



Royal College
of Physicians

| Approved



Registered Charity no 256789

JOB DESCRIPTION

Job Title: Consultant in Palliative Medicine

Responsible to: Director of Adult Services

Principal contacts: Patients and relatives under the care of St Barnabas House

Internal: Consultant colleagues, senior hospice nursing team

External: GPs, hospital consultants

Location: St Barnabas House, Worthing

Background Information

This is an exciting opportunity to join us at St Barnabas Hospice. We are a progressive, dynamic team, keen to build our research capability, be leaders in palliative care and at the forefront of delivering outstanding palliative care to people in our community.

This post has arisen due to a vacancy in the consultant team. The successful candidate will be based at the Hospice and will be responsible for shared clinical leadership for the medical team alongside consultant colleagues.

The post offers ample opportunity to participate in education programmes for all levels of healthcare professionals both internally through our education department and teaching for medical students from Brighton University Medical School and trainee doctors. Active involvement with audit, clinical investigation and research will be encouraged, seeking opportunities to develop the Hospice's research activity.

St Barnabas Hospices (Sussex) Ltd is a well-established charity founded in 1973. It provides specialist palliative care for adults with advanced malignant and non-malignant diseases through St Barnabas House hospice, and palliative care for children and young adults with life limiting illness through Chestnut Tree House hospice.

St Barnabas House

St Barnabas House provides specialist palliative care to adults in the Worthing, Adur, Arun and Henfield areas through a range of services. Clinical facilities include a 20-bedded Inpatient Unit (variable occupancy) with a nurse to patient ratio of 1 to 4/5. Day Services follow a therapies-led Living Well model and access to intravenous treatments - blood, iron and bisphosphonate infusions. The Community Team consists of the Clinical Nurse Specialists offering a 7-day service to patients using a corporate caseload model. The team includes Clinical Nurse Specialist with a special interest in supporting patients who are suffering from life limiting cardiac and respiratory disease. There is also a Hospice at Home Team including a visiting night nurse providing support and assistance to patients who wish to be cared for at home and to facilitate rapid discharge from hospital. The Family Services Support Team provides specialist psychology, psychosocial, spiritual and emotional support to patients and

their carers. There are physiotherapy, occupational therapy and complementary therapy services. Pathology and radiological investigations are also accessed through University Sussex Hospitals trust.

We are a research active hospice and are involved in a number of national and local research projects.

The Medical Team is consultant led and has a Specialist Registrar from the London Deanery Speciality Training Programme, two Speciality Doctors, a Clinical Fellow and an Internal Medical Trainee (from the Worthing Hospital Training Programme)

Chestnut Tree House

Chestnut Tree House is situated approximately 3 miles away from St Barnabas House. It provides care for children and young adults with life limiting conditions from the whole of Sussex. The majority of the work is respite care and services include inpatient, community and day care. Medical cover is separate to that of St Barnabas House and you will not be involved in medical support there.

Principal duties and responsibilities:

Clinical

To assist in the provision of consultant medical support to St Barnabas House, covering the community team and inpatient unit. There is also an on call commitment; as part of a shared consultant rota covering St Barnabas House and St Wilfrid's Hospice Chichester and the ECHO end of life hub, which provides advice to patients in the community and acute trust.

To share responsibility with the current Consultants for maintaining high standards of clinical care within St Barnabas House, assisting with planning service developments and maintaining a seamless service between the hospice and community.

To act as a communication link between healthcare professionals in the community and consultants of the hospice, keeping both informed of relevant issues and service developments.

To undertake medical assessments of patients, advising on management and liaising with other healthcare professionals regarding management.

To assist in the provision of consultant support and supervision to the hospice Specialist Community Team, advising on aspects of patient management, promoting evidence-based practice, and attending community meetings as appropriate.

To participate in Multidisciplinary Team Meetings within the hospice contributing professional expertise to holistic patient care plans, and providing team support and learning opportunities within this setting.

To provide patients and carers with relevant information appropriate to their needs.

To undertake administrative duties associated with the care of patients and smooth running of the department.

To assist in the provision of cover for Consultant leave for all aspects of the service.

Management and Leadership

To participate in the direct line management of the non-training grade hospice doctors, meeting with them regularly, undertaking their annual reviews and their performance, setting their objectives and job plans.

To liaise with managers of the appropriate services, looking at performance outcomes and ensuring excellent documentation and evaluation of services.

To contribute to the requirements of Clinical Governance within the Hospice.

To ensure effective working relationships with those agencies concerned with the provision of health and social care services and those representing the interests of patients.

To attend external working parties as appropriate to contribute to the development of Palliative Medicine in the wider context.

To plan to meet national standards relevant to palliative care, such as the National Institute for Clinical Excellence (NICE) Guidelines, and those required by the Care Quality Commission.

To keep abreast of all NHS and Department of Health Directives, and other national standards in relation to palliative care and participate in facilitating their implementation.

Audit and research

To participate in clinical and other service audits and developments with the aim of ensuring a high standard of patient care and to encourage and support other staff undertaking audits.

To contribute to the development of policies and clinical guidelines within the organisation, using an evidence-based approach.

To be involved in research within the hospice, working to encourage, support and disseminate research projects throughout the hospice. To work in collaboration with local NHS and palliative care research groups to identify projects suitable for St Barnabas House involvement and actively work towards recruiting patients for these.

Education

To play a key role in the delivery of teaching in palliative medicine to healthcare professionals served by the Hospice, supporting the Education Department with this.

To share the responsibility of post-graduate training and clinical supervision of the Specialty and training Doctors working at the hospice.

To be involved in the teaching of medical students.

To have a proactive interest in lifelong learning and a commitment to continuing professional development in order to satisfy the requirements of Continuing Professional Development as laid down by the Royal College of Physicians.

To undertake an annual appraisal at both St Barnabas and Brighton and Sussex University Hospitals NHS Trust and through self- development, continuously update and improve knowledge and competencies. To be proactive in undertaking any additional activities required to be revalidated.

General

To ensure compliance with the General Medical Council's published guide ` Good Medical Practice` including the Duties of a Doctor.

Maintain professionalism through adherence to recognized codes (e.g. GMC) and work within the boundaries of St Barnabas policies.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Entry on the General Medical Council (GMC) Specialist Register via one of the following: <ol style="list-style-type: none"> 1. Certificate of Completion of Training (CCT) (the proposed CCT date must be within 6 months of the interview) 2. Certificate of Eligibility for Specialist Registration (CESR) • MRCP, MRCPGP, FRCA, FRCR or equivalent(s) 	<ul style="list-style-type: none"> • Further postgraduate qualification, e.g. MSc, MA, PhD • Formal training in teaching techniques
Experience	<ul style="list-style-type: none"> • Recent palliative care experience and breadth of awareness of palliative care issues • Knowledge of evidence-based practice • Experience of teaching in a multidisciplinary setting • Knowledge of research methodology and experience of conducting research in palliative care 	<ul style="list-style-type: none"> • Experience of committee work

Essential Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Computer Literacy • Management skills. • Leadership skills 	<ul style="list-style-type: none"> • Basic Ultrasound skills • Project Management Skills
Personal attributes	<ul style="list-style-type: none"> • Ability to work under pressure • Strong team player • Enthusiastic and Motivated • Committed to striving for Excellence • Ability to reflect on own practice • Awareness of own limitations • Possession of driving licence 	

Provisional Timetable

The job plan is provisional and will be formally agreed on appointment. It is subject to annual review.

This post is flexible and we are interested in candidates who can provide between 6 and 10 PAs a week to include 4-8 clinical PAs (Direct Clinical Care – DCC) and 1-2 non clinical PAs (supporting PAs – SPA). It is anticipated that clinical related administration will be performed within the confines of the DCC. Supporting activities include clinical governance activities, CPD and teaching. The on call component attracts a supplement of 5% of the basic salary, with additional 0.66PA for on call work (subject to annual review). The post will rotate between the inpatient unit and community. The following is an example timetable for an 10 PA job:

Working pattern 9am to 5pm

	Mon	Tues	Weds	Thurs	Fri
	CPCT huddle/ patients of concern	Duty doctor for community	SPA	SPA - Governance meeting/ education meeting	Duty doctor for community
AM	1.0	1.0	1.0	1.0	1.0
	Duty doctor	Living Well clinic	Community clinic/visits	Community clinic/visits	Duty doctor for community
PM	1.0	1.0	1.0	1.0	1.0

St Barnabas Hospices Infrastructure

St Barnabas House and Chestnut Tree House are two separate services provided by the one charity of St Barnabas Hospices Ltd.

All non-clinical departments and the Senior Leadership Team are based at St Barnabas House and overarch both services. The departments include Human Resources, Facilities, Fundraising, Retail, Finance and general administration.

The Executive Leadership Team is accountable to the Board of Trustees. The consultants report directly to the Director of Adult Services.

The Clinical Governance framework encompasses both hospices, providing opportunities for overarching policy development where appropriate.

Multidisciplinary Team

The post holder would be a member of the multidisciplinary team. This includes: Specialty and training junior Doctors, Consultants, Clinical Nurse Specialists, Staff Nurses, Nursing Assistants, Chaplains, Psychologist, Counsellors, Social workers, Physiotherapists, Occupational therapists, Complementary Therapists, Artist in Residence and many volunteers.

On-Call

The on-call commitment is predominantly second on-call – first on-call cover for the inpatient unit is only in exceptional circumstances (e.g. periods of unexpected sickness and no other junior doctor able to cover). The St Barnabas consultants currently participate in a shared on-call rota alongside the consultants from St Wilfrid's Hospice Chichester. The second on call consultant is available to give advice to the first on call junior doctor at St Barnabas House or St Wilfrid's Hospice and although this is usually telephone advice, in exceptional circumstances there may be a requirement to attend either hospice. The second on-call consultant also provides telephone advice only to the ECHO EOL hub – this hub takes calls from community patients in the Coastal West Sussex CCG catchment area or from staff at USHFT, and is manned by trained nurses. This service is supported by a CNS on call as well as the consultant on-call. There is no expectation that the on-call consultant would do community or hospital visits when on call. The shared consultant rota is currently 1 in 6 weeks, and is categorised as Category B – 5% and is remunerated at 0.66 PA per week.

Accommodation

The post-holder will share an office at St Barnabas House along with the other consultants, and has dedicated administrative support through the Clinical Admin Team. Personal computer with access to the Hospice Server, Internet and System One (Electronic Patient Record) as well as laptop and mobile phone will be provided.

Support

As well as Clinical Admin support, clinical support is provided by the wider multidisciplinary team including the existing consultants. Time is allocated during the working week to ensure adequate handover of patients both in the community and inpatient units for on-call purposes. There will be an element of cross-cover between consultants to cover for periods of leave. There is access to clinical supervision, facilitated by an external senior counsellor should that be requested (this is actively encouraged by the organisation). Post-holders who are newly appointed to the consultant grade would be able to access mentoring and the Hospice is committed to supporting this. This may be an external local consultant, or via University Hospitals Sussex NHS Foundation Trust new consultant mentoring scheme as agreed with the Clinical Director.

Appraisal and Revalidation

The hospice supports the requirements for continuing professional development as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.

St Barnabas House 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 (via University Sussex Hospitals NHS Foundation Trust) and supports doctors going through the revalidation process. The Hospice is a designated body and our Responsible Officer is the RO for University Hospitals Sussex NHS Foundation Trust.

Work Plan

The current plan is for this post holder to rotate between community and inpatient based roles. It is anticipated that non-clinical responsibilities will be allocated between the consultants, allowing each of them opportunity to be lead for different areas. The 6-10 session job plan has 1-2 SPAs to enable the post-holder adequate time to take up mentoring as well as leading in one or two non-clinical roles.

Leave Management

All annual leave and study leave must be agreed by the Director of Adult Services. The post-holder would be entitled to 32 days annual leave per year and 30 days study leave over 3 years. The Hospice supports study leave with expenses for CPD activities within agreed financial limits (currently £1000 a year). Leave management should ensure adequate and safe cross cover arrangements with colleagues.

Locality

St Barnabas House is set on the outskirts of Worthing, in between the South Downs National Park and the sea. There are many delightful villages in the more rural catchment area, as well as the thriving coastal towns of Worthing, Shoreham and Littlehampton. There are good transport links with Goring Station within walking distance of the hospice, and the A27 just adjacent.

University Sussex NHS Foundation Trust (USHFT) comprises of five hospitals with acute beds, Worthing General Hospital, St Richards Hospital in Chichester, Royal Sussex County Hospital in Brighton, the Princess Royal Hospital and the Royal Alexandra Children's hospital. The hospitals provide a full range of district general services. There is also a smaller outpatient and ophthalmology facility at Southlands Hospital in Shoreham.

The Hospital Palliative Care Team is a well-established cross trust team covering Chichester and Worthing with a separate service at Brighton. The Hospital palliative care team at Worthing work closely with St Barnabas House, as well as with the Trust acute oncology team and site specific Macmillan Cancer Nurse Specialists. There are no palliative care beds within the Acute Trust, as the service is purely advisory. Dr Ford-Dunn is the Lead Consultant for Palliative Medicine at the Worthing General Hospital, Dr Zoe Palmer at St Richards Hospital and Dr Ollie Minton at the Royal Sussex County Hospital in Brighton.

ECHO End of Life Care Hub – Sussex Community NHS Trust

The ECHO end of life hub provides a 24 hour helpline for patients thought to be in the last year of life, who are registered with the service, and is the host of the locality Electronic Palliative Care Coordination System. The hub is a collaborative venture supported by the West Sussex hospices (St Barnabas House, St Wilfrid's Hospice Chichester and the Midhurst Macmillan Service), who provide specialist CNS and consultant support.

Clinical Commissioning Groups (CCG's)

St Barnabas falls within the remit of Coastal West Sussex CCG. The hospice is the main provider of adult specialist palliative care within this CCG. West Sussex CCG is part of the wider Sussex NHS Clinically Effective Commissioning (CEC) initiative which aims to improve the effectiveness and value for money of health care services by ensuring that commissioning decisions across the region are:

- Consistent
- Reflect best clinical practice
- Are in line with the latest clinical evidence
- Represent the most sensible use of limited resources

Currently it receives a contribution of approximately 20% of its operating costs from the CCG but it is likely that funding streams will change going forward.

Other Duties

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

Assistance

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

Confidentiality

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

Data Protection

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

Safeguarding and Mental Capacity Act

All employees have a responsibility to safeguard and promote the welfare of adults, children and young adults. You must ensure you always act in the best interests of any person lacking mental capacity.

Health and Safety

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

Job Description

This Job Description is not intended to be restrictive and should be taken as the current representation of the broad nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.

Terms and Conditions of Employment:

Terms and conditions will match those of the NHS.

Salary will be based on current NHS Consultant Pay scale ie £84,559 - £114,003 (plus on call payments).

The post is pensionable within the NHS Superannuation Scheme unless the appointee opts out or is ineligible

Clinical excellence awards are honoured by the Hospice. Applications for new awards are dealt with via USHFT.

The contract is held with St Barnabas Hospices and subject to St Barnabas Hospices terms and conditions (which closely mirror NHS terms and conditions) 30 days annual leave together with Bank Holidays (or days in lieu) and 10 days study leave (or 30 days in any three years). All leave is subject to appropriate arrangements for cover having been made.

The post holder should be available to respond by telephone within one hour when on-call, and should be able to attend either hospice (St Barnabas House or St Wilfrid's Hospice Chichester) within 2 hours if required.

The post holder must maintain personal indemnity by one of the main medical insurance bodies which will be fully refunded by the hospice.