



JOB DESCRIPTION

SPECIALTY GRADE DOCTOR (INPATIENT UNIT) – Ipswich site

JOB SUMMARY

To work together with the multidisciplinary team in the provision of medical services to patients of St Elizabeth Hospice on its Ipswich Site. To develop services and improve integrated working between local Palliative Care providers (Hospice, Hospital and in the wider community).

GENERAL

This 1 WTE post has arisen due to vacancies in the Palliative Medicine Specialty Registrar rotational training scheme.

The Medical Directorate consists of:

The current consultant body:

- Dr Alison Blaken, Interim Medical Director (Hospice and Ipswich Hospital)
- Dr John Zeppetella (Hospice)
- Dr Joe Sawyer (Locum) (Hospice)
- Dr Cecily Wright (Hospice and James Paget hospital)
- Dr Claire Bates (Hospice and James Paget hospital)
- Dr Gemma Ryder (Hospice)

Additionally:

- Specialty Registrar (1 for each site) 2 WTE – 1 post vacant from October 2023
- 2.4 WTE Middle grade doctors providing support to both the inpatient units as well as the outpatient clinical areas.
- 6 rotating GP trainees on the Ipswich and Yarmouth GP vocational training schemes
- 3.0 WTE Nurse Consultants supporting East Suffolk community services and Beccles inpatient/community services

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. The team works closely alongside the full multidisciplinary team including nurses, Clinical Nurse Specialists, healthcare assistants, physiotherapists, Occupational Therapists, counsellors, and volunteers.

This post is to be based in Ipswich from February 2024 for a fixed term of 6 months due to vacancy in the specialty registrar training rotational scheme. The post may be extended beyond this. Requests for less than full time working will be considered. The post holder must be a registered medical practitioner with the GMC. Preferably the post holder should have experience in palliative medicine or general practice with an interest in palliative medicine. He/she will participate fully in the provision of medical care of patients referred to St Elizabeth Hospice.

This post would offer experience relevant to someone intending to apply for higher specialty training in Palliative Medicine.

ACCOUNTABILITY

The post holder will be accountable to the Medical Director. The postholder will need to have engaged and continue to engage with the appraisal and revalidation process.

If St Elizabeth Hospice is the only or majority employer, the post holder's designated body will be St Elizabeth Hospice.

Mentoring by an experienced doctor will be available to the successful postholder.

1 MAIN RESPONSIBILITIES

DIRECT PATIENT CARE

- 1.1 Ensure that inpatients receive appropriate medical assessment and appropriate medical care as part of the multidisciplinary care plan – ensuring that medical care is evidence based where possible and best practice.
- 1.2 To sometimes visit patients at home or in community hospitals, and in day services, in order to do assessments
- 1.3 To review inpatients regularly with other members of multidisciplinary team
- 1.4 Ensure that all prescribing is in accordance with hospice policy and statutory requirements
- 1.5 Ensure that full and accurate clinical information is maintained on all inpatients
- 1.6 Liaise with primary and secondary carers as appropriate to ensure continuity of medical care
- 1.7 Participate in multidisciplinary team meetings held weekly to plan patients care. The multidisciplinary team includes specialist nurses, Physiotherapy and Occupational Therapists, Psychosocial workers, Art, Music and Complementary Therapists and Chaplaincy.
- 1.8 The post holder may on occasion need to provide medical cover to patients attending day services and to the outpatient clinics. This will include outpatient assessments and domiciliary visits when the regular doctor who covers this service is away or on annual leave.
- 1.9 Ensure that the clinical practice complements and facilitates the provision of multidisciplinary care, recognising the physical, psychological, emotional and spiritual needs of the patient and family
- 1.10 Within reason, to be available to advise and support primary and secondary carers from other agencies involved in the provision of palliative care. Such advice to be available prior to formal referral
- 1.11 To participate in the provision of on-call medical cover for inpatients of St Elizabeth Hospice Ipswich Site (maximum 18 patients) and telephonic advice for patients in hospitals and in the community. Weekday on-call is from 5pm to 9am the next day and the cover is usually telephonic. Weekend on-call entails a ward round on both days to see the inpatients with urgent needs, which usually lasts 4-5 hours depending on the patients. Other than this most of the on-call is non-resident and telephonic. On-call is 1 in 5 first on-call. When on call there is a need to be within 30 minutes travel time of the hospice in case the postholder needs to come in to see a patient. A Consultant is always available for advice when the post holder is on-call. Time (plus/minus one hour) will be allocated on Friday before the weekend on call and after the weekend on Monday for handover of patients. Remuneration of 2 PA's extra per week for 1:5 on-call rota. The postholder who is in full time employment will be entitled to finish their duties at lunchtime on the Monday following a full weekend on call.

2 MAINTENANCE AND IMPROVEMENT IN QUALITY OF CARE

- 2.1 To be an active participant in audit. To identify areas of research and audit and in conjunction with appropriate staff initiate and participate in agreed research programmes, and audit projects.
- 2.2 To maintain an awareness of developments and research in medical practice in particular and care in general, in the provision of palliative care.
- 2.3 Commitment to continuing professional development. Study leave and professional leave available to achieve this.
- 2.4 To participate, as appropriate, in the promotion of palliative care within the community.
- 2.5 Regular reviews of Job Plan with a Consultant and appraisal for revalidation, should the appraisal month fall within the duration of the appointment.

3 GENERAL

- 3.1 To participate as appropriate in the promotion of St Elizabeth Hospice both in terms of its provision of palliative care and its reputation within the community.
- 3.2 Maintain and provide statistical information as required.
- 3.3 To be aware of and participate in the formal and informal staff support systems available within the Hospice.
- 3.4 To undertake other roles as may be required in maintaining and furthering the work of the Hospice.
- 3.5 An office is shared with the Specialty grade doctors and ST1/2 doctors. Each Doctor will have access to a computer with Microsoft Office and internet access. The medical directorate is supported by a Personal Assistant and a team of secretaries.

4 JOB PLAN

8 Programmed activities within Inpatient Unit (IPU):

- ◆ Support of IPU 8 PAs a week
- ◆ This includes ward work and MDT meeting.
- ◆ Also includes attendance at consultant ward rounds twice a week
- ◆ Ward cover support will be shared with the ST1/2 doctors and the other specialty grade doctors
- ◆ Clinical administration

2 programmed activities for quality improvement and management:

- ◆ 1 programmed activity for audit and research
- ◆ 1 programmed activity for quality improvement aspects and clinical governance and CPD.

2 programmed activities for on-call at scale of 1:5 on-call

On call supplement will apply (4%)

Programmed activities will allow for flexibility and the development of areas of special interest within the team. The job plan will be agreed with the successful post holder

WEEKLY PLAN

Locum Specialty Grade Doctor IPU JD for Dec 2023

Monday	0900 – 1300 1300 – 1700	Consultant ward round Ward work
Tuesday	0900 – 1030 1030 – 13.00 1300 – 17.00	MDT meeting - IPU Ward round Ward work
Wednesday	0900 – 1300 1300 – 1700	SPA Ward work
Thursday	0900 – 1300 1300 – 1700	Consultant ward round Ward work
Friday	0900 – 1300 1300 – 1700	SPA Ward work

This job plan is subject to discussion and negotiation, and may be altered according to the postholder's experience and skills.

PERSON SPECIFICATION

Attributes	Essential	Desirable
1. Qualifications	Full registration with the GMC	MRCP, MRCPGP, or equivalent Diploma (e.g. Diploma or MSc in Palliative Medicine or MD)
2. Training and experience	Completed at least 2 years full time postgraduate training (or its equivalent on a part time or flexitime basis), at least 1 of which will be in a training program in a relevant specialty or as a fixed term specialty trainee in a relevant specialty or shall have equivalent experience and competencies	Experience in palliative care and other specialties such as oncology, care of the elderly, general practice or evidence of strong interest. Attended a Communication skills training course or have a qualification
3. Administration	Familiarity with information technology and general computer skills including outlook, word, excel and PowerPoint	Familiar with current structure of NHS and conversant with recent initiatives and changes. Electronic patient recording system
4. Management	Possession of basic management skills	Management course and /or qualification
5. Audit	Thorough understanding of principles of medical audit Experience in undertaking and completing audit projects	Presentation or publication of audit results
6. Research and publications	Knowledge of the principles of medical research	Research experience Publication of research and /or review article(s)
7. Personal skills	Able to work in a close-knit team and co-operate with all medical, nursing and other healthcare staff	Effective communicator
8. Personal attributes	Professional attitude towards work, reliability, good record of attendance and tidy personal appearance	
9. Teaching	Experience of junior doctor, other clinical staff and medical student teaching	Teaching skills course and /or qualification