy House Hospice Care by contacting Dr Frampton through the PAs to the medical team on 0345 0130 555 and [PAtoMedics@dorothyhouse-hospice.org.uk](mailto:PAtoMedics@dorothyhouse-hospice.org.uk)