

**INFORMATION PACK**

**FOR THE POST OF**

**PART TIME SPECIALTY DOCTOR IN PALLIATIVE MEDICINE**

**At**

**SUE RYDER ST JOHN'S HOSPICE**

**March 2019**

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## **1. THE POST**

We are looking to appoint a Specialty Doctor at St John's Hospice. This is a replacement post of the current post of 4 PAs (2 days). The days are flexible and time for Supporting Professional Activities would be protected at 0.5 PA for the 4 PA post holder. The applicants must hold full GMC registration and have completed the equivalent of 4 years full time post graduate training, at least 2 of which are in a relevant specialty.

The posts are based at St John's Hospice in Moggerhanger. As well as ward duties, you may be expected to provide telephone advice to the Specialist Community and Hospital Palliative Care teams as well as local GPs. You will also undertake home visits to palliative care patients in support of the Specialist Community Palliative Care team covering the Bedfordshire area. Depending on the days worked by the post holder, there are opportunities to develop interests in Motor-Neurone Disease and Rare neurological Diseases, Drugs and Therapeutics in Palliative Care and Palliative Care Education.

There is a 1:5 weeknights, 1:6 weekend and 1 Bank Holiday per annum on call commitment which is paid per on-call done. Full participation in MDT working is expected. Study leave is available with a supporting budget. Managerially you will be responsible to the medical consultant.

## **2. ST JOHN'S HOSPICE**

Sue Ryder St John's Hospice, run by the national charity Sue Ryder, provides specialist palliative care services to a wide local area including the people of Bedfordshire and the bordering areas of Huntingdonshire and South Cambridgeshire. The hospice is situated in the village of Moggerhanger in Bedfordshire. Set in its own grounds and surrounded by farmland, it is easily accessible from nearby Sandy, Bedford and St Neots. Sue Ryder, formerly Sue Ryder Care, was founded over fifty years ago as the Sue Ryder Foundation, and has major experience as a provider of care to adults with complex needs. Currently with six specialist palliative centres, Sue Ryder is one of the largest independent providers of specialist palliative care in the UK.

### **In-patient unit**

The in-patient unit has 15 beds, provided as 10 single rooms and 2 shared rooms. It provides specialist palliative care to people, eighteen years and above, with life-limiting illnesses. Patients are admitted to St John's at various stages of their illness for complex symptom control, end of life care, rehabilitation or crisis intervention. Length of stay is usually between 1-2 weeks with an average of 10 days.

### **Current Medical Team**

Consultants	Dr Tejal Shah 4PA (6PA Bedford Hospital) Dr Sally Carding 2PA (6PA Hinchingsbrooke Hospital) Post currently vacant 8PA, St Johns (2 PA Bedford Hospital)
Specialty doctors	Dr Nick Green 4PA
Specialty Doctor	Dr Dhruv Dutt 6PA
Specialty Doctor	Dr Cathy Scahill 4 PA (post being replaced as leaving)
Specialty registrar	Rotation, post shared with Bedford Hospital
GPVTS	1.0 WTE Bedford Training Scheme
FY1	0.6 WTE Bedford Hospital rotation
FY2	0.6 WTE Hinchingsbrooke Hospital rotation

First on-call out of hours cover for the hospice is provided by a combination of the specialty doctors, specialty registrar, GPVTS, FY2 doctors and a local GP practice. The new posts will enable us to have a middle grade doctor on site Mon-Fri 9-5.

The hospice is part of the Specialist Training Scheme for the East of England Deanery, and registrars have 12 month placements spend jointly at the hospice and at Bedford Hospital. Similarly we have 4 month placements for GPVTS doctors and Foundation Year 2 doctors. This allows us to have a junior doctor present from Mon-Fri 8-7.

### **Nursing Team**

The in-patient unit has a skill mix of registered trained nurses and nursing assistants. They are led by the ward manager, Sharon Allcorn, and ward sister, Sarah Nash.

### **Social Worker**

As many patients are not able to be easily discharged home following their treatment, the Palliative Care Social Worker co-ordinates complex discharges with care packages, or nursing homes with Continuing Healthcare or Social Services funding. The social worker also provides specialist advice on mental capacity and DOLS issues. She also is developing support at the hospice for carers.

### **Family Support and Bereavement Services**

The Family Support Nurse leads a team of volunteers to support patients and their relatives prior to death and in bereavement. The service also provides support to parents and children on talking about death and dying. Additional support for patients requiring the input of a Psychologist is available from the Macmillan Psychology team at Bedford.

### **Physical Therapies**

Physiotherapy is an integral part of the service assisting with rehabilitation, discharge planning, management of breathlessness, anxiety and fatigue. The Physiotherapist attends the weekly MDT meeting.

### **Complementary therapies**

Our Complementary Therapist and volunteer team provide care for patients, their families and carers at the hospice and in the community.

## **Chaplaincy service**

Our hospice spiritual care co-ordinator is also a Church of England chaplain. She and her volunteers provide spiritual and pastoral care to patients, relatives and staff, and is an integral part of the MDT, attending the weekly meeting at the hospice.

## **Day Treatment Centre**

The Day Treatment Centre offers blood transfusions, bisphosphonate infusions and paracentesis on a day case basis. The hospice has a portable ultrasound machine for ultrasound marking for paracentesis.

The Day Treatment Centre also provides lymphoedema treatment for cancer and palliative care patients in Bedfordshire.

## **MND and Rare Neurological Diseases**

The hospice has a specialist nurse co-ordinating the care of patients with MND and other neurological diseases such as progressive supranuclear palsy, Huntington's disease and multi-system atrophy across Bedfordshire. A multi-disciplinary MND Clinic is held at the hospice every 2 months and there are plans to increase this to monthly to enable support for patients with other palliative neurological conditions.

## **Palliative Care Hub Service**

This service is a single-point of access for all patients in Bedfordshire with palliative needs. There is a 24-7 nurse advice line and nurses available to undertake face to face assessment and support workers for patients requiring additional support which cannot be provided by existing services.

## **Education**

The hospice provides education in palliative care in the form of study days and training to nurses and allied health professionals across Bedfordshire. It is involved in placements for Cambridge medical students as well as offering placements for nursing students. The education service is currently being redeveloped and offers opportunities for increasing the training in palliative care offered both to staff at St John's but the possibility of providing study days for doctors and specialist nurses. The SpR and Specialty doctors organise the hospice Journal Club and junior doctors teaching sessions.

## **Bedford and the surrounding area**

The hospice is set in the Bedfordshire countryside village of Moggerhanger. It is easily accessible from Bedford and close to the A1 and major transport routes. Bedford is a thriving market town, which provides easy access to London (55 miles), the East Midlands, the North of England and beyond through its rail links and M1 / A1 / A14 accessibility. First Capital Connect runs trains directly to London Luton and London Gatwick airport. Trains run to London St. Pancras, the international terminal for Eurostar. The hospice is in easy travelling distance of nearby towns via the A1 and A14 including St Neots, Huntingdon and Cambridge.

Bedford and several villages to the north are situated on the River Great Ouse, which is a very attractive feature of the area. Bedford has two good parks within walking distance of the town centre. Russell Park, with its children's play area and formal gardens, takes its name from the Dukes of Bedford; Bedford Park, laid out by the Victorians, has a circular carriage ride, pavilions, lodges and bandstand. Priory Country Park is within walking distance, offering water sports, nature trails, a visitor centre and marina. The river is an important feature and provides a focus for a very strong rowing community and Bedford River Festival held every two years, a large free outdoor event.

The area is well provided for sport, leisure and cultural activities including Bedford International Athletic Stadium, five golf courses, three rowing clubs, Bedford Rugby Club, Bedford Town Football Club and several swimming pools. The world-famous Philharmonia Orchestra has a residency at Bedford Corn Exchange, where it performs eight concerts each year, as well as involvement in educational activity in schools and the local community. John Bunyan was born in 1628 in Elstow, just south of Bedford. The Bunyan Museum contains many items relating to John Bunyan, including a large collection of translations of "The Pilgrim's Progress" which he wrote whilst imprisoned in Bedford County Gaol. Cardington, south of Bedford was the home of the ill-fated Airship R101. Two large hangers dominate the skyline: one hangar is still used to develop airships, which can often be seen over the town; one is used as a fire research centre and as a film set.

### **3. DUTIES OF THE POST**

- Medical assessment, diagnosis and management of new admissions
- Daily management of patients on the in-patient unit and day treatment unit including practical procedures eg venepuncture, cannulation and paracentesis
- Ensure good practice, symptom control and holistic care for patients, their family and carers whilst in the hospice
- Completion of necessary paperwork related to deaths, discharges and clinic attendances of patients
- Work with the established teams to provide a comprehensive, seamless service between primary and secondary care and the voluntary sector
- Undertake outpatient and domiciliary visits as requested by the consultant
- Supporting and giving advice to the PCH , Palliative Care Hub service.
- Supporting and giving telephone advice as well doing domiciliary visits as necessary along with the community specialist Palliative Care nurses within the region of Bedfordshire.
- Participate in the supervision and training of junior medical staff
- Provision of specialist advice to the local community and hospital specialist palliative care teams and local GPs
- Provide a first on call service one day a week and 1:6 frequency at weekends
- Participate in the clinical audit and governance programme
- Undertake appropriate continuing professional development and revalidation activities in accordance with the requirements of the Royal College of Physicians or General Practice
- Participate in job planning and appraisal at least annually. CPD will be identified as part of appraisal and the setting of personal development plans.
- Participate in all mandatory training sessions as required by the organisation

- Depending on the experience of the candidate, and days worked, develop management, teaching, neurological or clinical governance expertise.
- The post holder will have monthly 1:1 called as Departmental Line management with Dr Tejal Shah, in line with their annual appraisal.

#### 4. JOB PLAN (illustrative only) – days of work to be agreed

A provisional weekly timetable is shown below. Choice of days of work can be flexible for part-time appointees as long as 1 Specialty doctor is present every day Monday-Friday. The job plan, including SPA time will be individualised to the requirements of each postholder.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am (1PA) 09:00- 13:00	Consultant WR  Doctors education meeting	Ward work  6 wkly Drugs and Therapeutics Meeting	Ward work  Monthly Neurological Clinic	08:30 – 09:30 Bedford MDT – Primrose Unit  Ward work	Consultant ward round	OOH Ward work/ Admissions  1:6 frequency	
pm (1PA) 13:00 – 17:00	Ward work/ outpatients/home visits	IPU MDT	Ward work/ outpatients/ home visits	Ward work/ outpatients/home visits	Ward work/ outpatients/ home visits		
Evenings	One overnight on call per week, 1 Bank Holiday per annum (2 for full-time applicants)						

#### 5. CONDITIONS OF SERVICE

The Terms and Conditions of Service [TCS] are in accordance with the Terms and Conditions of Service - Specialty Doctor [England] April 2008.

The salary scale from 1 April 2016 is £ £37,547.00 - rising by 16 increments to £ 70,018 per annum, pro rata for part-time appointees. The appointee will be eligible for pay progression pay progression as outlined in Schedule 15 of the TCS. The starting salary for the post will reflect previous experience [NHS and Non-NHS] as described in Schedule 14 of the TCS.

On call is paid separately at a fee of £120 per weeknight with an additional payment of £25 per telephone call, £50 if called in to the hospice and £50 per hour at the hospice up to a maximum of £360. At weekends the fee is £360 per day.

Annual leave is 30 days. Bank holidays are 8 days per annum pro rata. The leave year is April to March.

All authorised absence must be taken in accordance with leave protocols.

The post is pensionable within the NHS Pension Scheme [unless the appointee opts out or is ineligible to join].

## **6. STUDY AND TRAINING**

The multidisciplinary Journal Club runs monthly and is organised by the specialist registrar and specialty doctors. The hospice Clinical Governance meeting runs 6 weekly as does the separate Drugs and Therapeutics Committee. The specialist registrar and specialty doctors also organise a weekly training session for the junior doctors and medical staff.

Study leave is 10 days per annum pro rata with £800 per annum pro rata to support this. In addition the hospice will support any specialty doctor who wishes to complete a Diploma in Palliative Medicine (one doctor only per financial year). Financial support for study will be available subject to negotiation and meeting the needs of the individual and the hospice. This can be used to support study taken on paid study leave time or study taken in your own time.

## **7. INFORMAL INQUIRY**

If you wish to discuss the post informally or arrange a visit please contact Dr T Shah and Dr Sally Carding, Consultant in Palliative Medicine at St Johns hospice on 01767 642410. Due to our split working arrangements with the hospital it would be easier to first contact us by sending us a copy of your CV via email [tejal.shah@suerydecare.org](mailto:tejal.shah@suerydecare.org) and [sally.carding@suerydecare.org](mailto:sally.carding@suerydecare.org)

## 8. PERSON SPECIFICATION

Requirements	Essential	Desirable	Assessed by
Training and Qualifications	<p>Full and current GMC registration MBBS or equivalent</p> <p>At least 4 years full time post graduate training (or its equivalent gained on a part time or flexible basis), at least 2 of which will be in a relevant specialty</p>	<p>Postgraduate qualification e.g. MRCP, MRCPGP, Dip. Pall Med</p> <p>6 months or more post-registration experience in Palliative Medicine</p>	A
Clinical Experience	<p>Sound knowledge of medical and surgical conditions</p> <p>In depth knowledge of palliative medicine issues including symptom control, assessment of the acutely unwell patient, demonstrable skills in communication around end of life care, understanding of ethical issues relevant to palliative care</p> <p>Experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need</p> <p>Aptitude for practical skills required e.g. venepuncture, paracentesis</p> <p>Able to participate fully in MDT</p>	<p>Proven ability to work effectively in different clinical settings e.g. in-patient hospice, community team</p>	A,P,C,I,R
Communication skills	<p><b>Effective communication skills:</b> Demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation</p> <p><b>Empathy and sensitivity:</b> Capacity to listen and take in the perspective of others</p> <p><b>Works in partnership with patients:</b> Always considers patient's preferences when discussing treatment options</p> <p>Always considers the full impact of clinical decisions on the patients, practises shared decision making</p>	<p>Advanced communication skills training</p>	A,I,P

	Directs and supports patients to access the information they need to support decision making		
Commitment to clinical governance	<p><b>Clinical governance:</b> Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Track record of engaging in clinical governance: reporting errors, learning from errors</p> <p><b>Audit:</b> Understanding of audit and the audit cycle. Evidence of active participation in audit.</p>		A,I
Teaching		<p>Experience in postgraduate and undergraduate teaching</p> <p>Training in teaching</p>	A,I
Management and Administrative Experience	<p>Ability to contribute to efficient and smooth running of specialist service</p> <p>Ability to organise and prioritise tasks</p> <p>Demonstrates punctuality, preparations and self-discipline</p> <p>Understands importance of and demonstrates ability to use information technology</p> <p>Ability to participate in and lead on audit projects</p>		A,I
Personal skills	<p><b>Team working:</b> Demonstrated experience working in a team, values the input of other professionals in the team</p> <p><b>Managing others and team involvement:</b> Capacity to work co-operatively with others and demonstrate leadership when appropriate. Capacity to work effectively in multi-professional teams.</p> <p><b>Coping with pressure:</b> Capacity to operate under pressure. Demonstrates initiative and resilience to cope with setbacks and adapt to rapidly changing circumstances.</p> <p><b>Problem solving and decision making:</b> Capacity to use logical/lateral thinking to solve problems and make decisions</p>	<p><b>Leadership skills:</b> Experience in leadership</p> <p>Demonstrates skills needed for effective delegation within the team</p>	A,I, R

	<p><b>Flexible approach to work:</b> Able to adapt and work with employers to deliver improved patient care</p> <p><b>Equality and diversity:</b> Promotes equality and values diversity</p>		
Commitment to ongoing professional development	<p><b>Learning and personal development:</b> Demonstrates interest in palliative medicine. Demonstrates a commitment to maintaining and developing professional skills and knowledge relevant to the job.</p> <p>Demonstrates a willingness to fully engage in appraisal.</p> <p>Self-awareness and ability to accept and learn from feedback.</p>		A,I,P
Eligibility	<p>Eligibility to work in UK</p> <p>Lives within a maximum 1 hour drive of St John's Hospice (for on call) or willing to stay locally for those nights.</p> <p>Full current driving licence and access to a car</p>		A, HS
Fitness to practice	Applicant's knowledge is up to date and fit to practice safely		A, R, HS
Language skills	<p>All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues, which could be demonstrated by one of the following:</p> <ul style="list-style-type: none"> <li>• Applicants have undertaken undergraduate medical training in English</li> <li>• Applicants have scores in the academic International English Language Testing System [IELTS] or equivalent equal to those required for recruitment to MMC speciality training programmes.</li> </ul> <p>If applicants believe that they have adequate communication skills but do not fit into one of the examples they need to provide evidence.</p>		A
Health	Meets professional health requirements (in line with GMC standards in <i>Good Medical Practice</i> )		A,P,HS

Probity	<b>Professional integrity and respect for others:</b> Capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others. Displays honesty, integrity, awareness of confidentiality and ethical issues.		A,I,R
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Key: A=Application Form, HS=pre-employment check and health screening, I=interview, P=portfolio, C=other documented evidence eg certificate, exam, R=references