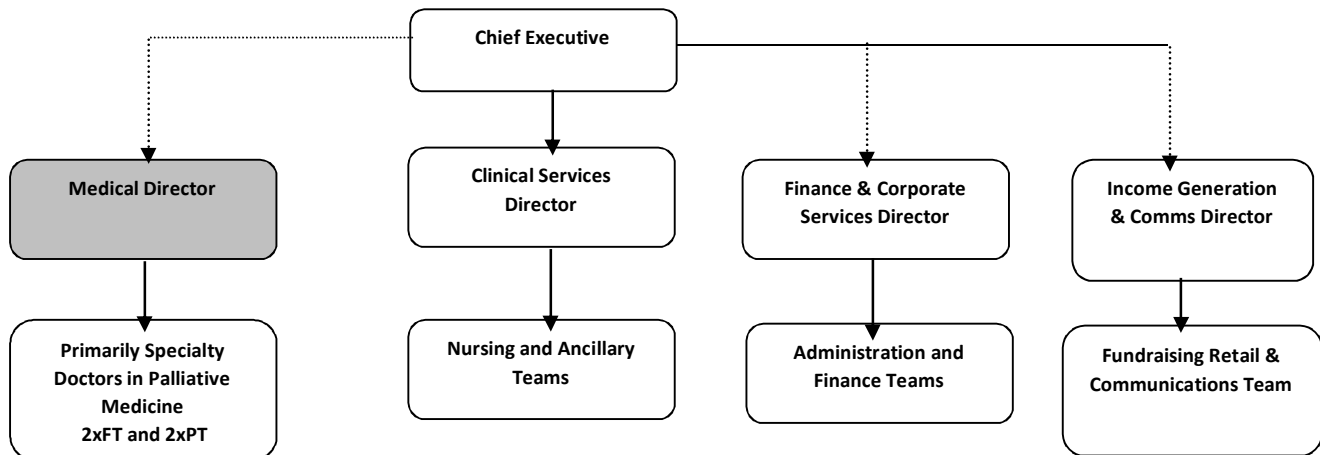




## JOB DESCRIPTION

### MEDICAL DIRECTOR



This Job Description sets out the duties and responsibilities of this post and the skills and knowledge required.

### RESPONSIBLE FOR

The delivery of safe and effective medical care of patients under the care of Bolton Hospice

### RESPONSIBLE TO

Chief Executive

### JOB SUMMARY

The Medical Director is an important member of the hospice multi-disciplinary team. They, along with other members of the medical team, are responsible for the safe and effective medical care of patients referred to Bolton Hospice services, which includes Inpatients, Day Therapy, Out Patient clinics, and the medical support of the Hospice at Home nursing team.

The post is primarily hospice based.

In conjunction with hospital consultants, be clinically responsible for the medical care of patients.

Participation in the medical on-call rota (non-resident 1<sup>st</sup> on-call) is expected, 1 in 5 evenings and 1 in 6 weekends at present. Holiday cover for colleagues is also required.

### KEY WORKING RELATIONSHIPS:

Consultants (hospital based)	
Dr Helen Fryer, Specialty Doctor	
Dr Anna Hindley, Fixed-Term Contract Specialty Doctor	
Primarily Part-time Specialty Doctor Day Hospice	(Currently Vacant)
Dr Gill Rink, Specialty Doctor (Part Time Day Hospice)	
Clinical Services Director	(Jill Entwistle)
Service Lead for Inpatients	(Julie Osborne)
Service Lead for Hospice Support Services	(Joyce Young)
Patient Liaison Nurse (Admission/Discharge)	(Sarah Hussey)

## **MEDICAL DIRECTOR**

### **PRIORITIES OF POST**

- Leadership and Governance of all our clinical services.
- Oversee the delivery of high quality medical care and support in inpatient, day hospice, outpatient and home settings.
- Deliver dynamic and open medical leadership which supports and develops a motivated and integrated medical team.
- Work with colleagues to ensure that the inpatient centre operates at optimum capacity and flexibility at all times to meet the needs of all patients and families and to achieve agreed activity standards.
- Work with colleagues to raise the profile of Bolton Hospice and palliative medicine in the care of patients with the life threatening disease.

### **KEY RESPONSIBILITIES**

- Lead the hospice medical team of Specialty Doctors and Trainee Doctors
- Overall clinical and managerial responsibility for ensuring the highest possible standard of medical care to all patients in all settings, taking account of their physical, psychological, social and emotional needs.
- Promote and support integrated team working across all disciplines and care settings.
- In conjunction with the Hospital Consultants be clinically responsible for the medical care of patients.

### **MANAGEMENT AND LEADERSHIP**

- Deliver effective and open medical leadership which supports and develops a motivated and integrated medical team.
- Ensure there are appropriate systems in place to support external appraisal and revalidation of medical staff (currently provided by the Medical Director of RBH).
- Contribute fully to the development and implementation of Bolton Hospice's operational and strategic plan.
- Implement and monitor work plans for direct reports.
- Work with executive Senior Management Group colleagues to present a cohesive, positive and collegiate approach to all staff.
- Work with medical and nursing staff colleagues to ensure services operate at optimum capacity at all times.

- Work in close partnership with the Clinical Nurse Director on the future of nursing developments such as nurse prescribing/nurse led activities.
- Work with the executive Senior Management Group and Trustees to support their governance responsibilities.
- Attend external and internal meetings appropriate to the post as agreed with the Chief Executive.
- Responsible for overseeing all aspects of clinical governance as it relates to medical staff and to participate in clinical governance structures.

## **BOLTON HOSPICE:**

Chairman of the Trustees  
Chief Executive  
Clinical Services Director

Judith Bromley  
Dr (h.c.) Leigh Vallance  
Jill Entwistle

Bolton Hospice is an independent hospice supported by our own income generated charitable funds and by a 30% contribution from Bolton CCG. It opened in 1992 (a purpose built building) and offers 18 inpatient beds, day therapy (14 places Tuesday to Friday), outpatient clinics (three per week) and a Hospice at Home nursing service.

There is a full multidisciplinary team which, as well as nursing and medical staff, including a Physiotherapy and Occupational Therapy Team (employed by Bolton FT), social workers (employed by the local authority), complementary and creative therapists and Chaplain (employed by the Hospice).

The Consultant Led Specialist Palliative Care team employed by the FT work closely with the hospice providing an integrated service to patients. A Clinical Psychologist and Pain Anaesthetist provide weekly sessions and are part of the MDT.

## **THE HOSPICE MEDICAL TEAM INCLUDES:**

Consultants - Dr Methal (a Locum) who is based at the hospice (and supported by Consultant Dr Helen Morgan, who is hospital based, and two other Consultants currently being recruited).

2 x Specialty Doctors Dr Helen Fryer and Locum Dr Anna Hindley  
GP Part-time in Day Hospice  
Three GPST2 posts (one full time, two part-time)  
Specialist trainees

The hospice participates in specialist medical training as part of the NW Regional Training Scheme for Palliative Medicine and General Practice training. The post holder will participate in the training and support of these doctors.

Placements are offered to final year medical students from Manchester in collaboration with a local General Practice.

The hospice provides a 24 hour telephone advice service for professionals, the provision of advice is shared between senior nurses and the medical team.

## **HOSPICE STATISTICS (2015/16)**

Referrals: 524

Diagnosis: malignant disease - 88.5%; non-malignant disease - 11.5%

Inpatient Unit: 259 admissions

Average length of stay: 15 days

Day Care: 89 admissions

Outpatient Clinics: 218 admissions

Hospice at Home: 135 patients cared for at home

The hospice is committed to working collaboratively with other services within Bolton, supporting and facilitating developments within palliative and end of life care and to the provision of education for its own staff and those within the health and social care economy.

## PERSON SPECIFICATION

### MEDICAL DIRECTOR – BOLTON HOSPICE

The person specification sets out the qualifications, experience, skills, knowledge, personal attributes, interest, other requirements which the postholder required to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Primary Medical Qualification</li> <li>▪ Full Registration with the GMC MRCP, MRCPGP, FRCR or FRCA</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teaching qualification</li> <li>▪ MSc, PhD, MD</li> <li>▪ On the specialist register in Palliative Medicine CCT</li> </ul>
<b>KNOWLEDGE AND SKILLS</b> <b>1. Clinical</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and experience of multi-disciplinary specialist palliative care within hospital, community and hospice settings.</li> <li>▪ Expert knowledge of pain relief and symptom control</li> <li>▪ Good communication skills, verbal and written</li> <li>▪ Ability to work collaboratively with other teams.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of Medical and Clinical Oncology</li> </ul>

<b>KNOWLEDGE AND SKILLS</b> <b>1. Non Clinical</b>	<ul style="list-style-type: none"> <li>▪ Understanding of clinical governance</li> <li>▪ Experience of clinical audit and change management</li> <li>▪ Management experience</li> <li>▪ Understanding of the strategic role of Medical Director</li> </ul>	<ul style="list-style-type: none"> <li>▪ Management and Leadership Training</li> </ul>
<b>PERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>▪ Commitment to Specialist Palliative Care and the development of services and skills.</li> <li>▪ Good networking skills.</li> <li>▪ Ability to working a mutli-professoinal team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team Management Skills</li> <li>▪ Interested in teaching.</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>▪ Lives within a reasonable distance for on-call duties</li> <li>▪ Current Driving Licence user of care for work</li> <li>▪ Member of Medical Defence Organisation</li> </ul>	

Prepared by:

Aneela Malik, HR Administrator

Approved by:

Dr (h.c.) Leigh Vallance, Chief Executive

Date: 06.02.2017

## **SALARY**

Starting salary will be determined according to the terms and conditions of the NHS Consultant pay scale. There will be a salary enhancement of one Pa in recognition of the expectations of the Medical Director role.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of "Terms and Conditions – Consultants (England) 2003."

## **SUPERANNUATION**

If you are currently super-annuable under the Health Service Superannuation Scheme, we will honour this.

## **HEALTH AND SAFETY**

Bolton fully recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practicable, the health, safety and welfare at work of all its employees. In addition, the business of the hospice shall be conducted so as to ensure that patients, their relatives, contractors, voluntary workers, visitors and members of the public having access to Bolton's premises and facilities, are not exposed to risk to their health and safety.

## **CONDITIONS OF EMPLOYMENT**

The following conditions must be met before an offer of employment can be confirmed:

## **VERIFICATION OF ID AND RIGHT TO WORK**

All employees must provide the following documentation to prove their ID and eligibility to work in the UK:

- 2 forms of photographic ID plus 1 document confirming address, or
- 1 form of photographic ID plus 2 documents confirming address,
- Plus any current permit documentation issued by the Home Office

## **CRIMINAL CONVICTIONS AND POLICE CHECKS**

Employees must declare full details of all criminal convictions or cautions under the Rehabilitation of Offenders Act 1974. The information given will be treated in the strictest confidence and taken into account only where the offence is relevant to the post applied for. Successful applicants for posts will be required to give permission in writing for a police check to be done by the Disclosure and Barring Scheme (DBS).



## **REFERENCES**

Three satisfactory references must be provided which are acceptable to Bolton Hospice, one of which must be from your current or most recent employer. Bolton Hospice requires references obtained to be from during the last three years of employment.

## **OCCUPATIONAL HEALTH SCREENING**

The successful candidate will be required to undertake pre-employment screening and to be cleared before formal confirmation of the appointment is sent.

## **PROFESSIONAL REGISTRATION**

The successful candidate is required to be registered with the General Medical Council and ideally be on the Specialist Register of the GMC for Palliative Medicine. Proof of up to date registration must be provided to the hospice annually.

## **MEDICAL INDEMNITY**

The successful candidate must ensure they maintain appropriate medical indemnity. Proof of up to date indemnity must be provided to the hospice annually.

## **BOLTON HOSPICE STRUCTURE**

### **Supporting Team:**

Chairman of the Trustees: Judith Bromley

Chief Executive: Leigh Vallance

Clinical Nurse Director: Jill Entwistle

Bolton Hospice is a forward thinking independent hospice supported largely by its own sustainable charity income as well as CCG Bolton. It has a determination to ensure that everyone in our diverse community has equal access to excellent specialist palliative and end of life care and plays a leading role as a hub of specialist knowledge, training education and community awareness.

It opened in 1992 (a purpose built building) and offers 18 inpatient beds, Day Therapy (14 places Tuesday to Friday), outpatient clinics (three per week) and a Hospice at Home nursing service.

There has recently been a major building project, which has improved facilities for patients, increased bed capacity to 18 and allowed the development of a Cancer Information Centre in collaboration with Macmillan.

There is a full multi-disciplinary team which as well as nursing and medical staff, includes a physiotherapy and occupational therapy team (employed by Bolton NHS FT), social workers (employed by the local authority), complementary and creative therapists and chaplain.

The hospice works closely with the Specialist Palliative Care team, providing an integrated service to patients. It benefits from good working relationships with a clinical psychologists and pain anaesthetist and has a developing education department with strong links to Bolton University.

This post encompasses the Medical Director role, however this depends upon the skills and experience of the doctor appointed. Support and mentorship will be provided.

The Hospice Medical Team includes:

- Access to Hospital Consultants
- 4 Specialty Doctors (two full time, two part time)
- Three GP trainee posts (one full time, two part time)
- Specialists Trainees

The hospice participates in Specialist Medical training as part of the NW regional training scheme for palliative medicine, the post holder will have the opportunity to be a clinical supervisor and contribute to the Specialist Training Committee. (Not currently part of NW regional training scheme).

Placements are offered to final year medical students from Manchester in collaboration with a local general practice.

**OUR MISSION** is to provide the very best specialist palliative and end of life hospice care for the people of Bolton.

**OUR VISION** is for everyone in our diverse community to have equal access to excellent specialist palliative and end of life care.

**OUR PURPOSE** is to enable people with life-limiting illnesses to live well until they die and achieve a good death, by providing compassionate care and support for patients and their families.

## **How** – by providing

- 18 Inpatient beds )
  - Outpatient clinics )
  - Day Support Services )
  - 24 Hour Advice Line )
  - Hospice at Home )
  - Lymphoedema Clinic )
  - Physiotherapy )
  - Occupational Therapy )
  - Complementary Therapy )
  - Social Work Services )
  - Bereavement Support )
  - Education & Training )
  - Hair & Image Services )
  - Chaplaincy & Reflection )
  - Creative Therapy )
  - Macmillan Cancer Information and Support Services )
- Medical  
and  
Nursing  
Care

## **OUR VALUES ARE BASED ON:**

- Being inclusive and non-judgemental
- Being open, transparent, accountable and objective
- Giving support to the whole family
- Constantly striving for excellence and continual improvement
- Being committed to embracing, valuing and respecting diversity
- Respecting, supporting and celebrating our volunteers
- Trust, respect, honesty and integrity in all we do
- A compassionate, appropriate and proportionate response to meeting need
- Appreciating the value of every £1 donated to our cause and using it wisely

## **OUR PRINCIPLES ARE BASED ON:**

- Equity of Access based on identified patient needs and priorities for care
- The promotion of dignity, respect and compassion
- The provision of quality holistic, seamless, co-ordinated care
- The delivery of education and training for the workforce and our stakeholders
- Being open, inclusive and independent and by working with integrity, honesty and openness
- Being committed to safe, compassionate care for all
- Preserving the independence, dignity and individuality of the patient
- Providing excellent standards of clinical and nursing care
- Providing spiritual care and support for all faiths and none

## **DEFINITIONS**

Palliative Care is an approach that improves the quality of life of patients and their families facing the problems associated with life-threatening illness, through the prevention and relief of suffering by means of early identification, impeccable assessment, treatment of pain and other problems; physical, psychosocial and spiritual.

Palliative Care:

- provides relief from pain and other distressing symptoms
- affirms life and regards dying as a normal process
- intends neither to hasten nor postpone death
- integrates the psychological and spiritual aspects of patient care
- offers a support system to help patients live as actively as possible until death
- offers a support system to help the family cope during the patient's illness and in their own bereavement
- uses a team approach to address the needs of patients and their families, including bereavement counselling, if indicated
- will enhance quality of life and may, also, positively influence the course of illness
- is applicable early in the course of illness, in conjunction with other therapies that are intended to prolong life, such as chemotherapy or radiation therapy, and includes those investigations needed to better understand and manage distressing clinical complications."

End of Life Care focuses on the final twelve months of life for people with cancer as well as non-malignant disease.

## GOVERNANCE

Bolton Hospice is a registered charity 518704 and a company limited by guarantee no. 02114925. It has been formally operating since March 1992.

Bolton Hospice has an elected Board of 13 Trustees and a membership of 51.

The Board of Trustees meets six times a year and currently has four sub-committees:-

- Finance
- Quality and Standards
- Buildings
- Informatics

An annual general meeting is held with the membership in October where the annual accounts and annual reports are presented and approved.

Day to day operational management and the running of the hospice is delegated to the Chief Executive and Senior Management Group:-

- Chief Executive
- Medical Director
- Clinical Nurse Director
- Finance & Corporate Services Director
- Income Generation Director

There is a staff team of 119 supported by 861 volunteers providing over 100,000 hours of volunteer hours per year!

The Trustees are:-

Judith Bromley	Chairman
Grace Hopps	Vice Chairman
Patrick Lydon	Treasurer
John Kirk	Company Secretary
Bob Hunt	Chairman – Quality and Standards Committee
Beth Taylor	
Geoff McLardy	Chairman – Informatics Committee
Andy Morgan	Chairman – Building Committee
Graham Yardley	
Adrian Crook	

# FIRST TIER MANAGEMENT STRUCTURE

