



JOB DESCRIPTION: **CONSULTANT IN PALLIATIVE MEDICINE (Locum)**

RESPONSIBLE TO: **St Elizabeth Hospice Medical Director**

ACCOUNTABLE TO: **Chief Executive of St Elizabeth Hospice**

QUALIFICATIONS: Applicants must hold Membership of one of the Royal Colleges of Medicine or equivalent. Candidates should be on the Palliative Medicine Specialist Register of the General Medical Council or should have completed a training programme leading to the CCT in Palliative Medicine or be within 6 months of completion of a Specialty Registrar Training Programme in Palliative Medicine prior to interview.

BASED AT: **St Elizabeth Hospice**

JOB SUMMARY

To work together with the other palliative medicine consultants in the provision of medical services to patients of St Elizabeth Hospice, James Paget Hospital and East Coast Community Healthcare and to support staff. To develop services and improve integrated working between local Palliative Care providers (Hospice, Hospital and in the wider community).

GENERAL

This 0.8 WTE post has arisen from a readjustment of posts resulting from forthcoming retirement of the Medical Director and changes to team working patterns associated with expansion into the Great Yarmouth and Waveney Area.

The postholder will join a growing medical team who work collaboratively and supportively to cover services across the two service areas, including for leave, and rotation of area of responsibility is usual.

The current consultant body is:

- Dr Kelvin Bengtson, Medical Director (Hospice)
- Dr Alison Blaken, Deputy Medical Director (Hospice and Ipswich Hospital)
- Dr John Zeppetella (Hospice)
- Dr Charlotte Williams (Hospice)
- Dr Cecily Wright (Hospice and James Paget hospital)
- Dr Claire Bates (Hospice and James Paget hospital)
- Dr Gemma Ryder (Hospice)

Current Medical consultant provision is 4.9 WTE of which 1.0 WTE supports James Paget Hospital, and 0.2 WTE support to Ipswich Hospital, with Ipswich Hospital supported by another 0.95 WTE consultant. There are also 3 full time Nurse Consultants embedded within the team, alongside specialty grade doctors, Specialty Registrars, GPVTS doctors and Foundation year doctors. The team works closely alongside the full multidisciplinary team including nurses, Clinical Nurse Specialists, healthcare assistants, physiotherapists, Occupational Therapists, counsellors, and volunteers.

The On call commitment is approximately 1 in 8 second on call with 5% availability supplement. This provides telephonic medical and symptom control advice to St Elizabeth Hospice, Ipswich Hospital, West Suffolk Hospital and St Nicholas Hospice Care in Bury St Edmunds, James Paget Hospital (Gorleston), and community calls in Suffolk and the Great Yarmouth and Waveney area. This may involve taking calls from GPs, hospital doctors, nurses or allied healthcare professionals. There is no formal expectation of face to face reviews on call but should the consultant be on site during that time then this time will be deducted from their clinical PAs in the next week and remunerated accordingly. There may be the need to do occasional first on-call on an emergency basis and this will be compensated by a PA off in lieu for each PA done as first on-call (week night equals 1 PA and weekend equals 6 PAs).

Terms and Conditions will be based on the current NHS Consultant Contract, (see Job Plan below) with the postholder's contract held at the Hospice, and there will be an honorary contracts and practicing privileges with neighbouring hospices and trusts as required.

Formal consultant appraisal will be completed by the hospice appraisal team with St Elizabeth Hospice as the designated body and the Medical Director of the Hospice as Responsible Officer. The postholder will be supported through the appraisal and revalidation process.

The Medical team has a designated Personal Assistant, working across both sites, with additional administration support from a pool of Care Coordinators across the service areas. The postholder will share a Consultants office at the Ipswich site with laptop computer with station/dock facilities. Home working can be facilitated for MDT meetings (Via video conferencing), advice and supporting activities, with secure remote access to the hospice network. Additional office facilities are available for other sites of work. 24 hour IT support is available.

All new consultants will be mentored by an established consultant within the organisation or by one of the consultants from the neighbouring Palliative Care service providers to enable them to settle into the post and to support them in their initial years as a consultant. Established consultants will also have access to mentoring or support as needed.

ABOUT OUR SERVICES

St Elizabeth Hospice serves the population of Ipswich, East Suffolk, Great Yarmouth and Waveney, and supported almost 4,000 patients and their families last year. It was established in 1989 and has an 18-bedded inpatient unit in Ipswich as well as a substantial community team, a virtual ward and a 24/7 telephone advice line called Onecall which is at the core of the Palliative and End of Life Care Co-ordination Hub.

The hospice delivers outpatient clinics, therapy, counselling and physiotherapy services through daytime Community Care Units, with a comprehensive bereavement programme called LivingGrief that supports families across East Suffolk. It also delivers an education programme collaboratively with St Helena Hospice in Colchester, and works with the University of Suffolk's Health and Wellbeing Institute. The hospice is committed to encouraging Compassionate Communities as a public health approach to improving cultural confidence in supporting one another through the experience of dying, death and grief.

Since 2019, the hospice has been sub-contracted by East Coast Community Healthcare (ECCH) to deliver specialist palliative care in Great Yarmouth and Waveney, six specialist palliative care beds within Beccles Hospital, a specialist community team and providing in-reach support to the James Paget University Hospital. Our strategic partner ECCH hold the contract for Community Services for Great Yarmouth and Waveney, as part of the Norfolk and Waveney Integrated Care System.

St Elizabeth Hospice delivers a transition programme for young adults moving on from the care of the local children's hospice (EACH). This transition programme is called Zest and offers exchange days, medical support, social activity days and nurse-led short break respite care. There are currently 50 young adults registered with Zest and is being gradually extended to a wider geographical footprint. In East Suffolk, the hospice works closely with Ipswich Hospital and is a full member of the Ipswich and East Suffolk Alliance, and the Suffolk and North East Essex Integrated Care Partnership (ICP). St Elizabeth Hospice has 400 employees and 1,500 volunteers, including 800 volunteers in our 36 retail stores and three Moments coffee shops. We also have a social enterprise domiciliary care agency called St Elizabeth Care Agency, whose profits contribute to the hospice's charitable funds.

Professional and Managerial

1. On call will be based on NHS terms and conditions, and will be at 5%. If the frequency or intensity of on call changes then this remuneration is likely to be reviewed. There is no formal expectation of face to face reviews on call but should the consultant be on site during that time then this time will be deducted from their clinical PAs in the next week. The job plan will then be reviewed to determine if a designated PA is needed for on call.
2. To assist in the supervision of junior medical and other staff in the hospice, ensuring that medical care and practice follow professional guidelines and St Elizabeth Hospice Policies and Procedures.
3. To support effective liaison and communication with relevant disciplines in respect of all aspects of palliative and end of life care.
4. To attend multidisciplinary team meetings at St Elizabeth Hospice or in the community (such as GSF meetings).
5. To establish and provide outpatient clinics and day services by St Elizabeth Hospice at the Ipswich site other community sites as required and to undertake domiciliary visits as necessary.
6. To be responsible with the other consultants for the admission, inpatient care and discharge of patients at hospice inpatient sites.
7. To develop and maintain knowledge and skills to a level appropriate to the responsibilities of the post.
8. To work with colleagues in the development and provision of education and training in palliative care at St Elizabeth Hospice inpatient sites and the community.
9. To contribute to the initiation and conduct of research projects in Palliative Care. Any agreed research activity will be in discussion with the medical director with appropriate SPA allocated to support the research project from existing SPA allowance or additional SPA if part time employees with less than 2.5 allocated SPAs.
10. To initiate and participate in audit regarding palliative and end of life care in the hospice, hospital and community. The hospice supports the requirements for continuing professional development (CPD) as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.
11. To represent the Hospice on local and national bodies as appropriate.
12. Formal consultant appraisal will be completed by the hospice appraisal team with St Elizabeth Hospice as the designated body with the Medical Director of the Hospice as Responsible Officer.
13. The postholder will have administrative support from the patient services administrators and will have a dedicated laptop computer with docking station facilities in a shared office and office facilities at associated sites.

Service Development

14. To work alongside colleagues in the development of hospice policies, procedures and services.
15. There will be opportunity for post holders to develop service roles that may include appraisal and clinical supervisor roles. Appropriate SPA will be allocated to support these activities if programmed SPA is insufficient (e.g. for a 6PA post with currently planned 1 PA).

General

16. To be a fully subscribed member of a recognised professional defence organisation and to provide evidence of membership to the Hospice HR Business partner annually, or on request.
17. To work at all times within the policies and procedures of the Hospice, reviewing same and contributing to their development as appropriate, and to ensure compliance to same by other members of staff.
18. In conjunction with members of the Hospice Governance Committee and the Quality Assurance and Improvement Group, to develop quality assurance and audit policies to monitor medical standards of care and practice.
19. To develop and maintain personal contact with key professionals within local health and social care providers and commissioners.

20. To promote St Elizabeth Hospice philosophy of care towards patients, relatives and visitors.
21. To play an active part in the development and maintenance of good relationships with all who do business with St Elizabeth Hospice.
22. To respect at all times the confidentiality of information covering patients, staff and volunteers.
23. To contribute to and participate in the Hospice fundraising and public relations programme when required.
24. To be responsible for complying with the hospice Infection Control policies and clinical guidelines. This may include working from home to optimise social distancing during a pandemic
25. To have annual medical appraisal as well as annual performance reviews.
26. To ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in terms of self, patient and service.
27. To meet the Royal College of Physician recommendations on appropriate completion of continuing professional development activity and be committed to the GMC revalidation process
28. To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines
29. To conduct annual Performance Development Reviews, and progress reviews, for staff in your charge (if applicable) and, through this process, to identify and facilitate development opportunities to improve the performance of the individual and the organisations.
30. Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
31. To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
32. All employees must comply with the St Elizabeth Hospice Equal Opportunity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
33. Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by St Elizabeth Hospice. St Elizabeth Hospice seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
34. All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.

The post holder may on occasion be asked to undertake other duties to help maintain the high standard of care expected of a specialist palliative care service.

This job description is not necessarily exhaustive and may be subject to review by the Medical Director/consultant in conjunction with the postholder.

Terms and Conditions

The post is covered by NHS terms and conditions.

Requests for visits

Interested applicants are invited to contact Lesley Chandler to arrange informal visits or for more information. Lesley can arrange visits with our Medical Director Dr Kelvin Bengtson, our Chief Executive Officer Judi Newman, and other members of the Medical Team and Senior Leadership Team as appropriate. Lesley can be reached on lesley.chandler@stelizabethhospice.org.uk

Job Plan

The job plan included below is indicative of the likely timetable. The exact timing of MDTs, clinics and ward rounds is to be determined. It is recognised that applicants may vary in preferences for the hours worked and the timetables may be adjusted according to the percentage of WTE hours with some adaptation possible to accommodate personal preferences.

Timetable (0.8 WTE)

(Community support indicates advice and option for domiciliary visits/ad hoc OPD, GP teaching/liaison and GSF meetings)

| | MON | TUES | WEDS | THURS | FRI |
|----------------------|---|--------------------------|----------------------|--------------------------------------|-----|
| AM (0830-1230) | Community support/visits | Community support/visits | Inpatient ward round | Community MDTM / SPA | |
| Lunch break | | | | | |
| PM (1300 to 1700) | Community support/visits and clinical admin | Outpatient clinic | SPA | Community Support and clinical admin | |

- Hospice OPD workload is anticipated to be one clinic per week with the possibility of it increasing to two if need arises, with expected 1 new patient and 3 follow up patients.
- Time for lunch and travel between sites is incorporated into expected timetables
- The Hospice inpatient unit at Ipswich has 18 beds with an anticipated 1-2 admissions most days. The inpatient unit at Beccles has 6 beds with an anticipated 1-3 admissions most weeks.
- The Hospice has approximately 2500 patients each year for the East of Suffolk
- A busy advice line (approx. 1500 calls per month) is provided by the CNS team with consultant advice and support as needed but this is shared between the other consultants and nurse consultants as required. The Great Yarmouth and Waveney area community team will on average see 50-60 referrals a month with approximately 342 patients a month requiring CNS input.
- The James Paget Hospital Palliative Care Team currently see approximately 19 patients a day. A variable proportion of these will require consultant input. A Hospital ward review full day would approximate to 1-2 new patients, 5-6 follow up with time for clinical admin

The consultants share the workload fairly between them, including shared responsibility for in-patients (patients are not under a designated consultant) and each consultant has designated non-clinical time. It is recognised that administrative tasks will also be performed flexibly on other days, if other medical staff are not available, the postholder may have to take on other additional clinical commitments, as required. The job plan may be amended by negotiation with the Medical Director and the other consultants.

For each 10 Programmed Activities (PA) 8 PAs are designated for clinical care (direct and indirect, with associated admin) and 2 for supporting professional activities (these will be worked flexibly to cover personal development, governance and education). This will be adjusted pro rata for less than full time posts.

The Hospice will support and fully fund all essential CPD requirements and other appropriate requests that are agreed, to attend courses and conferences, including reasonable travel and accommodation costs, as stated in the Hospice Education & Training Policy. The consultants decide among themselves which members of the team can attend particular courses, based on the appropriateness of the education, the team's ability to cover the clinical workload, Personal Development Plans agreed at appraisal and a fair spread of education across the team members.

PERSON SPECIFICATION

| Attributes | Essential | Desirable |
|----------------------------------|---|--|
| Qualifications | <p>Registered medical qualification</p> <p>MRCGP, MRCP or equivalent</p> <p>Full registration with GMC and name on Specialist Register for Palliative Medicine on date of taking up appointment, or within 6 months of CCT at time of interview</p> | <p>Other Higher Degree or Diploma (e.g. Diploma or MSc in Palliative Medicine or MD)</p> |
| Training and experience | <p>Wide experience in all aspects of palliative care, culminating in entry onto the GMC specialist register via CCT , CESR or European community rights</p> <p>Experience in medical procedures such as paracentesis</p> | <p>Experience of general medicine and other specialties such as oncology, care of the elderly, general practice. Advanced Communication skills course or qualification</p> |
| Administration | <p>Experience in day to day organisation of specialist palliative care services</p> | <p>Familiar with current structure of NHS and conversant with recent initiatives and changes</p> |
| Management | <p>Possession of basic management skills</p> | <p>Management course and /or qualification</p> |
| Audit | <p>Thorough understanding of principles of medical audit. Experience in undertaking and completing audit projects</p> | <p>Presentation or Publication of Audit results</p> |
| Research and publications | <p>Knowledge of the principles of medical research and of the palliative care literature</p> | <p>Research experience Publication of research and /or review article(s)</p> |
| Personal skills | <p>Effective communicator Able to work in an appropriately socially distanced close-knit team and co-operate with all medical, nursing and other healthcare staff</p> <p>Flexible, able to cover colleagues' absence</p> | <p>Familiarity with information technology and general computer skills</p> |
| Personal attributes | <p>Professional attitude towards work, reliability, good record of attendance and tidy personal appearance</p> | |
| Teaching | <p>Experience of postgraduate teaching</p> | <p>Teaching skills course and /or qualification</p> |
| Other | <p>Car driver with driving licence (Driving will be an essential part of day to day work in this area)</p> | |