JOB DESCRIPTION & PERSON SPECIFICATION

For

CONSULTANT IN PALLIATIVE MEDICINE

(10PAs)
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1  **Job Summary**

This is a consultant post within an established specialist palliative care service providing inpatient, day therapy, outpatient and community care. The post holder will be accountable to the Medical Director and work in close collaboration with other members of the service, to primarily provide inpatient care for patients with general practitioners in West Essex and East Hertfordshire. This is an excellent opportunity for service development in partnership with our Clinical Commissioning Groups, Directors team, and Board of Trustees. The specialist service at St Clare and within west Essex is being driven in response to people’s needs, valuable user and professional feedback and through local audit initiatives.

Any candidates wishing to discuss the post or visit the Hospice should telephone Dr John Zeppetella, Medical Director, on 01279 773775 or via e-mail john.zeppetella@stclarehospice.org.uk.

Application for the post is to be made through NHS jobs [http://www.jobs.nhs.uk](http://www.jobs.nhs.uk).

2  **Introduction**

Our services

St Clare Hospice is an independent charity that provides a range of specialist palliative care services for our local communities in Uttlesford, Harlow, Epping and East Hertfordshire. The current medical team consists of a medical director, locum consultant, honorary consultant, one speciality doctor, one general practitioner trainee and two foundation year doctors.

Currently the Hospice services eight inpatient beds. There are resources available for day therapy, outpatients, chaplaincy, patient and family support and bereavement services. In 2013/14 there were 209 admissions to our inpatient unit, (92% of which were new patients) who stayed an average of 10 days. Day therapy assessed 157 patients (64% new patients); 33% were patients with a non-cancer diagnosis. The community made 1,816 visits to 757 patients (76% new patients); they were cared for an average period of 47 days. Our hospice at home service, which started in January 2014, cared for 263 patients in its first year.

In 2013/14 the net incoming resources available for charitable application was £3,528,770 and the total charitable expenditure £2,675,461 resulting in a net income of £853,309; NHS income was 30% of expenditure.

The post will be based at St Clare Hospice, however, it is a requirement of your employment that you are prepared to work at any additional or different location either on an on-going or temporary basis according to the demands of the service.

This post will add a second consultant post within our palliative care service, which works across the community, outpatients and provides input to the local hospital Trust. Provision of a responsive, flexible, accessible 24/7 specialist multidisciplinary service across all settings requires enhanced medical input. Additionally, this post will, together with colleagues, further
develop subspecialty links and collaborative working across all settings. Supporting patients to be cared for in their preferred place of care, facilitating smooth and rapid flows between sectors and meeting the standards set by an end of life care strategy will all be priorities for this post.

**Board of trustees**
Chairman: Patrick Foster
Vice Chairman: John Frazer
Company Secretary: Phil Quincey
Board: David Thompson, Debbie Bodhanya, Brian Moore, Jennifer Minihane, Ronald Morgan, Andy Skelton, David Dunkley, Russell Cattell

**Directors team**
Chief Executive: Tanya Curry
Medical Director: John Zeppetella
Director of Patient Care: Beth Burton
Director of Finance and Resources: Riyad Islam
Director of Fundraising and Marketing: Vacant
Director of Organisational Development: Tracey Hammond

**Mission, Vision and Values**

**Mission**: St Clare Hospice is committed to delivering skilled and compassionate specialist palliative care for our local community.

**Vision**: A community in which people with life limiting illnesses have timely access to skilled, compassionate, and sensitive care. We will support patients and their families to maintain dignity and quality of life by providing exceptional care in a place of their choice. As a centre of excellence we will continue to lead in the development of specialist palliative care services.

**Values**:

**Care**: We treat patients and families the way we want to be treated – with kindness, compassion and respect

**Teamwork**: We value the unique contribution that all our staff and volunteers make in the delivery of excellent care for our local community

**Quality**: We are passionate in our pursuit of excellence and dedicate ourselves to achieving the highest standard in all aspects of our work

**Integrity**: We are honest and ethical in everything we do and accept the responsibility for the trust placed in us
3 Main Duties and Responsibilities

In line with national recommendations the job plan for this post comprises 10 programmed activities (PA), each of 4 hours. 7.5 of these are dedicated to direct clinical care and 2.5 to supporting professional activities.

The post holder will be based St Clare Hospice. It is envisaged that the working day will be from 09.00 to 17.30 with a 30 minute allocation for lunch. However the Hospice is willing to be flexible around start and finish times of work in line with service requirements. The post holder will be employed by St Clare Hospice.

Direct Clinical Care:
The post holder will lead the development and provision of in-patient specialist palliative care at the Hospice. He/she will work closely with the Medical Director and other members of the multi-professional team providing care in the context of a wide spectrum of diagnoses, ethnic and cultural backgrounds and socioeconomic deprivation.

He/she will attend the local hospital, Princess Alexandra NHS Trust, as an honorary consultant and provide specialist palliative care advice and support.

He/she will attend the appropriate MDT meetings and will be expected to work to provide seamless continuity of care between hospice, hospital and home, including the provision of indirect care by supporting other healthcare professionals as part of an extended MDT.

The post holder will also work collaboratively with and provide cross cover for the other consultants within the team covering hospital inpatient and outpatient work, including out of hours.

Service Development:
The post holder will provide medical leadership and work with clinical and management colleagues to develop the service. They will work closely with Clinical Commissioning Groups, locality End of Life Care Steering Groups, GPs, community nurses, nursing homes, the Virtual Ward and other relevant agencies involved at both strategic and clinical levels. Opportunities are available to develop initiatives in line with both service strategy and individual professional areas of interest. The post holder will also participate in clinical governance and risk management initiatives in line with service and organisational plans aimed at improving the quality of service delivery. The post holder will work with colleagues to ensure that processes are lean and effective, optimising the productivity of the service. He/she will also participate in developing effective and safe links with other services and other agencies that enhance and develop innovative patient care.

Supporting Professional Activities:
The post holder will attend regular team meetings to contribute to strategy, policy and team development. He/she will participate in appropriate learning and development activities and will adopt an evidence-based approach to practice. He/she will undertake individual and team job planning in line with national best practice and local protocols. The Hospice supports the
requirements for Continuing Medical Education as specified by the Royal College of Physicians and is committed to providing time and financial support for these activities.

Teaching/Training:
Undergraduate medical education
The Service participates in undergraduate teaching for the Cambridge Medical School and the current consultants are University of Cambridge Senior Clinical Tutors. The post holder will be expected to participate in this teaching.

Postgraduate medical education:
The service has a General Practice training post, a speciality doctor and foundation doctors. The post holder will act as clinical supervisor, providing supervision and training, case discussion and reflection, as well as participating in workplace based assessments.

Non-medical staff:
It is expected that the post holder will contribute to multidisciplinary teaching for non-medical staff both within and external to the service, particularly in the community settings. Internal training may include team meetings relating to professional development, and support for nurse independent prescribers and those undertaking physical assessment modules. In addition the service is actively involved in raising public awareness of end of life care, through a number of campaigns and initiatives throughout the year.

Research:
The Hospice is keen to explore ways of developing the research activity and the post-holder will be supported with research initiatives in line with Hospice policy and procedure.

Clinical Governance:
The post holder will participate in the service’s clinical governance systems. The clinical governance system places responsibility for the quality of clinical care at Board level. The post holder will work with the Clinical Governance Lead to ensure continuous improvement in quality at both an individual, team and service level. He/she will actively participate in, and encourage, clinical incident reporting and the safeguarding of vulnerable adults and children, where appropriate.

The service puts a strong emphasis on multidisciplinary audit and there is an annual audit programme. The post holder will undertake audit activities that are relevant to service delivery and the audit programme, and will support other team members undertaking such work.

Administration:
The post holder will contribute to the general administrative responsibilities that are required to ensure the effective working of the Service. He/she will provide timely and appropriate advice and correspondence to outside agencies to ensure. Office accommodation and secretarial support will be provided in addition to a computer, email address and access to the local hospital library services.

On call:
The successful candidate will be invited to join a first on call rota of nine doctors to provide cover for St Clare Hospice inpatient unit. If he/she participates, sessions will be paid one month in arrears.

Mentoring:
The successful candidate will be supported in having a mentor and may wish to determine who this will be. However they will be enabled to find a suitable mentor locally if this is required.

4 Provisional Timetable

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Referral meeting</td>
<td>SPA</td>
</tr>
<tr>
<td></td>
<td>Ward round</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>SPA</td>
<td>Day Therapy</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Hospital clinical visits</td>
<td>Hospice MDT</td>
</tr>
<tr>
<td></td>
<td>Hospital MDT</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>Referral meeting</td>
<td>Outpatient clinic</td>
</tr>
<tr>
<td></td>
<td>Ward round</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Hospital clinical visits</td>
<td>SPA (alt wks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outpatient clinic (alt wks)</td>
</tr>
</tbody>
</table>

The above timetable provides an outline of expected activities that will occur at regular times in the week. These may change over time, and there may be scope to alter some activities depending on the preferences of the successful candidate and the Medical Director.

5 Summary of Job Plan

<table>
<thead>
<tr>
<th>Professional Activities</th>
<th>Type</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical</td>
<td>A suggested 15 hrs a week for patient care work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patient administration - 9hrs</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>On-call activity</td>
<td></td>
</tr>
<tr>
<td>Supportive</td>
<td>Research and teaching</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contributing to teaching</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Clinical Trials, authorship and paper review, attending/presenting at conferences</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Clinical Governance / Audit</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Continuing Professional Development</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

The final job plan will be agreed with the Medical Director following appointment and reviewed annually.
6 Management

Professional Accountability
The post holder will be professionally accountable to the Medical Director.

Service Accountability
For service delivery, the post holder will be accountable to the Medical Director and work closely with the Director of Patient Care.

Service Development
The post holder will be expected to contribute to planning and undertake service development at both team and strategic level.

7 General Terms and Conditions and Information

Applicants for Consultant posts must either be on the GMC Specialist Register, or be within six months of their CCT date at the interview date, or be in possession of the CCT. Appointment to a consultant post is subject to being entered on the Specialist Register. This is a requirement of the Appointment of Consultants Regulations 1996.

The post is covered by the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales).

The salary scale for consultants from April 2015 is:

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Period before eligibility for threshold</th>
<th>Basic salary (fulltime)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A (normal starting salary)</td>
<td>£75,249</td>
</tr>
<tr>
<td>2</td>
<td>One year</td>
<td>£77,605</td>
</tr>
<tr>
<td>3</td>
<td>One year</td>
<td>£79,961</td>
</tr>
<tr>
<td>4</td>
<td>One year</td>
<td>£82,318</td>
</tr>
<tr>
<td>5</td>
<td>One year</td>
<td>£84,667</td>
</tr>
<tr>
<td>6</td>
<td>Five years</td>
<td>£90,263</td>
</tr>
<tr>
<td>7</td>
<td>Five years</td>
<td>£95,860</td>
</tr>
<tr>
<td>8</td>
<td>Five years</td>
<td>£101,451</td>
</tr>
</tbody>
</table>

Basic salary on commencement will be set at a threshold to reflect any consultant-level experience that a consultant has gained before his or her appointment as a NHS consultant.

Part-time staff will be paid pro---rata.

Because of the nature of the work of this post it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, including those which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information should be sent to the
Medical Director in an envelope marked for his/her personal attention and will be completely confidential and be considered only in relation to an application for positions to which the order applies.

The successful candidate will be expected to devote substantially the whole of his/her professional time to this appointment and to give it priority on all occasions (subject to consultants’ ethical obligations to all their patients when emergencies arise) whether opting for a full–time or part-time contract.

Consultants:

- Have a continuing responsibility for the care of patients in their charge and for the proper functioning of their departments
- Will undertake the administrative duties associated with the care of their patients and the running of their clinical departments

All Consultants are expected to assume responsibility, both singly and corporately, for the management and supervision of junior medical staff and to take part in their training and development. In particular they are expected to be responsible for approving and monitoring junior staff rotas and junior staff locum arrangements, where appropriate.

They are also expected to concern themselves with the professional development, both clinical and personal, of their trainees.

Medical Negligence

The Consultant agrees to:

- Co-operate fully with the Hospice and its Legal Advisors in the investigation of any Patient Complaint/Incident involving but not limited to any allegation of negligence or misconduct on the part of the Consultant.
- To provide the Hospice, on request, with a full written statement concerning the said Patient Complaint/Incident.

Clinical Governance

The post-holder will participate in clinical governance activities, including clinical audit, clinical effectiveness, risk management, quality improvement activities as required by the Trust, and external accrediting bodies.

Management

The post-holder will be required to work within the Hospice’s management policies and procedures, both statutory and internal, accepting that the resources available to the Hospice are finite and that all changes in clinical practice or workload, or developments requiring additional resources must have prior agreement with the Hospice. He/she will undertake the administrative duties associated with the care of his /her patients and the running of his/her clinical department under the direction of the Medical Director.
**Infection Control**

Infection Control is everyone’s responsibility. All staff, both clinical and non-clinical are required to adhere to the Hospice Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

**Amending the Job Description**

It is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the post-holder. This will be done in consultation with the post-holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality**

The post-holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post-holder must respect patient named confidentiality in keeping with “Caldicott principles”.

**Data Protection**

The post-holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**General**

The post-holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post-holder. As the hospice develops, the requirements of the job may change and the post-holder is expected to adapt to these changes.

**Health and Safety**
St Clare Hospice recognise their duties under Section 2(3) of the Health & Safety at Work Act 1974, and accepts its responsibilities as an employer for providing, so far as is reasonably practicable, a safe and healthy working environment for all its employees, patients and volunteers, and for ensuring that its activities do not endanger the health, safety or welfare of either members of the public or any other persons whose activities come under the Trust’s control.

Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection.

**Equal Opportunities Policy and Anti-Harassment**

St Clare Hospice is committed to providing equal opportunities and dignity at work. It is committed to preventing unlawful discrimination in employment and against anyone who uses or comes into contact with any of the Hospice services. The post-holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines.

**Smoking Control Policy**

It is the policy of St Clare Hospice that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed company and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all patients, employees, volunteers, consultants, contractors, customers and visitors.

**Safeguarding Children**

Everyone employed by the hospice regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with child protection procedures. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do and in accordance with the hospice’s safeguarding children training guidance.

**Safeguarding Adults**

Everyone employed by the hospice regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow hospice policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection
training and updates at the competency level appropriate to the work you do and in accordance with the hospice's vulnerable adult protection training guidance.

8 Personal Specification

Characteristics of candidates to meet the duties set out in the Job Description are as follows:

1. General

Essential Qualities
- the highest ethical and professional standards
- excellent communication skills, both verbal and written
- commitment to developing specialist palliative care services in all settings
- enthusiasm for work within a changing environment
- ability to work under pressure
- ability to both lead and be led as part of a team
- a creative and imaginative approach to service delivery and improvement.
- ability to influence others
- ability to manage time effectively
- valid full driving licence

2. Clinical Experience and Ability

Essential Qualities
- full registration with the GMC
- to have a CCT or equivalent in palliative medicine or be within six months of achieving such at the time of interview
- excellent clinical skills in specialist palliative care
- proven ability to efficiently manage patients with complex physical, psychological, spiritual and social problems
- proven ability to work well within a multidisciplinary team and support others to flourish
- proven ability to lead clinical care across professional and organisational boundaries
- experience of working within the community

3. Clinical Governance, audit and research

Essential Qualities
- an understanding of the principles and practical implications of clinical governance systems
- an understanding of and proven abilities in clinical audit
- an understanding of the importance of continuous professional development and life-long learning and commitment thereto
- an understanding of and a proven ability to apply research findings to individual patients or populations of patients
• a commitment to develop multi-professional/multi-agency guidelines, care pathways and audit

Desirable Qualities
• higher academic degree
• proven ability and commitment to carry out high quality research leading to publication
• experience of drafting or contributing to multi-professional/multiagency clinical guidelines or care pathways

4. Teaching

Essential Qualities
• ability and commitment to teach in a clinical and academic setting
• ability to take a lead role in designing an effective teaching strategy
• ability and commitment to teaching various clinical disciplines.

5. Patients

Essential Qualities
• ability to respond sensitively to the individual needs of patients with palliative care needs
• ability to respond sensitively to needs of carers, relatives and friends of people with palliative care needs
• ability to work with sensitivity within a multicultural community
• ability to work constructively with patients’ advocates or user-led groups

Desirable Qualities
• experience working with user led groups to enhance service delivery

6. Management

Essential Qualities
• ability to motivate, inspire and support multi-professional teams and be able to work effectively within such teams
• ability to act as a consistent reference point in a team and to take a leadership role
• be skilled at encouraging and giving feedback
• understanding of the drivers influencing NHS and commercial health care providers and current and proposed national organisational changes
• ability to lead a team effectively through change
• ability to prioritise workload, to delegate responsibilities as appropriate
• experience supervising junior medical staff

Desirable Qualities
• proven experience of management in a clinical area
• ability to support advanced practitioners from other professional groups develop new skills