

# Swansea Bay University Local Health Board

## JOB DESCRIPTION

### CONSULTANT IN PALLIATIVE MEDICINE

#### 1. ACCOUNTABILITY:

- 1.1 ACCOUNTABLE TO: Chief Executive
- 1.2 ACCOUNTABLE PROFESSIONALLY TO: Medical Director
- 1.3 MANAGERIALLY ACCOUNTABLE TO: Clinical Director – Cancer Services

#### 2. INTRODUCTION:

We expect everyone that works for the Health Board, regardless of their role, to share and uphold our values in all that they do: **Caring for each other**, in every human contact in all of our communities and each of our hospitals

**Working together**, as patients, families, carers, staff and communities so that we always put patients first

**Always improving**, so that we are at our best for every patient and for each other

#### 2.1 JOB SUMMARY:

This is a new full-time post for a Consultant in Palliative Medicine. The post holders will join a complement of 8 consultants (including this post and including 2 other new posts being recruited to) responsible for the provision of integrated Specialist Palliative Medicine services to the Health Board (with bases at Tŷ Olwen, Morriston Hospital and Y Rhosyn within Neath Port Talbot Hospital).

The Health Board is currently undergoing exciting changes through a clinical change programme to better serve the local population and Palliative and End of Life care is a key component of this.

This post is split between Specialist Palliative inpatient care In Tŷ Olwen, Morriston Hospital and community Specialist Palliative Care and is part of the department's work force expansion personally supported by the CEO.

It is proposed that this post, based in Swansea, will further foster the development of multidisciplinary team working across the Health Board and it is envisaged that this appointment will offer further opportunities for collaboration in line with the Clinical Services plan particularly with Community and Primary Care via new Virtual wards.

Virtual wards are being held by 4 GP clusters, initially (GP practices working together) across Swansea Bay and will include geriatric consultant sessions, to better support frail and vulnerable patients in the community. Each virtual ward comprises a multidisciplinary team including nursing staff, pharmacy, social work, physiotherapy, occupational therapy, mental health, and the voluntary sector. The virtual wards will target patients who are at high risk of future unplanned hospitalisation who are likely to respond to multidisciplinary intervention in the community to avoid admission. This will include proactive management of co-morbidities and chronic conditions, a strong focus on falls prevention and management at a cluster level, chronic conditions management and advanced care planning.

The virtual wards also focus on managing patients at critical transitions of care specifically following a recent hospital discharge, including discharge for last days of life.

Virtual wards will have access to the Acute Clinical Teams in Swansea and Neath Port Talbot to step up care and avoid admission where appropriate. Virtual wards will be attended by all existing community teams, social care and third sector services to ensure multi-professional care approach for each patient

Swansea Bay has close links with Swansea University and there would also be opportunities to develop academic and research interests in this post in the future.

**Lifestyle summary:**

Swansea Bay and its surrounding counties include areas of exceptional beauty. Wales has the 2nd highest green space per person in the UK at 91% according to Country living. Swansea Bay itself includes city, coast and countryside. Gower was the UK's first area of outstanding Natural Beauty. Rural Swansea has countryside and woodland areas to explore and the Vale of Neath, waterfalls and mountain biking routes. <https://www.visitswanseabay.com/>

Average house prices in Swansea and its surrounding area are up to £100,00 cheaper than the average UK price. Swansea is named in the top 5 safest places to live in the UK by onefamily.com. Childcare in Wales is also cheaper than the Great British average (<https://www.onefamily.com/talking-finance/finance/childcare-calculator/>)

There are also plenty of options East of Swansea with Cardiff less than an hour away, with an international airport and Carmarthenshire and Pembrokeshire to the West with ferry links to Ireland.

## 2.2 BACKGROUND

### □ SWANSEA BAY UNIVERSITY HEALTH BOARD:

Swansea Bay University Health Board was named on 1<sup>st</sup> April 2019 following a boundary change to the former Abertawe Bro Morgannwg University Health Board and the transfer of the Bridgend locality into Cwm Taf Morgannwg Health Board.

The Health Board provides services to around 400,000 people, primarily serving the populations of Neath, Port Talbot, and Swansea and their respective communities. In addition, the Health Board provides a large range of regional and sub-regional services, including Renal Medicine, Cardiology, Cardiac Surgery, Forensic Mental Health and Learning Disability Services, Hemophilia and Autologous Bone Marrow Transplantation, Pancreatic surgery and Burns and Plastics.

The Health Board has three major hospitals: Morriston and Singleton Hospitals in Swansea and Neath/Port Talbot Hospital. Currently the roles of the hospitals are under review in line with the Clinical Service Plan which gives an exciting opportunity to rejuvenate palliative and end of life care within the Health Board.

#### • MORRISTON HOSPITAL:

Morriston Hospital is one of two teaching hospitals in the West Division of the HB and currently has 850 beds. The range of specialist services provided at Morriston Hospital now includes Renal Medicine, Paediatrics, Neurology and Spinal surgery, Oral and Maxillofacial Surgery, the Welsh Centre for Burns and Plastic Surgery and the second Tertiary Cardiac Centre in Wales. Rheumatology and Palliative Medicine are also provided to a wide catchment area. These services are supported by critical care facilities, which include a General ITU, ICU, Cardiac ITU, Burns ITU and two HDU's as well as a full range of high-quality diagnostic and therapeutic services. The District General Hospital component encompasses a Coronary Care Unit, several General Medical sub specialties, a well-developed Trauma and Orthopaedic service & a range of General Surgical specialties. Morriston Hospital is also the site of the major Accident and Emergency Department for Swansea with its accessibility to the South West Wales population. Morriston will soon be the site for the single medical take for Swansea Bay.

#### • SINGLETON HOSPITAL:

Singleton Hospital is the other teaching Hospital in the West Division of the HB with 300 beds. Sited approximately 8-miles from Morriston, it is adjacent to the campus of University College of Swansea.

Inpatient facilities for Clinical Haematology including Autologous Stem Cell transplantation and the sub regional Haemophilia Centre are based here. Additional services include General

Medicine Care of the Elderly, Ear Nose and Throat, Ophthalmology, Obstetrics, Gynaecology, Dermatology, and a High dependency Unit. The sub-regional departments of Medical Physics and Neonatal Medicine are also based here.

Singleton Hospital Houses the South West Wales regional Cancer Centre (see below).

Close contact is maintained with the appropriate departments within the University and there is direct access to the University Computing Centre. The Pathology Department includes the Public Health Wales laboratory.

- **NEATH /PORT TALBOT HOSPITAL:**

The state-of-the-art Neath Port Talbot Hospital has 270 beds and has a full range of outpatient, diagnostic, rehabilitation and day services. The hospital also has a freestanding mental health unit. Outpatient Haematology services are provided in one of the purpose-built outpatient suites and are fully supported. There are also day case facilities for blood transfusion and minor bedside diagnostic procedures.

- **SWANSEA UNIVERSITY:**

Swansea University was established in 1920 and was a constituent college of the University of Wales for 87 years. More recently, it became completely independent and having received its royal charter in 2008 is entitled to grant its own degrees. The University currently offers around 350 undergraduate courses and 100 postgraduate courses to 14,500 undergraduate and postgraduate students.

The University has two campuses. The main campus is located in parkland adjacent to Singleton Hospital and includes the Colleges of Medicine, College of Human and Health Science, Institutes of Life Science and the Data Science Building housing the Farr Institute. In September 2015 a second, 65 acre, Bay Campus opened, housing the College of Engineering and School of Management together with central support services for students, facilities and meeting rooms and an impressive Great Hall that houses an auditorium for 800 and lecture theatres at the entrance to Swansea.

- **SWANSEA UNIVERSITY MEDICAL SCHOOL:**

Established in 2004, Swansea University Medical School is an internationally recognised centre of excellence in medical research, education and innovation and is the number one ranked Medical School in the UK according to the Complete University Guide 2022. It delivers a comprehensive education and training portfolio, from undergraduate and postgraduate programmes in medicine, pharmacy and life sciences, to professional graduate training and research. Central to the success of Swansea University Medical School is close working with NHS partners to achieve excellence in teaching, research and clinical service.

The Medical School is home to the only fast-track Graduate Entry Medicine (GEM) programme in Wales. It also offers a diverse array of postgraduate research and training opportunities and a range of BSc programmes in genetics, biochemistry, applied medical sciences, medical pharmacology and population health training life scientists of the future in its own state-of-the-art multidisciplinary research facility, the Institute of Life Science (ILS).

The results of the Research Excellence Framework (REF) 2014 confirm the standing of Swansea University as a research intensive institute with its ranking of 26<sup>th</sup> in the UK. A gold award from the Teaching Excellence and Student Outcomes Framework (TEF) attests to the excellence of our teaching that is research-led and practice-driven.

The School links strongly to the NHS, in particular with Swansea Bay University Health Board but also Hywel Dda Health Board, Welsh Ambulance Service NHS Trust and Public Health Wales. Swansea University is consistently a top 100 LGBT inclusive employer, is a proud member of the Race Equality Charter and holds Athena Swan Silver awards at both the institutional level and within the Medical School.

- **OTHER UNIVERSITY PARTNERS:**

The Health Board also works closely with other Schools within Swansea University particularly Physician Associate Studies MSc programme and Paramedic Training as well as Computer science, engineering, management. Also with the **University of South Wales**, particularly for nurse education and the **University of Wales, Trinity St. David**.

- **END OF LIFE CARE BOARD FOR WALES:**

- The Board is chaired by Mr Steve Ham, Chief Executive Officer at Velindre NHS Trust. The National Clinical Lead is Dr Idris Baker.

- **THE WALES CANCER NETWORK:**

The Network Medical Director is Dr Tom Crosby, Consultant Clinical Oncologist at Velindre Hospital. The Network (managerial) Director is Ms Claire Birchall.

- **THE SOUTH WEST WALES CANCER CENTRE:**

Since the Calman-Hine report on Commissioning Cancer Services Swansea has been designated the Cancer Centre for South West Wales, serving a population of more than 900,000. The Oncology Service for the Cancer Centre is housed in Singleton hospital, part of Swansea Bay University Health Board. The hospital is sited immediately adjacent to the Swansea University.

- **THE SINGLETON AND NEATH DELIVERY GROUP IN SWANSEA BAY HEALTH BOARD:**

The Group was formed in 2020 and comprises Cancer and a range of services delivered at, or managed from, Singleton and Neath Port Talbot Hospital. The Service Group Medical Directors are Mr Dougie Russell and Dr Martin Bevan, the Director of Nursing is Ms Lesley Jenkins and the Service Group Director is Mrs Jan Worthing.

- **THE CANCER SERVICE DIVISION**

The Division inherited the functions of the former Cancer Directorate. It incorporates Oncology, Clinical Haematology, Specialist Palliative Care, Rapid Diagnoses Centre, and Lymphoedema Services.

The Divisions General Manager is Mrs Ceri Gimblett, Associate Service Group Director. The Clinical Leads are Dr Sarah Gwynne for Oncology, Dr Ann Benton for Haematology and Dr Gwenllian Davies for Palliative Care. The Deputy head of nursing is Mr Nick Brain. The division is managed by a Cancer Business meeting and reports to the Operational Management Group meetings.

Monthly management meetings are held between Specialist Palliative Care senior clinical staff and members of the management team.

### **3. SPECIALIST PALLIATIVE CARE SERVICES:**

Although the department is part of the Cancer Services structure, the service is increasingly engaged in the care of people with diagnoses other than cancer and wishes to further develop this. There is ongoing formal and informal collaboration with other specialties and departments dealing with a wide range of life limiting illnesses. During and since the peaks of the COVID pandemic this collaboration has increased resulting in more joint working with respiratory and heart failure teams which we are specifically looking to expand upon. The department was closely involved in the establishment in December 2011 of the South Wales Motor Neurone Disease Care Network.

The Specialist Palliative Care Service within Swansea Bay University Health Board incorporates all areas of Palliative Care (Community, inpatient secondary and tertiary hospital including a regional cancer centre) provided within:

- **SPECIALIST INPATIENT CARE (Tŷ Olwen)**

Within the Specialist Inpatient Unit there are currently 10 inpatient beds, this is due to be reviewed and where possible increased to 14. Patients are cared for and treated by a consultant led multidisciplinary team (including trainee doctors, nurses (band 2,5,6 and 7) , occupational therapist, physiotherapist, pharmacist, chaplaincy), which meets formally on a weekly basis to set goals and undertake collaborative care planning. There are approximately

280 admissions to Tŷ Olwen specialist inpatient unit per year, with an average length of stay of 13-14 days. The majority of the admissions are requested for complex symptom control, and at present about 90% have an underlying malignant condition, but the number of patients with non-malignant conditions is increasing. There is a desire to improve access to patients with non-malignant conditions and to diversify the members of the MDT.

Inpatient care is currently the responsibility of two consultants. A consultant with inpatient unit responsibilities will have named responsibility for, on average, half the inpatients (5, usual range 4-10). They are expected to see these patients at least weekly and where appropriate during other inpatient sessions in the job plan, to see patients' families, and to support the care of the other consultant's patients when necessary including reviewing patients at an appropriate time following admission. In turn, when absent or on duties outside the unit they can expect their patients' care to be similarly supported by the other inpatient consultant or other colleagues. In terms of supporting doctors, the IPU has 1 WTE Speciality trainee, 1 Foundation Year 2 doctor with availability of cross cover when they are on leave.

- **SPECIALIST PALLIATIVE DAY CARE:**

A clinically led, multi-disciplinary Specialist Palliative Day Care service was provided. This is currently suspended due to COVID-19 and will need to be reviewed prior to reestablishing.

- **COMMUNITY PALLIATIVE CARE TEAM (CPCT):**

The Community Palliative Care Team is a multidisciplinary team. MDTs for the Swansea and the Neath Port Talbot localities meet weekly. There is a full-time community specialty trainee or specialty doctor, under the guidance of Consultants in Palliative Medicine with dedicated community sessions. The Clinical Nurse Specialists (8.8 currently) and medical team visit patients at home according to need. The team also provides physiotherapy and occupational therapy. The team on average Support over 800 patients per year, with over 650 referrals, (470 new and 190 re-referrals). This post which has 3 DCC for community work would expect to deliver on average 5 patient reviews per week. At the time of writing this there are 1.9 WTE consultants in the team with the expectation for this to increase by the addition of a further 1.5 (0.5 from this post) to the team due to expansion of the service by direct support from the CEO. The number of CNS within the team is also due to increase and paramedic posts to be added to the team because of this support.

- **HOSPITAL PALLIATIVE CARE TEAM (HPCT):**

The Hospital Palliative Care Team works across the two major hospital sites for Swansea. These two hospitals are home to secondary and tertiary services including the Regional Cancer Centre in Singleton Hospital and Cardiac, Plastic surgery, Pancreatic surgery, Renal medicine regional centres in Morriston. The team also accepts referrals from the community hospital in Gorseinon and the Psychiatry hospital in Cefn Coed . It is Consultant led and has a full time Specialist Registrar, a specialty doctor and an Associate Specialist Doctor in support with five WTE Clinical Nurse specialists. Currently there are 3 consultants in the hospital team (not all full time within the hospital service). An additional consultant and 2 WTE CNS are being recruited to.

There are between 900 and 1,000 referrals a year, with approximately 25% of referrals for nonmalignant conditions. There is a weekly medical and nursing MDT. The service runs an advice and referral line to help manage the increasing number of patients supported by the team.

- **Y RHOSYN, NEATH PORT TALBOT HOSPITAL:**

Y Rhosyn is the physical base for the combined hospital and community specialist palliative care team supporting the population of Neath Port Talbot. In addition, Y Rhosyn provides accommodation for specialist outpatient clinics and day care services.

- **NAMES OF CONSULTANT/ SENIOR STAFF IN THE SPECIALITY:**

**Dr Idris Baker**, Consultant in Palliative Medicine

**Dr Sue Morgan**, Consultant in Palliative Medicine & Clinical Advisor for End of Life care for Swansea Bay

**Dr Gwenllian Davies**, Consultant in Palliative Medicine and Clinical Lead

**Dr Anthony Williams**, Consultant in Palliative Medicine **Dr**

**Hannah Robinson**, Consultant in Palliative Medicine

Dr Heidi Middlemass, Specialist Doctor in Palliative Medicine

Dr Ria Fraser, Specialty Doctor in Palliative Medicine

- **SUPPORT FACILITIES:**

The post holder will have use of an office, secretarial support and full IT provision including a laptop computer with full use of the Internet. You will be provided with login in to NHS digital systems through the National Active Directory (NADEX) and will be provided with an NHS email account, which we will use to communicate with you and expect that you will review regularly.

We have public Wifi in most of our sites and you are encouraged to bring your own smartphone or tablet for mobile working. An app that allows access to the intranet and your outlook account securely will be provided for you on request.

There are designated car parking spaces for staff on all our hospital sites. At the current time there are no charges for parking by staff within Health Board sites.

He/she will have to participate in CPD and Audit and will be given the time, facilities and study leave to perform these duties.

All hospital sites have library facilities available . All libraries are integrated to provide support for students and staff across the Health Board. Tŷ Olwen has it's own library area also which is run and supported by the department.

Mentoring support for new consultants is available from within and externally to the department.

#### 4. SUMMARY OF MAIN DUTIES AND CLINICAL RESPONSIBILITIES:

##### □ CLINICAL:

The post holder will:

- Together with Consultant colleagues, be responsible for the provision of specialist palliative care to the Swansea Bay University Health Board, and for the community it serves.
- Be based in the specialist inpatient unit and community team. Indicative data for the clinical workload in these areas is given in the descriptions on p7 above.
- Be expected to provide second on call cover in association with other Consultant colleagues to support the first on call junior and middle grade doctors. The Consultant rota currently includes cover for six beds in Tŷ Bryngwyn, Prince Phillip Hospital, Hywel Dda Health Board, ten beds in Tŷ Olwen. 1.5 WTE Consultant in Palliative Medicine Hywel Dda participates in this on-call rota, with the understanding that this is shortly due to increase by up to 2 WTE.
- When on call, provide telephone advice on specialist palliative care to primary and secondary care teams for the South West Wales population and in exceptional circumstances the direct assessment of patients. The on call workload is highly variable and on average amounts to a few hours' unplanned work per weekend day including some phone calls, some attendances at the inpatient units and occasionally assessments elsewhere. consideration is given to time off in lieu after on call working when this is required by the out of hours workload
- Together with consultant colleagues in the department, support site-specific Cancer MDTs in Swansea Bay. Can rotate through MDTs or request a site of clinical interest during job planning.
- Work with colleagues in primary and secondary care to provide effective symptom control, appropriate rehabilitation and terminal care for patients within the hospital and community.
- Contribute to the day care service, working with the multidisciplinary team to consolidate assessment process.
- Work with local and national voluntary bodies to develop partnerships to maximise patient support
- Have continuing responsibility for the care of patients under his or her care, allowing for proper delegation to, and training of, staff.
- Have responsibility for the proper functioning of the department in line with the operational policies of the Health Board.

##### • TEACHING AND TRAINING:

We place great importance on our University status and have strong educational links to the Colleges of Medicine in Swansea and Cardiff and the College of Human and Health Science in Swansea and you will be responsible for carrying out training, teaching, examination of healthcare staff and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical education activity, locally and sometimes nationally.

A staff Education Centre at Morriston Hospital, shared with the College of Medicine, with raked lecture theatres, seminar rooms and common rooms opened in 2015 as part of a substantial investment on the site to replace older facilities.

You will be named in the contracts of junior medical staff as the person expected to act as Educational Supervisor for those assigned to you; overseeing their training and being the initial source of advice for doctors regarding their careers, within the guidelines of the specialist bodies and medical royal colleges. Medical trainees in Wales are required to agree an educational contract jointly between them, the Health Board and the Deanery. The Department has Wales's largest number of higher trainees in Palliative Medicine and enthusiastic involvement in training is a key part of each consultant's role.

You will participate in the specialty's postgraduate teaching sessions.

You will also teach and train medical undergraduates in line with the Undergraduate training programme.

- **THE POSTHOLDER WILL BE EXPECTED TO:**

- Take an active part in the teaching of undergraduate and postgraduate students.
- Assist in the delivery of the Graduate entry curriculum of Swansea Clinical School and play a full part in the undergraduate teaching programme.
- Continue with colleagues to develop postgraduate training.

It is the philosophy of the service that the development of our non-career grades is important and much education and training is conducted for the medical staff and the wider multiprofessional team.

- **CLINICAL AUDIT AND RESEARCH:**

- Participate in clinical audit and teaching in conjunction with colleagues across the Swansea Bay University Health Board and the South Wales Cancer Networks.
- There is also increasing impetus to develop a Health Board wide approach in ensuring conformance with accepted clinical practice. This will be reflected in Audit, Quality Initiatives and in Speciality related multidisciplinary protocols guidelines and research:
- Participate in the monthly Clinical Governance meetings reporting and reflecting on all elements of Clinical Governance within the department.
- Participate in the work of the All Wales Palliative Medicine group developing All Wales patient care pathways and research will be encouraged.
- The Consultants in Palliative Medicine across Wales meet as a group on a three monthly basis to discuss postgraduate and management issues.

- Support, sustain or develop new and ongoing avenues of clinical research.

- **MANAGERIAL AND GENERAL:**

- You will be required to support the Clinical Director, the Lead Clinician and the Directorate management team in the efficient running of services.
- Participation in the managerial process is viewed as an essential requirement to effective Consultant function. In addition, it should be noted that a clinical directorate structure is in operation, which requires close cooperation and liaison with colleagues, as appropriate.
- There is a requirement to work within the financial and other constraints decided.
- Upon by the Health Board. Additional expenses of any kind must not be committed without the approval of the appropriate manager/budget holder.

**THE POST HOLDER WILL BE REQUIRED TO:**

- Ensure that arrangements are in place for the organisation of medical staff and that they are allocated duties in accordance with the work of the specialty and within the level of their competence.
- Undertake all work in accordance with the Health Board's procedures and operating policies;
- Conduct clinical practice in accordance with contractual requirements within the parameters of the business plan;
- Maintain the confidence of business plans and development strategies formulated for the specialty, Directorate and Health Board.
- Participate in job appraisal and review and be committed to the revalidation process. The health board is committed to supporting consultant medical staff with appraisal and revalidation.

**5. GENERAL INFORMATION FOR APPLICANTS:**

Applicants who are related to any member of staff in a senior officer position in the Health Board should clearly indicate in their application the name of the officer to whom they are related and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.

Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee or the employing Health Board will disqualify them. This should not, however, deter any candidates from approaching any person for further information about the post.

Any offer of appointment will be subject to the receipt of three satisfactory references.

The nature of the work of this post is exempt from the provisions of Section 4 [2] Rehabilitation of Offenders Act 1974 [Exemption Order 1975]. Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment; any

failure to disclose such convictions could result in dismissal or disciplinary action by the Health Board. Any information will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Travelling expenses will be reimbursed for only one pre interview visit and only then those candidates selected for interview. In the case of candidates traveling from abroad, traveling expenses are payable only from the point of entry into the UK. In the event of the successful candidate declining the offer of employment, no expenses will be reimbursed.

Reimbursement for Relocation Expenses will be considered for the successful applicant and will be in accordance with Health Board policy.

You will be required to declare any financial interests you may have in respect of agencies with whom the Health Board may enter into contract for the supply of goods and/or services. Such interests should be communicated, in writing to the Chief Executive.

The terms and conditions of service, including pay, determined by the Medical and Dental Staff (Wales) Handbook and the General Whitley Council Conditions of Service and any changes to those conditions which the First Secretary the National Assembly for Wales may authorise from time to time.

The salary applicable is on the pay scale for Consultants in Wales and will be specified in your contract of employment.

Where it is agreed that the post will be filled on a part time basis, the job plan will be agreed accordingly.

If you wish to undertake private practice work you may do so, provided that you continue to meet all the obligations of your job description and personal job plan in regard to the discharge of your NHS work. There must be no conflict of interest between your NHS and private work.

Your private residence shall be maintained in contact with the public telephone service and normally no more than 1 hour from Specialist Palliative Care Units covered out of hours (Tŷ Olwen, Morryston hospital and Tŷ Bryngwyn, Prince Phillip hospital) unless specific approval obtained.

- **JOB LIMITATIONS:**

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Lead Consultant / Clinical Director. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

- **CONFIDENTIALITY:**

In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of

employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

- **HEALTH & SAFETY:**

The post holder is required to co-operate with the Health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **RISK MANAGEMENT:**

The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

- **SAFEGUARDING CHILDREN:**

The Health Board is committed to safeguarding children therefore all staff must attend the required level of safeguarding children training.

- **RECORDS MANAGEMENT :**

The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **JOB DESCRIPTION:**

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description may be reviewed periodically to take into account changes and developments in service requirements.

**No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke free.

## 6. **DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN AND VULNERABLE ADULTS:**

In order to minimise any possible risk of abuse of children or vulnerable adults a check will be made with the Disclosure and Barring Services (DBS) on the possible criminal background of the successful candidate for this post. The DBS is authorised to disclose in confidence to ABMU

Health Board's nominated officers, details of any criminal record, including cautions and bind over orders and "spent" convictions.

You will be required to undertake the Disclosure Check, although applicants should be aware that a refusal to comply with this procedure will prevent further consideration for the post. Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached.

**7. DETAILS FOR VISITING:**

**Candidates who may wish to see the Department are invited to contact:**

**Dr Gwen Davies**

Clinical Lead for Palliative Medicine (01792) 703412

**Dr Ceri Todd**

Unit Medical Director,  
Primary, Community & Therapies Extension no: 44599

**Dr Anjula Mehta**

Executive Medical Director Extension no: 43307

**Dr Richard Evans**

Interim Chief Executive (01639) 683307

**For further information on the area please refer to the Consultant Information Pack online at NHS.**

PERSON SPECIFICATION

Job Title: CONSULTANT IN PALLIATIVE MEDICINE					
Criteria			How Tested		
Qualifications	Essential ✓	Desirable ✓	Application ✓	Intervie w ✓	Presentation ✓
On Specialist Register with GMC as a specialist in palliative medicine  or eligible for CCT within 6 months of date of interview and have passed exit exam  or CESR in Palliative Medicine  or a statement of eligibility for registration issued by GMC  or European community rights	✓		✓		
MRCP(UK) or an equivalent qualification	✓		✓		
Post graduate qualification e.g. MA, MSc, MD, PhD or equivalent		✓	✓		
Teaching qualification/Higher qualification in medical education.		✓	✓		
<b>Experience</b>					
Evidence of working effectively as a part of a multidisciplinary team	✓		✓	✓	
Working as part of the management team		✓	✓	✓	
Liaison with other agencies		✓		✓	
Teaching and training of post/undergraduate medical staff	✓		✓	✓	
Evidence of initiating, progressing and completing audit	✓		✓	✓	
Commitment to evidence based practice and experience of research	✓		✓	✓	
<b>Skills &amp; Abilities</b>					
Leadership Skills	✓		✓	✓	✓
Team Working	✓			✓	✓
Excellent verbal and written communication skills	✓			✓	

<b>Excellent interpersonal skills – ability to communicate sensitively with patients, relatives and staff</b>	✓			✓	
<b>Teaching Skill</b>	✓		✓		✓
<b>Understanding of information systems and technology</b>	✓			✓	
<b>Personal Attributes</b>					
<b>Flexible and adaptable to competing demands</b>	✓		✓		
<b>Ability to travel between sites</b>	✓		✓		
<b>Ability to undertake on-call</b>	✓			✓	
<b>Commitment to modern practices</b>	✓			✓	
<b>Ability to take a lead role in clinical development</b>	✓		✓	✓	
<b>Ability to Speak Welsh</b>		✓			

# CONSULTANT PALLIATIVE MEDICINE

## Morrison Hospital

### Inpatient Unit and Community

This is a standard 10 session job plan (37.5hrs) which will be subject to review, three months after appointment and then no less frequently than annually.

Opportunities for additional direct clinical care (DCC) sessions and the requirement for and use of time for Supporting Professional Activities (SPA) will be discussed with you at each job plan review, however in the first three months it is expected that you will use one SPA session to ensure that you are introduced successfully into the Health Board.

By mutual agreement, one SPA session may be carried out outside the Health Board and any un-contracted time must be identified clearly.

It is expected that you will receive mentoring from a consultant colleague who will be identified to you at appointment to help support your transition into the Health Board and early years working with us.

Non-resident on-call; consideration will be given to time off in lieu after on call working when this is required by the out of hours workload. On call workload is currently light but will be regularly reviewed.

	Sessions	Hours	HOSPITAL / LOCATION	TYPE OF WORK <i>(Indicate any travel time)</i>
<b>MONDAY</b>	1	3.75	Tŷ Olwen	SPA (including ES responsibilities)
<b>PM</b>	1	3.75	Tŷ Olwen	IPU MDT and patient related admin
<b>TUESDAY</b>	1	3.75	Tŷ Olwen	Community visits
<b>PM</b>	1	3.75	Tŷ Olwen	Community visits Patient-related admin (50:50)
<b>WEDNESDAY</b>	1	3.75	Tŷ Olwen	Senior Management Team meeting (1/4) Patient related admin including MDT prep
<b>PM</b>	1	3.75	Tŷ Olwen	SPA including education – departmental medical education (1 hour) multiprofessional education including clinical governance (1 hour) Community MDT 2h
<b>THURSDAY</b>	1	3.75	Tŷ Olwen	Community Visits Patient-related admin (50:50)
<b>PM</b>	1	3.75	Tŷ Olwen	SPA
<b>FRIDAY</b>	1	3.75	Tŷ Olwen	IPU ward round

<b>PM</b>	1	3.75	Tŷ Olwen	IPU reviews (including meeting with families etc)
<b>On Call</b>				1:8-11 on call