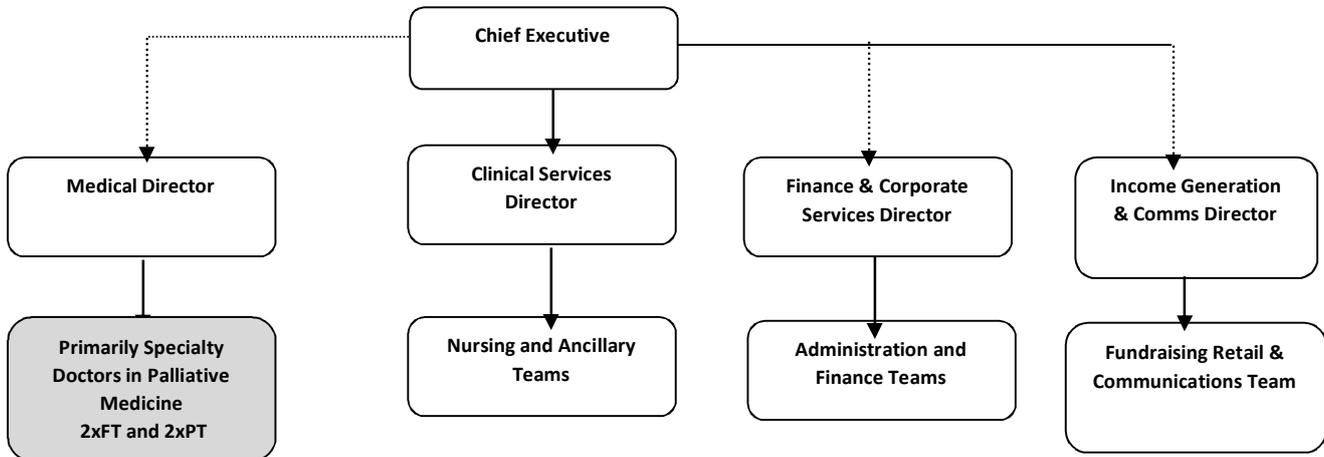


# Job Description

## PRIMARILY SPECIALTY DOCTOR IN PALLIATIVE MEDICINE



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

Medical Director

### JOB SUMMARY

The Primarily Specialty Doctor 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, Outpatient clinics and the medical support of the Hospice at Home nursing team.

The post is primarily hospice based, but some community work may be required.

Clinical work is under the supervision of the three consultants and Medical Director.

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

### KEY WORKING RELATIONSHIPS

Locum Consultant Dr Naseena Methal/Medical Director when appointed  
 Dr Helen Fryer Specialty Doctor  
 Part-time Primarily 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)

## **BOLTON HOSPICE**

Chairman of the Trustees	Judith Bromley
Chief Executive	Dr (h.c.) Leigh Vallance
Medical Director	(Vacant)
Clinical Services Director	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 multi-disciplinary team which, as well as nursing and medical staff, includes 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 by RBH).

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

The hospice participates in specialist medical training. The post holder will participate in this training.

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.

## **RESPONSIBILITIES OF POST**

### **Clinical Duties**

- With other members of the medical team take responsibility for the day to day management of ward patients, including initial assessment, management, planning and daily review.
- Close liaison with and support of the nursing team and other members of the multi-disciplinary team.
- Supportive communication with patients and their carers, regarding their disease and its management.
- Contribute to the medical care of Day Care patients and Outpatients.
- Participation in the non-resident on call rota: when on call at weekends, this includes attending the ward each morning and otherwise being available to offer advice or attend if necessary.
- Provision of telephone advice to hospital and primary care colleagues, Macmillan nurses and others.
- Participation in appropriate clinical meetings as part of the wider multi-disciplinary team.

## **OTHER DUTIES**

- Participation in the hospice educational programs including delivery of teaching.
- Support medical trainees with education and work based assessments.
- Contribution to the teaching of medical students.
- Participation in audit and other clinical governance initiatives.
- Administration resulting from medical duties, discharge letters etc.

## **CONDITIONS OF EMPLOYMENT**

- The contract will be held by Bolton Hospice. NHS pay scales will be used and if already in NHS pension scheme the hospice will honour this but you will be employed on hospice Terms and Conditions as set out in the employee hand book.
- Annual leave is six weeks pro rata per annum plus bank holidays.
- The post holder will be fully registered with the GMC with a license to practice.
- The post holder will be a fully subscribed member of a medical defence organisation.
- The post holder will fulfill requirements of annual appraisal for revalidation.
- The post holder will act always in a manner that supports and promotes the good reputation of the hospice.
- The post holder will comply with hospice Policies and Procedures.
- An appointment will be subject to DBS check and satisfactory health assessment.
- Study leave is made available and negotiated in line with service needs.

## GENERAL

### Health and Safety

All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure.

Ensure Health & Safety legislation is complied with at all times, including COSHH and Workplace Assessment.

### Confidentiality

All information relating to patients and staff gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

### Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen. Attend Link Nurse Meetings.

### Training

Managers are required to take responsibility for their own and the development of their staff. All employees have a duty to attend all mandatory sessions as required by the hospice.

### Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Any other general requirements as appropriate to the post and location.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour 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 postholder.

**This job description is an outline of the main responsibilities. It is not intended as a rigid specification, as some flexibility and willingness to respond to the needs of the hospice will be required within reason. It will be subject to periodic review and amendment in agreement with the post holder.**

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Prepared by: Aneela Malik, HR Administrator

Date: 06.02.2017

Agreed by: Dr (h.c.) Leigh Vallance, Chief Executive

Date: 06.02.2017

Employees Name: .....

Employees Signature: .....

Date: .....

Managers Name: .....

Managers Signature: .....

Date: .....



## PERSON SPECIFICATION

### PRIMARILY SPECIALTY DOCTOR IN PALLIATIVE MEDICINE

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	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Full registration with the GMC</li> <li>▪ MBChB or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ MRCP/MRCGP or equivalent</li> <li>▪ Diploma in Palliative Medicine</li> </ul>	CV
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Several years post registration experience of specialties relevant to palliative care</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of palliative care</li> <li>▪ Advanced communication skills training</li> </ul>	CV Interview
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Appropriate level of clinical knowledge and skills</li> <li>▪ Ability to make sound clinical decisions and work independently</li> <li>▪ Teaching skills and experience</li> <li>▪ An understanding of the role and process of audit</li> <li>▪ Proficient written and verbal skills in English language</li> <li>▪ Ability to organise and prioritise responsibilities</li> <li>▪ Understanding of the psychosocial needs of patients and carers</li> <li>▪ Proficient computer skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of small group and one to one teaching</li> <li>▪ To have completed an Audit project</li> </ul>	CV Interview References

<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>▪ An interest in palliative medicine and a commitment to the aims, philosophy and values of the hospice</li> <li>▪ Good verbal and written communication with colleagues, patients and carers</li> <li>▪ Ability to work within a multi-disciplinary team</li> <li>▪ Ability to cope with stressful situations, take responsibility and show leadership</li> <li>▪ Good time management</li> <li>▪ A desire to learn and develop skills within palliative medicine</li> </ul>	<p>Communication skills training</p> <p>Evidence of team working</p>	<p>Interview References</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>▪ Place of residence appropriate for 'on call' duties</li> <li>▪ Driver with valid licence</li> <li>▪ Willingness to be flexible</li> <li>▪ Member of Medical Defence Organisation</li> </ul>		<p>CV Interview DBS Check</p>

Prepared by:  
Approved by:

Aneela Malik, HR Administrator  
Dr (h.c.) Leigh Vallance, Chief Executive

Date: 06.02.2017

**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	

## **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 Primarily 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.

# FIRST TIER MANAGEMENT STRUCTURE

