

st michael's hospice

CONSULTANT IN PALLIATIVE MEDICINE

Job Description

POST: Consultant in Palliative Medicine

HOURS: Part time and full time considered

TENURE: Permanent

SALARY: **NHS New Consultant contract pay scale**
Scale salary £77,913 to £105,042 (pro rata if part time) depending on experience

RESPONSIBLE TO: Medical Director

KEY INTERNAL RELATIONSHIPS: Chief Executive
Director of Nursing and Quality
Director of Wellbeing Services
Extended Leadership Team
St Michael's Hospice employees and volunteers

KEY EXTERNAL RELATIONSHIPS: East Sussex Healthcare NHS Trust (ESHT) specifically the Medical Director, End of Life Care Clinical Lead and Clinical Lead for Specialist Palliative Care, General Practitioners across Hastings and Rother, Hastings and Rother Clinical Commissioning Group (CCG), End of Life Care Clinical Reference Group, Medical Director, St Wilfrid's Hospice, Eastbourne and other Sussex hospices.

INTRODUCTION

Following the appointment of a new Chief Executive in May 2017, St Michael's Hospice is refreshing its medical staffing team to drive forward excellence in patient care. The post-holder will be joining an organisation that is determined to not only support the end of life care needs of the population of Hastings and Rother but also to work collaboratively with the NHS, Adult Social Care and other hospices to ensure good end of life care in any setting. The job description and allocation of Direct Clinical Care and Supporting Professional Activities reflects the pivotal role this post will play in transforming end of life care in this locality.

The appointee will be a medically qualified graduate, who has completed an appropriate programme of higher professional training and has wide general training and experience in Palliative Medicine. Applicants to the post must hold, or be within six months of attaining, a CCT in the specialty.

The appointee will be based at St Michael's Hospice and the on-call commitment will be one in three. There is an aspiration to collaborate with neighbouring hospices on 2nd on-call and negotiations are underway.

The Consultant will be employed by the hospice and their terms and conditions will reflect the NHS Consultant terms and conditions. The hospice has an agreement that Consultants can apply for clinical excellence awards via the East Sussex Healthcare NHS Trust scheme.

Applications from those wishing to work less than full time hours or on a job share basis will be considered.

ST MICHAEL'S HOSPICE

St Michael's Hospice provides support and care for adults who have progressive life limiting illnesses including physical, psychological, social and/or spiritual. Over 1200 patients were supported by the Hospice in 2017/18. St Michael's Hospice has an excellent working relationship with the local Clinical Commissioning Group, East Sussex Healthcare NHS Trust, East Sussex County Council Adult Social Care and St Wilfrid's Hospice, Eastbourne.

St Michael's is a hospice serving a population of over 185,500 with a diverse mixture of urban and rural communities currently providing the following services:

- 21 individual in-patient rooms
- Outpatient services including a new Wellbeing Programme
- 2.8 fte Community Specialist Palliative Care Clinical Nurse Specialists
- 24 hour, 7 day a week Hospice at Home and Night Sitting Services
- Spiritual support
- Social worker support
- Bereavement Services.

Patient information is held electronically on a clinical database (Crosscare) which enables contemporaneous record keeping and easy access to information from all members of the multi-disciplinary team (MDT). There is a weekly community integrated specialist palliative care MDT meeting held at the hospice. This meeting has a number of functions:

- review of new referrals, discharges and deaths
- complex problem discussion when cases can be brought up and opinions canvassed
- mutual support and team building.

Regular meetings between the different teams is seen as a strength and an important part of the development of St Michael's Hospice and recognised as a means of fostering an inclusive approach to the generation of a communal learning and teaching evaluative environment.

The Sara Lee Trust is a charity, based within the Hospice, which supports local people affected by life limiting illnesses through the provision of free psychological and therapeutic support. The Hospice and the Sara Lee Trust work in close collaboration to provide a comprehensive complementary therapy and pre-bereavement service for

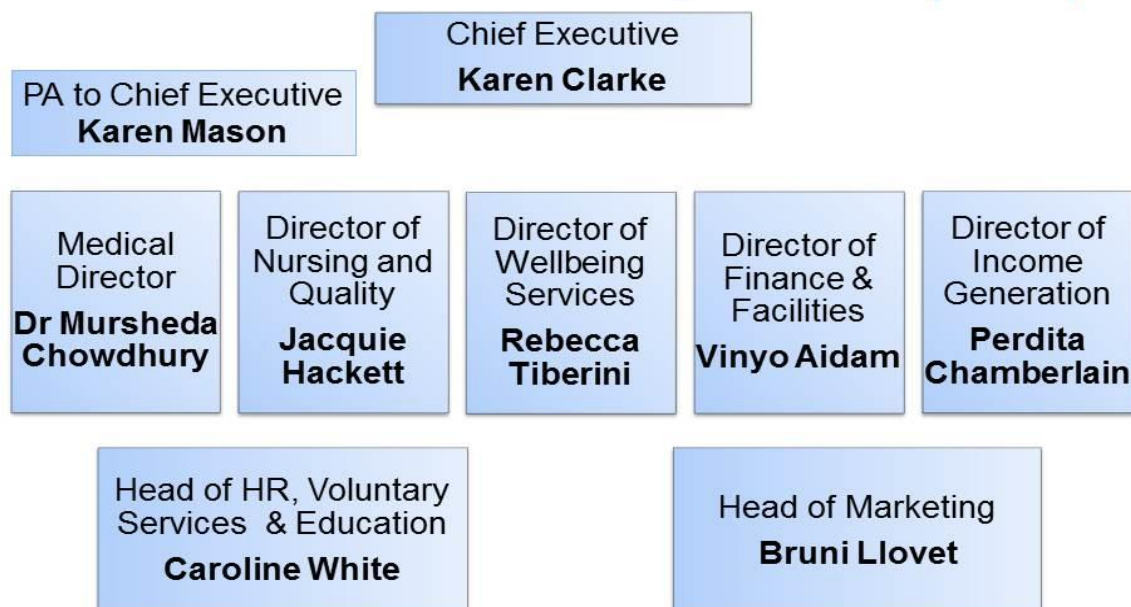
both patients and families. More information can be found via their website: <http://www.saraleetrust.org/>

St Michael's Hospice is a registered charity and the responsibility for its governance lies with the Board of Trustees. It has been able to develop its services over the last 30 years through the generous support of the local community and grants from the local Clinical Commissioning Group. The organisation remains financially sound, with adequate resources to fund new developments. The Trustees are keen to be associated with initiatives that contribute to the broader promotion and understanding of palliative care including education and research.

The Hospice employs over 180 staff and has around 600 active volunteers who support its work. The philosophy of care is multi-disciplinary and patient centred.

Organisation chart

Extended Leadership Team (ELT)



Medical Staffing Structure

The role of Medical Director is currently held by Dr Mursheda Chowdhury. The medical staffing structure is as follows:

Medical Director – 7 sessions

Vacancy - Consultant 7 – 10 sessions

Dr Isae Kilonzo, Associate Specialist – 10 sessions

Drs Faye Tarrier and Charlotte Pay, Specialty Doctors – 1.8fte

FY2 Doctor – 1.0 fte

FY1 Doctor- 0.6 fte

ON-CALL

The post-holder will be expected to be 2nd on call for the hospice in-patient unit on a one in three basis with the Medical Director and Associate Specialist. This will attract a 3% on call supplement on the basis that the consultant can typically respond by giving telephone advice and/or by returning to work later. An additional 0.5 PA is included for unpredictable emergency clinical on-call work.

Weekend on-call starts at 9am Saturday and finishes 9am Monday morning. The 1st on-call doctor (non-resident) will be expected to come into the Hospice and carry out a troubleshooting ward round each weekend day and work with the senior nurse in charge of the in-patient unit to ensure that patients are appropriately managed over the weekend. The 2nd on-call doctor will be available by phone to provide advice if required by the 1st on-call doctor. The Specialty Doctors, FY2 Doctor and experienced local GPs participate in the weekend 1st on-call rota.

The FY1 and FY2 doctors and Advanced Nurse Practitioner each do a 1 in 5 weeknight on-call. The FY2 doctor does a 1 in 4 weekend on-call (i.e. 4 weekends during a 4 month placement). There is a requirement to provide direct supervision for these trainees during their on-call weekends, and so attendance on-site by the 2nd on-call doctor is expected for the first two Saturdays. Time off in lieu will be given in these circumstances

Emergency admissions only are accepted at weekends and out of hours during the week. The 1st on-call doctor must discuss weekend and out of hours admission requests with the 2nd on-call doctor before accepting.

LOCAL COMMUNITY SERVICES

The local NHS provider, ESHT, provides services at two district general hospitals: Conquest Hospital (Hastings) and Eastbourne District General Hospital, community hospitals in Bexhill, Uckfield and Rye, at a number of clinics and GP surgeries and in people's homes. The Supportive and Palliative Care Team for ESHT acute hospitals work across sites with dedicated consultant support.

ESHT is an integrated acute and community provider. Together with Adult Social Care at East Sussex County Council they have created integrated locality teams to deliver seamless care to patients. For further details please visit their websites at:

<http://www.esht.nhs.uk/>

<https://www.eastsussex.gov.uk/socialcare/>

There has been a re-invigorated approach to shared practice and developing services between St Michael's Hospice, the Trust and St Wilfrid's Hospice (<https://www.stwhospice.org>) including a quarterly education and governance meeting between all palliative care doctors in East Sussex (hospice and Trust staff). Due to the nature of our patients, regular contact between the hospices and the Trust is essential.

The Community Clinical Nurse Specialists and Hospice at Home team work in partnership with NHS community services to provide an effective service to the local population to support patients and their families to enable individuals to remain in their preferred place of care.

All GP practices are signed up to the principles of the Gold Standards Framework (GSF) via the Vulnerable Patients Scheme. Part of this scheme includes having all palliative patients on a register and discussed at a monthly multi-disciplinary meeting.

The South East Coast Ambulance (SECAmb) service has a strong history of proactive engagement with all end of life care providers in this area and is working collaboratively with the hospice to avoid unnecessary hospital admissions.

JOB PLAN

The Job Plan will be agreed after appointment with the appointee and St Michael's Hospice's Chief Executive. This will be reviewed and negotiated annually thereafter.

Proposed job plan for full time position subject to change and discussion on appointment

Type of work	Number of PAs
Direct clinical care	7.5
In-patient unit: - weekly IPU MDT, weekly ward round, troubleshooting ward round	2.0
Integrated care work with GPs including community visits, nursing home support and attending GP surgeries	2.0
Hospital clinic including travel	1.0
Administration, reviewing results, case presentations	1.0
Community MDT and follow up	1.0
Referrals meeting	0.5
Supporting professional activities	2.0
Clinical governance – medicines management, audit and effectiveness, clinical education	1.0
Own CPD/ Revalidation/Supervision	0.5
Educational supervisor meetings	0.5
Unpredictable emergency clinical on-call work	0.5
Total	10.00

A sample weekly job plan is shown below:

SAMPLE WEEKLY JOB PLAN

Day	Time	Location	Activity	Categorisation	No. of PAs
Mon	0900-1300	SMH	Consultant IPU ward Round	DCC	1.0
	1300-1700	SMH	Hospital clinic	DCC	1.0
Tues	0900-1100	SMH	Referrals meeting	DCC	0.5
	1100-1500	Community	Integrated care work / Community visits	DCC	1.0
	1500-1700	SMH	Community MDT	DCC	0.5
Wed	0900-1100	SMH	IPU MDT	DCC	0.5
	1100-1300	SMH	Community MDT follow up	DCC	0.5
	1300-1500	SMH	Educational supervisor meetings	SPA	0.5
	1500 - 1700	SMH	Clinical Governance	SPA	0.5
Thurs	0900-1100	SMH	Troubleshooting Ward Round IPU	DCC	0.5
	1100-1500	SMH	Administration, reviewing results	DCC	1.0
Fri	0900-1100	SMH	Own CPD/Revalidation	SPA	0.5
	1100-1300	SMH	Clinical governance	SPA	0.5
	1300-1700	Community	Integrated care work / Community visits	DCC	1.0

Unpredictable emergency on-call work:

	0.5
DCC	7.5
SPA	2.0

TOTAL PROGRAMMED ACTIVITIES

10.0

RESPONSIBILITIES OF THIS POST

The post-holder will be managerially and professionally accountable to the Medical Director.

Individual responsibility for clinical advice and decisions undertaken is essential but is fully supported through the clinical governance processes of the hospice. There is a shared responsibility for delivering satisfactory outcomes from training and quality improvement activity.

1. CLINICAL

The Consultant will provide clinical leadership for the medical team and other clinical teams within the hospice. S/he will be a role model and expert practitioner who is able to share his/her clinical skills and knowledge with the broader multi-disciplinary team.

Individual clinical decisions are the responsibility of each senior doctor but the Medical Director will offer support and guidance.

The post-holder will actively promote and develop evidence based clinical practice and take the lead for Peer Review.

Responsibilities include:

- 1.1. Delivery of consultant level medical care to specialist palliative care patients in the in patient, community and hospital settings (using a holistic approach, addressing the individual patients' physical, psychological, social and spiritual needs).
- 1.2. Working as part of the multi-disciplinary, specialist palliative care team to optimise patient care.
- 1.3. Providing specialist advice, support and information to patients and carers through direct consultations and by providing advice and support to Clinical Nurse Specialists, primary care or hospital based clinical teams.
- 1.4. Provision of clinical support to junior medical staff as required and the formal educational supervision of trainees.
- 1.5. Provision of support to patients' families including participation in family meetings as required.
- 1.6. Promoting good communication, information and integration of services for patients and their carers.

2. CLINICAL GOVERNANCE

The Consultant will participate and contribute to the Hospice's internal clinical governance and relevant local, regional and national clinical governance programmes.

Responsibilities include:

- 2.1. Undertaking at least one audit / year and supervising junior doctors in undertaking audit.
- 2.2. Demonstrating a commitment to Continuing Professional Development and embrace opportunities to engage with local and regional networks.
- 2.3. Promoting evidence based practice and use of clinical guidelines and actively contributing to the development of local clinical guidelines.

3. MANAGEMENT

The senior doctors each have individual managerial responsibilities overseen by the Medical Director, relating to specific areas such as clinical and information governance. Management responsibilities for the new post holder would be open to negotiation depending on areas of interest or areas of need on appointment, in liaison with the Medical Director.

The Consultant is also expected to contribute to the development of the Hospice's strategy through engagement and involvement and work to enhance and develop palliative care services.

4. APPRAISAL

There is a requirement to participate in annual appraisal in line with GMC regulations, and revalidation every five years. Appraisal is managed via a Service Level Agreement (SLA) with ESHT and therefore the Responsible Officer is the Medical Director of ESHT – Dr David Walker.

The Hospice is committed to supporting the appraisal and revalidation process of all its doctors. In addition, the Hospice's Medical Director will conduct annual Performance Development Reviews (PDRs) with the post-holder which will contribute to the medical appraisal process.

5. RESEARCH

The successful applicant will be encouraged to participate in research on clinical and/or service issues relating to palliative care and to develop academic and research links with the Universities of Sussex and Brighton.

6. CONTINUING PROFESSIONAL DEVELOPMENT/CONTINUING MEDICAL EDUCATION

Taking study leave is a necessary part of Continuing Medical Education (CME)/CPD. Application for study leave must be submitted six weeks prior to the dates requested. There is a study leave entitlement of 10 days a year or 30 days over any three year period. Study leave is agreed by the Medical Director and should be linked to the individual's personal development plan. Evidence of CME participation will become part of the post-holder's portfolio. Visits to other hospices and working with medical colleagues and other members of the MDT are encouraged as an important part of CPD.

7. TEACHING

The Hospice has a well-respected education programme and is dedicated to maintaining a culture of learning and development in end of life care for all the team. It is keen to develop its education programme internally and externally and the Consultant will play a part in this by:

- 7.1. Contributing to the design and delivery of a broad range of education initiatives in relation to specialist palliative care and end of life care.
- 7.2. Providing teaching to the clinical and other teams at the Hospice.
- 7.3. Supporting the supervision of the medical team on the in-patient unit including review, appraisal and undertaking the role of educational supervisor for doctors in training.

8. EDUCATIONAL SUPERVISION

The Hospice currently has Foundation year 1 and 2 doctors and the new Consultant will be an Educational Supervisor to doctors in training. The Medical Director will provide a degree of mentoring and clinical supervision to all doctors.

9. MENTORING

In recognising that the transition from Registrar to Consultant, or from one organisation to another can be challenging, the Hospice will provide an opportunity for the appointee to have a nominated individual mentor to support this transition and to provide advice and guidance if needed.

10. CLINICAL REFLECTION

The Hospice provides the opportunity to attend Clinical Reflection sessions held monthly by an NHS Clinical Supervisor. This is offered as a group session or on a one to one basis. Ad hoc sessions are also available as required.

OFFICE ACCOMMODATION

An office will be provided including full access to IT facilities, a laptop and computer with e-mail and internet facilities. General office support facilities will also be available such as mobile phone, photocopying, printing and fax facilities. Secretarial and admin support is also provided on a part-time basis.

PENSION

St Michael's Hospice is a directional body for the NHS Pensions scheme and therefore the successful candidate can continue to contribute to the NHS Pension Scheme if they are already a member or have been a contributing member in the last 12 months.

Alternatively, the hospice has a workplace pension scheme through Standard Life which offers several choices in the level of contribution, and as an executive team member, the hospice offers to pay up to 10% in contributions.

GENERAL REQUIREMENTS AND CONDITIONS OF SERVICE

- a) The successful candidate's appointment will be subject to medical clearance from the hospice's Occupational Health pre-employment screening. In relation to Hepatitis B screening and vaccination, it is a requirement of all staff that they should undergo periodic testing and where a post is designated as potentially prone to exposure, be vaccinated.
- b) Subject to the provisions of the Terms of Conditions of Service, the Consultant is expected to observe agreed policies and procedures, drawn up in consultation with the profession of clinical matters. In particular, where employees are supervised, the post-holder will be expected to follow the local and national employment and personnel policies and procedures.
- c) All staff employed by the Hospice are expected to comply with all Hospice policies and procedures.

CONSULTANTS PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Training	<ul style="list-style-type: none"> • MBBS or similar medical degree • MRCP or equivalent (e.g. MRCPGP, FRCA) • Full GMC Registration and Licence to Practice OR entry onto the GMC register by CESR or European Community Rights • Certificate of Completion of Training (CCT) in Palliative Medicine or equivalent and inclusion on the Palliative Medicine Specialist Register (or within 6 months at time of interview) 	<ul style="list-style-type: none"> • Relevant Higher Degree • Educational Supervisor accreditation
Experience	<ul style="list-style-type: none"> • Proven ability to manage patients with complex physical, psychological and social needs effectively • Experience of specialist palliative care in multiple care settings for malignant and non-malignant conditions • Ability to demonstrate improved patient care through personal involvement in clinical governance procedures such as audit • Experience of working in, and relating to, the complex and political external environment of health and social care 	<ul style="list-style-type: none"> • Commitment to and experience of undergraduate and postgraduate education
Skills and Abilities	<ul style="list-style-type: none"> • Excellent clinical skills in Palliative Medicine • Excellent interpersonal with the ability to gain trust and confidence • Highly developed communication skills – both oral and written • Ability to motivate and inspire a multi-disciplinary team and work sensitively within teams and across organisations • Effective teaching skills • Ability to organise and prioritise own workload • Ability to delegate responsibly and appropriately • Experience of implementing and managing change in a healthcare setting • Ability to reflect on own performance, demonstrate insight and act on feedback • Ability to critically appraise published research • Evidence of supervising medical staff • IT literate and able to use Microsoft Office 	<ul style="list-style-type: none"> • Educational qualification or working towards • Experience of working in a community medical setting alongside GPs • Experience in implementing patient outcome measurement tools

Other Requirements	<ul style="list-style-type: none"> • Good understanding of national initiatives and research relating to palliative and end of life care • Commitment to Continuing Professional Development and Continuing Medical Education • Commitment to the St Michael's Hospice Vision and Values • Able to provide appropriate support 2nd on-call • Ability to travel within the catchment area 	<ul style="list-style-type: none"> • Willingness to engage in activities to promote the work of the hospice and good end of life care
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FURTHER INFORMATION

If you would like to discuss this exciting new opportunity or arrange a visit to the hospice please contact: Karen Clarke, Chief Executive on 01424 456366 or via email: kclarke@stmichaelsospice.com or Mursheda Chowdhury, Medical Director via email: mchowdhury@stmichaelsospice.com

Alternatively contact the HR Department via email: hradmin@stmichaelsospice.com