



JOB DESCRIPTION

SPECIALTY GRADE DOCTOR (Inpatient and Community) – 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

St Elizabeth Hospice is an independent hospice, which opened its services in East Suffolk in 1989 and provides a full range of specialist palliative care (SPC) and hospice services. At our Ipswich site there are 18 beds, a specialist palliative care Community Care Unit which provides multidisciplinary outpatient clinics, a 24 hour community service and End of Life Coordination Hub (provided by specialist nurses) and an education centre and library.

We receive approximately 25% of our funding from the NHS, the rest of the nearly £13 million running costs being raised through local community support and we maintain a strong level of reserves.

Since 1st April 2019, in Great Yarmouth and Waveney area the hospice is commissioned to provide Specialist Palliative Care services, delivered in partnership with East Coast Community Health the adult services community provider. The hospice operates 6 specialist palliative care beds within Beccles Hospital, a 24 hour SPC advice line, a Community Clinical Nurse Specialist service, specialist Day Services and an in-reach hospital advisory service to James Paget University Hospital.

Across services there is a full multi-professional team including Occupational Therapists, Physiotherapists and an Emotional Wellbeing team incorporating Counsellors, Spiritual Care, Art and Music Therapy and Complementary Therapy.

The Hospice has a Chief Executive and a Senior Leadership Team which includes the Medical Director, Director of Patient Services, Director of Income Generation, Director of Finance, and Director of Corporate Services.

The Medical Directorate consists of

- Consultant in Palliative Medicine posts.
 - Dr Alison Blaken (Medical Director at St Elizabeth Hospice),
 - Dr John Zeppetella (Hospice)
 - Dr Joe Sawyer (Hospice)
 - Dr Cecily Wright (Hospice and James Paget hospital)
 - Dr Claire Bates (Hospice)
 - Dr Abigail Hensley (Hospice and James Paget hospital)
 - 0.8 WTE vacancy
 - Dr Sam King (Ipswich Hospital)
- Specialty Registrars in Palliative Medicine 2 WTE – vacant from September 2024
- Four Middle grade doctors providing support to both the inpatient units as well as the outpatient clinical areas.
- 6 GP trainees across the two local vocational training rotations and 2 foundation year doctors
- 3.0 WTE Nurse Consultants supporting East Suffolk community services and Beccles inpatient/community services

This post is to be based in Ipswich for a fixed term of 6 months due to vacancy in the specialty registrar training rotational scheme. The post may be extended for further 6 months or longer. The post is to support the provision of inpatient care to patients on the Ipswich site but there may be the opportunity to support the medical aspects of community palliative care. 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. The post holder will participate fully in the provision of medical care of patients referred to St Elizabeth Hospice, primarily based on the Inpatient Unit or in the hospice community team. This post could enable a post holder to fulfil the End of Life competencies of the Internal medicine stage 1 generic curriculum.

The postholder/s will have shared administrative support from the medical team PA alongside a pool of administrators and will have a computer station in a shared office. IT team support is available.

The Hospice will support 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 team 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.

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. The postholder's designated body will be confirmed on appointment.

Mentoring by an experienced doctor will be available to the successful postholder. A named consultant supervisor will be allocated. The level of supervision will be tailored to the needs of the individual applicant with the aim being to facilitate autonomous practice in the longer term.

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 review inpatients regularly with other members of multidisciplinary team
- 1.3 To ensure that all prescribing is in accordance with hospice policy and statutory requirements
- 1.4 Participate in multidisciplinary team meetings held daily or weekly to plan patients care. The multidisciplinary team includes specialist nurses, Physiotherapy and Occupational Therapists, Psychosocial workers, Art, Music and Complementary Therapists and Chaplaincy.
- 1.5 Ensure that full and accurate clinical information is maintained on all patients
- 1.7 Liaise with primary and secondary carers as appropriate to ensure continuity of medical care
- 1.7 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
- 1.8 At times, to visit patients at home or in community hospitals, and in day services, in order to do assessments either singly or jointly with other members of the multidisciplinary team. This may include remote (telephone or video) assessments and support to the wider multidisciplinary team to ensure timely and responsive service.

- 1.9 Within their level of competence, 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
- 1.10 Participation in the provision of on-call medical cover for inpatients of St Elizabeth Hospice Ipswich Site (maximum 18 patients). 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 approximately 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 is available to achieve this and the Hospice is committed to providing time and appropriate financial support to help facilitate agreed plans. 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.
- 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. To meet the Royal College of Physician recommendations on appropriate completion of continuing professional development activity and be committed to the GMC revalidation process
- 2.6 The Hospice has the required arrangements in place, as laid down by the Royal College of Physicians, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process.”

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 doctors. Each Doctor will have access to a computer with Microsoft Office and internet access. The medical directorate is supported by a PA and a team of care coordinators.

- 3.6 The Hospice will ensure that the specialty doctors have the support needed to develop skills, experience and responsibilities to enable them to meet the requirements of threshold one and two, so they can progress in their career.
- 3.7 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.
- 3.8 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.
- 3.9 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.
- 3.10 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.

4 JOB PLAN

The job plan will be agreed with the successful postholder and adjusted pro rata for less than full time.

Up to 8 PA for community clinical activity

- morning huddle/MDT discussion
- referrals meeting/triage
- single/joint clinical reviews in community or outpatient setting
- clinical advice to MDT colleagues
- clinical administration
- may include inpatient ward work/MDT attendance for patient benefit or to develop clinical skills

Up to 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.

For 1 WTE: 2 programmed activities for on-call at scale of 1:5 on-call and on call supplement will apply in line with NHS T&Cs.

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

Workload:

If supporting the inpatient unit, on most days this will mean seeing 9 patients or fewer, and an admission.

Clinical responsibility of community patients remains with their primary care teams however specialist patients with complex needs may require frequent and regular reviews and assessment. Geography of the predominantly rural Suffolk catchment area will also influence timing and number of face to face reviews. 3-4 visits per day would be routine and not anticipated to be more than 6. Video/telephone assessment may be substituted or added but not expected to be more than 2-4 additional.

On weekends the doctor will have the potential need to review 18 patients but this will be with regard to urgent need not routine matters. There may be occasional days during a week due to illness or other issues where they are sole cover for the ward patients but this is expected to be a rarity. The unit does not currently take regular routine admissions over the weekend but emergency admissions are taken as required. On call is non-resident. The volume of calls whilst 'on call' is inherently variable but this currently does not often exceed 3-4 routine telephone calls on a weekday night. There are occasional episodes

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when there is a need to attend and review patients at an estimated frequency of once a month (in total across all the doctors on the rota). There may be requests to do voluntary occasional extra first on-call on an emergency basis and this will be remunerated as additional hours worked (week night equals 1 PA and weekend equals 6 PAs).

WEEKLY PLAN

Monday	0900 – 1300 1330 – 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
1300-1300 nominal lunch break but note that actual time may change according to team requirements and personal preference		

This job plan is subject to discussion and negotiation, and may be altered according to the postholder's experience and skills, and as they progress during the post. This plan is indicative, actual days for each activity may change.

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 4 years full time postgraduate training (or its equivalent on a part time or flexitime basis), at least 2 of which will be in a specialty 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 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
10. Other	Car driver with driving licence (business insurance will be required upon commencement)	