Speciality Doctor in palliative medicine (SAS grade)

Job title: Staff Grade in Palliative Medicine
Reports to: Associate Specialist in Palliative medicine
Responsible to: Consultant in Palliative Medicine
Accountable to: Responsible Officer/Medical Director of Primary Care
Core hours: 10 programmed activities per week
Department: Primarily based on Specialist Palliative Care In-Patient Unit
Tenure: Full time, permanent contract
Salary: £41,083 to £75,004

General
Jersey Hospice Care is an independent charity which provides specialist palliative care to the people of Jersey. The services are delivered through the day hospice and In-Patient Unit (IPU) facilities at Clarkson House, as well as within the community and the hospital. All services benefit from a well-resourced multi-professional team with skills and expertise in palliative and end of life care. These services are provided at no cost to the patient or their family.

Job summary
The post holder will assist in the provision of specialist palliative care services at Jersey Hospice Care (JHC), working alongside other members of the medical team and also provide supervision and support for the clinical nurse specialist/non-medical prescriber. The medical care of patients on IPU is shared between the GP’s and JHC’s medical team so close partnership working with the patient’s GP is essential. The post-holder will demonstrate a high standard of care applying their expert knowledge and skills to identify, assess, diagnose, treat and manage patients with specialist palliative care needs. They will exercise complex levels of judgment, discretion and decision making in clinical care. In conjunction with the Associate Specialist in palliative medicine, the post holder will monitor and improve standards of care through goal setting, use of advanced care planning and other best practice tools and measurable outcomes. They will make appropriate use of the latest evidence to inform their practice, audit clinical care, and teach and support professional colleagues.
The post holder will bring a proactive influence to multidisciplinary team meetings and be expected to champion innovative practice within the field of hospice and end of life care. Working as an independent practitioner, the post holder is accountable and responsible for their own actions or omissions in line with the GMC.

Nature and scope of role

- Manage a clinical caseload within JHC, including clerking admissions and carrying out minor medical procedure as appropriate.
- Contribute to the delivery of end of life care in JHC
- Engage in key relationships and partnerships that help the organisation meet its aims particularly with general practitioners
- Operate in line with the JHC values and principles
- Practices within GMC guidance and adhere to all relevant professional, legal and regulatory guidelines.
- Assumes responsibility for own continuous professional development and update and maintain own clinical skills as required for the role.
- Promote and foster high standards of education and evidence based practice for all staff involved in patient care.
- Works collaboratively to develop an integrated approach to palliative care education, contributing to the education and training programme currently being delivered across the island by JHC.
- Oversee the quality of care and support provided, including audit activity
- Participate in the Doctor’s appraisal and revalidation process.
- Acts as a role model professionally and behaviourally.

Principal Responsibilities

Clinical

- To clerk patients on admission to IPU as required
- In conjunction with the Associate Specialist, to carry out daily management of patients on IPU ensuring they receive appropriate medical assessment and care
- To review patients on IPU regularly with the Associate Specialist and other members of the multidisciplinary team and agree a management plan liaising closely with the patient’s GP.
- To participate in multidisciplinary ward team meetings and carry out ward rounds as required
- To attend to the needs of individual patients, their families and carers, attending family meetings and case conferences as required
• To liaise with, and provide advice to, General Practitioners, and other members of the Primary Healthcare Team in assisting in the support of patients in the community and when referral for admission to the inpatient unit is being considered
• To provide emergency medical care of Day Hospice patients (where the GP is not able to provide a timely response)
• Provide medical cover to the hospital and follow up out patient consultations for colleagues as required.
• To ensure the keeping of accurate, professional and contemporaneous records
• To ensure that all prescribing is in accordance with JHC policy and statutory requirements.
• To liaise with other health professionals in a variety of contexts to plan and review care required
• Support the medical team including the nurse prescriber with clinical and education supervision
• To provide guidance on ethical issues emerging in relation to patient care
• To work with the Governance and Clinical teams in overseeing and maintaining standards of infection control.

Leadership
• Working as an independent practitioner, to be accountable and responsible for their own actions or omissions in line with the GMC
• To contribute to the organisational development of JHC and its key partners
• In conjunction with the medical team, to contribute to the national development of Hospice care through engagement with other stakeholders across Jersey
• To undertake appropriate Continuing Professional Development and revalidation activities in accordance with the requirements of the relevant Royal College.

Quality assurance and governance of care
• To support with all clinical governance systems with active participation in order to secure high standards of patient care
• To contribute to a culture of care in the hospice which embeds Clinical Quality and Governance and monitors the effectiveness of care.
• To support other staff within the Hospice in their work to improve and maintain a high quality of care on the part of the hospice
• To help design, monitor, review and respond to measures of patient experience and outcomes
• To assist in the development of the Hospice’s clinical policies where appropriate
• To be involved in the management of clinical complaints, particularly those relating to medicines
• To help manage serious incidents, with responsibility for identifying and sharing related organizational learning
• To contribute to the safe management and use of all controlled drugs issued to the hospice and/or its patients
• To contribute to a comprehensive clinical audit programme for the hospice, helping also to implement the programme and supporting all staff in their efforts to undertake audit

Management

• To support the Hospice nursing and medical staff, encouraging them to develop as individuals and as a team to provide excellent palliative care.
• To be responsible for own medical appraisal and take part in peer review (relevant training will be provided if required)
• To be appraised by the Consultant in Palliative Medicine as part of the hospice’s internal processes

Relationships and partnerships

• To engage with senior management about the work of the Hospice and ways in which we can work together to meet the needs of the local population.
• To actively work closely with partner organisations and teams
• To proactively work with new partners where hospice has identified a need to establish a relationship to improve the delivery and experience of receipt of care at local level.
• To work closely with colleagues in hospital teams to identify ways in which we can work together to increase the seamlessness of transfer of care between settings

Education, training and Research

• To participate in education, clinical and audit
• To work with the wider hospice team to participate in medical teaching events as appropriate
• To participate in the in-house and island wide palliative care education programme

Job planning and timetable

The working week for a full-time doctor will be made up of ten Programmed Activities (PAs) with a timetabled value of four hours each. PAs will be separated into:
• 8 Direct Clinical Care (DCC)
• 2 Supporting professional activities (SPAs)
DCC includes all administrative work associated with clinical care (such as telephone calls, letters, reviewing results, etc). SPAs are reserved for continuing medical education and
professional development, training and education, audit, research and other similar activities.

A draft job plan has been included and will be reviewed at appointment and on a regular basis to ensure the needs of the service are being met.

A Southampton Consultant in Palliative Medicine visits JHC 10 times a year to provide clinical supervision, education and support.

**Proposed plan**

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<th>Tue</th>
<th>Wed</th>
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<th>Fri</th>
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<tbody>
<tr>
<td><strong>Morning</strong></td>
<td>Ward round (DCC)</td>
<td>Ward work (DCC)</td>
<td>Ward work (DCC)</td>
<td>MDT and ward round (DCC)</td>
<td>Ward work and hospital liaison (DCC)</td>
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<tr>
<td><strong>Afternoon</strong></td>
<td>Ward round and IPU MDT (DCC)</td>
<td>SPA</td>
<td>Clinical Effectiveness and other SPA activity</td>
<td>Ward round</td>
<td>Ward work (DCC)</td>
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**On-call responsibilities**

There is currently no requirement for weekend working or on-call with this post. However, there will be a requirement to take part in the medical cover for bank holidays. This will be in conjunction with other members of the medical team. The post holder would have access to 24/7 telephone advice from the Palliative Care medical team in Southampton.

**Responsibility and Accountability**

The post holder will be responsible to the Consultant in Palliative Care with clinical oversight from the Lead Consultant in Palliative medicine in Southampton. They will report to the Associate Specialist at operational level but will be accountable to the Responsible Officer / Medical Director of Primary Care. The level of supervision will be according to personal competence and agreed accountability arrangements of all aspects of the role. This will include the formal agreement with HSSD through the MOU. As per GMC standard, every doctor is expected to work within the limitations of their competence regardless or whether they are or are not on the specialist register. All doctors remain personally accountable for his or her professional conduct in any care provided.

**GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Jersey Hospice Care are expected to comply with the general duties detailed below:
Infection Control
To maintain a clean, safe environment, ensuring adherence to Jersey Hospice Care’s standards of cleanliness, hygiene and infection control.

Safeguarding
Jersey Hospice Care is committed to safeguarding and promoting the welfare of Adults, children and young persons. All staff are therefore expected to behave in such a way that supports this commitment.
Staff are required to complete the one off mandatory training courses ‘Safeguarding Adults at Risk - Foundation’ and ‘Safeguarding Children and Young Persons - Foundation’ which are facilitated by the Safeguarding Lead.

Information Governance
All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with policies and procedures and to ensure JHC meets it’s legal, regulatory and accountability requirements.

Governance
To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health & Safety
Ensure a safe working environment and be aware of responsibilities under the Health & Safety at Work Act, taking appropriate action in the event of an accident to patients, staff, self or any other person in the work area.
To co-operate fully in discharging the policies and procedures with regard to health and safety matters.
Whilst the aim of Jersey Hospice Care is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Other information

Data Protection
Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 12 months from date of receipt at which point they will be destroyed. The application of the successful candidate will be kept on their personnel file for 3 years post termination of employment

Equal opportunities statement
JHC is committed to eliminating discrimination and encouraging diversity amongst our workforce. We demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.
Jersey Hospice Care

Speciality Doctor in Palliative Medicine (SAS grade)

Job Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidenced By</th>
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<tbody>
<tr>
<td>Medical degree</td>
<td>Full GMC registration with licence to practice</td>
<td>MRCGP, MRCP or equivalent Diploma or degree in Palliative Care</td>
<td>AF</td>
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<tr>
<td>Member of a recognised medical defence union</td>
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| Clinical experience | Minimum of 4 years experience since full GMC registration | Palliative care experience | AF, IV |
| Shall have completed at least four years’ full-time postgraduate training (or its equivalent gained on a part time or flexible basis) at least two of which will be in a speciality training programme in a relevant speciality or as a fixed term speciality trainee in a relevant speciality | Paediatric experience | |
| Shall have equivalent experience and competencies. | | | |
| Clinical experience in medicine in a variety of settings | | | |

| Clinical skills | Specific interest in Palliative Medicine, with a desire to develop skills further. | Advanced communication skills training | AF, IV |
| Multidisciplinary team working skills. | | | |
| Ability to communicate clearly and sensitively with patients, families & colleagues. | | | |
| Sensitive to patients’ psychological and spiritual needs | | | |

| Knowledge | Demonstrates honesty, probity and | | AF, IV |
- integrity and operates within an ethical framework, upholding the standards set out within Good Medical Practice (2013; GMC)
- Ability to work as an effective member of a multi-disciplinary team
- Able to work well with colleagues and relate to patients in an understanding and empathic manner
- Excellent communication skills
- Able to adapt style and method of communication to varied audiences, and to communicate complex ideas and challenges with clarity
- A patient-centred approach to clinical practice with passion for championing dignity and respect for patients and their families
- Evidence of high level patient satisfaction with your clinical practice
- Understanding and experience in all aspects of clinical governance, including clinical policy and guideline development, and clinical audit
- Effective time management skills
- Highly organized, with a proven ability to prioritise a large workload and to communicate those priorities effectively; able to work under pressure.
- Ability to take responsibility and make decisions appropriate to the post
- Analytical and lateral thinking skills; a creative problem solver.
**Flexible approach to work**
Ability and confidence to take an expedient and pragmatic approach to providing solutions within a complex and ambiguous environment on multiple initiatives, whilst safely and effectively accepting and mitigating risk.
Recognizes the limits of personal abilities and seeks advice and guidance where appropriate.
Awareness of current issues and the development of palliative and end of life care nationally

**Teaching experience**
Interest in teaching healthcare professionals with varied knowledge and skills
Teaching Course, previous experience in teaching
AF, IV

**Organisational planning**
Ability to prioritise
Ability to organise oneself & work
Ability to organise team
Understanding of independent hospice funding / organisation
IV, Ref

**Personal requirements**
Can identify with and promote the Hospice’s Vision and Values
Agreement with and commitment to the principle of equal opportunities
Commitment to the continuing professional development of self and others
Conditions must be met as set out within ‘Conditions of Employment’
Current driving licence (applicants with a disability will not be discriminated against if they are unable to meet this criterion).

**Personal skills & attributes**
Excellent communication & language skills
Excellent interpersonal skills
Able to use a non-judgemental
Completion of an advanced communication skills course
Good IT skills
AF, IV, Ref
approach to patients & colleagues
Empathy, understanding, listening
skills, patience, social skills appropriate
to different contacts
Honesty, integrity, appreciation of
ethical dilemmas
Punctuality, attendance, sense of
responsibility
Reliable work record

Physical
requirements
Meets professional health
requirements
Undertakes pre-employment health
screening

AF – Application form
Ref- References

IV – Interview
HS – Pre-employment Health Screening

Jersey Hospice Care background

Specialist Palliative Care Team – works collaboratively with all healthcare professionals
island wide to ensure patients and their families receive expert advice and support in
relation to palliative and end of life care in all community settings whether this is at home,
in nursing and residential care homes or in hospital. The team will adopt a multidisciplinary
approach to ensure that it provides complex symptom management and holistic care in
order to provide patients with the optimum quality of life possible.

Day Hospice - Our Day Hospice and Out Patient Service (based in the King Centre at the
hospice) aims to enrich patient’s lives through individual and group activities. We offer
patients and their carers personalised support, whilst empowering them to manage their
condition and prevent unnecessary complications.

In-Patient Unit (IPU) - The In Patient Unit, comprising of twelve single en-suite bedrooms,
offers facilities for short stay admission, typically for assessment, symptom management,
respite and end of life care. Care is delivered by skilled and experienced nurses, working
with other members of the multi-disciplinary team, to ensure a holistic approach to the care
of patients and their families.

Therapies team - JHC offers a comprehensive range of physiotherapy, lymphoedema and
complementary therapies; provided by skilled practitioners through individual and group
activities and available in the IPU, Day Hospice, outpatients and gym. The therapies team is
based in the King Centre at the hospice.
**Community Bereavement Service** – support is available to anyone in the community who has suffered a loss, regardless of the nature of the bereavement. This service aims to offer help and support to those who have lost a relative or friend, and are having difficulty coming to terms with the bereavement. The service is managed by staff with the help of trained volunteers.

**Retail** - there are two JHC shops; a town shop in St Helier and a country shop in St Ouen, both operated by Jersey Hospice Care Retail Limited a wholly owned subsidiary trading company of JHC. The shops are important sources of income, as well as providing a vital contact with the Island community.

**Income Generation team** - are responsible for generating efficient, effective sustainable income for now and for the future. Notable key fundraising events are £1m Lottery Draw, Dragon Boat Race, 5000 Club and Christmas Tree collections. The Income Generation team is known as the “Hub of Hospice”.

**Volunteers** - JHC depends on the generous support of a large body of volunteers who assist in a wide range of roles across all areas of the charity. These include helping in the shops, Day Hospice, In- Patient Unit, Community Bereavement Service, fundraising, gardening, etc.

**Administration and Support Services** - staff are responsible for the administration, accounts management, housekeeping and catering services that are vital to the smooth running of the charity. The administration team are the first point of call for those ringing or calling at JHC

**Review:**

This job description was last reviewed in January 2017