

Consultant in Palliative Medicine **Role Profile**

Reports to: Chief Medical Officer

Accountable to: Chief Medical Officer

1. Introduction and Background

St Gemma's Hospice provides Specialist Palliative Care to the people of Leeds and beyond. It comprises in-patient unit (IPU) with 25 beds across two wards, specialist community and day services and bereavement care. The Academic Unit of Palliative Care (AUPC) is a shared academic system between St Gemma's and the University of Leeds, delivering research, teaching and learning and implementation of evidence into routine practice.

2. Main Purpose of Post

The post holder will provide high quality, consultant-led specialist palliative care. The post holder will be supported in this role by an experienced team consisting of four consultant colleagues (one also the Chief Medical Officer), training grade doctors, as well as the nursing and multidisciplinary team (MDT) and administrative support.

The clinical scope of this role is flexible and will be made up as follows:

- Direct medical responsibility for up to 10 beds on the Moors Ward, plus overarching responsibility for up to 20 specialist palliative care beds in the absence of the other IPU consultant colleague
- Periodically, mutually agreed rotation occurs between in-patient and community consultants. The community consultant role includes: providing advice and support to the community clinical nurse specialists, GPs and community nursing colleagues; reviewing patients in Day Hospice, Out-patients and in their own homes.
- Leading and supporting areas of service development and quality improvement.
- The on call commitment is 1 in 9 second on call for the city of Leeds.

3. Specific duties and Responsibilities

3.1 Clinical Leadership and Practice

- Lead the medical care on the Moors Ward (10 bed ward)
- Core membership of the IPU MDT and participation in the multi-professional approach to care.
- Collaborative working with the other medical consultants including day time cover for absence.
- Provide expert opinion and advice to healthcare colleagues in the city as requested.
- Provide 1 in 9 second on call within the Leeds-wide rota. The on call cover includes all hospitals within Leeds Teaching Hospitals Trust, St Gemma's Hospice, Sue Ryder Care Wheatfields Hospice, and advice for out of hospital providers. The current on call specification does not require weekend ward rounds and face-to-face assessment out of hours, unless under exceptional circumstances. This may change for the future and would be negotiated through formal job planning.
- Collaborative working with other local service providers.
- Workload Data (per year)
 - Average total new referrals to St Gemma's is 1300 patients
 - Average in-patient unit admissions is 450-500
 - Average community medical consultations is 580

3.2 Service Leadership, Quality Improvement and Management

- Working closely with the senior nursing team and clinical support services within the IPU or in the community, supporting, and at times leading medical and nursing service developments.
- Participation and leadership within quality improvement initiatives.
- Working with the medical team coordinator in management of the medical availability and junior doctor on call rota.

3.3 Educational Supervisor Role

- Educational and clinical supervision of medical trainees based at St Gemma's Hospice. The post holder would be responsible for a maximum of two trainee doctors at any one time.

3.4 Clinical Governance

- Participate actively in the clinical governance structures within St Gemma's Hospice.
- Participate in medical audit as part of our evidence based practice framework.
- Participate in Continuing Professional Development as laid down by the Royal College of Physicians.

3.5 Continuing Professional Development (CPD)

- St. Gemma's 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.

3.6 Consultant Appraisal and Revalidation

- Appraisal is a contractual requirement for medical consultant staff. Formal, yearly consultant appraisal will take place. Appraisal is carried out in accordance with GMC

guidance for revalidation purposes. St Gemma's is a small designated body for the purposes of revalidation and is linked in with Leeds Teaching Hospital for Responsible Officer function and the appraisal system.

3.7 Mentoring and Support for New Consultants

- There will be an opportunity for new consultants to be mentored.
- There is ongoing support to medical consultants via other consultants and senior staff

3.8 Employment Contracts

- The contract of employment will be held with St Gemma's Hospice, a registered charity. The pay and conditions of service will be in line with the 2003 model contract for consultants. All consultants who meet the stated criteria of the scheme have an opportunity to apply for clinical excellence awards, or any successor programme.
- There will be consideration of time off in lieu for work outside of the agreed job plan.

3.9 Office Accommodation and Equipment

- The post holder will be provided with the following:
 - Office accommodation at St Gemma's Hospice.
 - Computer with internet access and email address.
 - Administrative support via the Medical team coordinator and IPU administrative support

4. General duties and responsibilities

- All St Gemma's employees are required to abide by the Health and Safety at Work Act, attend annual mandatory training sessions and ensure that they comply with Hospice policies and procedures at all times.
- Employees must demonstrate commitment to their own personal development and are encouraged to be involved in fundraising and raising the profile of the Hospice locally and nationally.
- Strict confidentiality applying to all aspects of Hospice business must be observed at all times.

This Role Profile is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post holder and employer.

5. Provisional Job Plan

DAY	TIME	LOCATION	WORK	CATEGORY	PA's
Monday	am	IPU	Weekend handover and urgent Moors ward review	DCC	0.5
	am	Office SGH	Service development, QI and Management	SPA	0.5
	pm	N/A	<i>Non-Working afternoon</i>		
Tuesday	am	IPU	Consultant Ward Round Moors ward	DCC	1
	pm	IPU	Consultant Ward Round and MDT	DCC	1
Wednesday	am	Office SGH	Core SPA: revalidation, audit, teaching, project work	SPA	1
	pm	IPU	Consultant of the Day and board rounds. Clinical admin	DCC	1
<i>Thursday</i>	<i>Non-working day</i>				
Friday	am	IPU	Consultant Ward Round Moors ward	DCC	1
	pm	IPU	Consultant Ward Round and medical weekend handover	DCC	0.5
	pm	Office SGH	Service development, QI and Management	SPA	0.5
TOTAL PA's					7

PROGRAMMED ACTIVITY	NUMBER
Direct clinical (DCC)	5
Supporting professional activities (SPA)	2
Other NHS responsibilities	0
External duties	0
TOTAL PROGRAMMED ACTIVITIES	7

On-call supplement

Agreed on call rota

1 in 9

Agreed category

A

On-call supplement e.g. 5%

3%

The job plan is indicative. The final job plan will be agreed with the Chief Medical Officer within 3 months of appointment and will be reviewed annually with the Chief Medical Officer and the post holder.



MEDICAL TEAM STRUCTURE

**Chief Medical Officer/Consultant
Dr Mike Stockton**

Clinical (5 PA)

- Community Medical Consultant and HOD

CMO (5 PA)

- Medical & Pharmacy Manager
- Hospice Leadership Team

LPCN (1PA)

- Chair and Clinical Lead

**Consultant and In-Patient
Medical Lead
Dr Hannah Zacharias**

SGH Role (8PA)

- IPU Medical lead
- Consultant lead Dales ward
- Service Development
- Medical Management

Deanery Role (0.5PA)

- Deputy Training Director, Palliative Medicine, Yorks & Humber

**Associate Professor and Honorary
Consultant
Dr Jason Ward**

SGH Role (5PA)

Service Delivery

- Out-Patients
- Domiciliary Service
- Day Hospice

Medicine Education Lead

University Role (5PA)

- Programme lead MBChB, University of Leeds.

**Professor of Palliative
Medicine and Honorary
Consultant St Gemma's
Professor Mike Bennett**

SGH Role (2PA)

- Clinical Role (1PA) community
- AUPC Leadership (1PA)

Leeds University Role (8PA)

- Professor of Palliative Medicine and Head of Academic Unit of Palliative Care Leeds Institute of Health Sciences University of Leeds

**Consultant
(New Post – 7PA)**

SGH Role

- Consultant lead Moors Ward
- Service development / QI
- Medical rota management

**Specialty doctor
Dr Emma Hooson
(8PA)**

- In-Patient Unit
- Day Hospice
- Out-Patients

**Pharmacy Service
Moira Cookson**

- Advanced Clinical Pharmacist
- Service provision
- Service development

Trainee Doctors on Attachment

- 2 x Specialty Trainees (ST3 – ST6) - In-Patient Unit & Community
- 1 x Core Medical Trainee – In-Patient Unit
- 1 x Foundation Year 2 Doctor – In-Patient Unit



Employee Specification – Consultant in Palliative Medicine

St Gemma's Hospice is an equal opportunities employer and endeavors to recruit the best person for each vacancy regardless of gender, race, religion or belief, age, sexual orientation, disability or any other factor irrelevant to the ability to do the job. Employees are required to follow the Personnel policies and procedures supporting recruitment and selection.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
BASIC QUALIFICATION/REQUIREMENTS			
Basic medical degree	X		Application Papers / Interview
Full registration with the GMC	X		Application Papers / Interview
Permission to work in the UK	X		Application Papers / Interview
HIGHER QUALIFICATION			
MRCP, MRCPGP, FRCA OR FRCR	X		Application Papers / Interview
On the GMC Specialist Register (CCT Palliative Medicine) or within six months of being admitted to the register if currently in a training programme within the UK	X		Application Papers / Interview
Additional qualifications e.g. Diploma in Palliative Medicine, MSc, PhD, MD		X	Application Papers / Interview
EXPERIENCE			
Experience of pain management and oncology	X		Application Papers / Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
CLINICAL SKILLS			
IV cannulation		X	Application Papers / Interview
Paracentesis		X	Application Papers / Interview
Communication skills	X		Application Papers / Interview
Experience of nerve block/spinal analgesia	X		Application Papers / Interview
EDUCATION AND TRAINING			
Experience and interest in undergraduate and postgraduate teaching	X		Application Papers / Interview
Ability to deliver formal and informal teaching	X		Application Papers / Interview
Experience and ability in supervising junior doctors	X		Application Papers / Interview
To have completed a teaching skills course e.g. 'teaching the teachers'		X	Application Papers / Interview
AUDIT SKILLS			
Participation in clinical / organisational audit	X		Application Papers / Interview
Ability to develop clinical guidelines	X		Application Papers / Interview
Working knowledge and experience of clinical governance	X		Application Papers / Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RESEARCH/PUBLICATIONS			
Ability to demonstrate an appreciation and understanding of research methodology	X		Application Papers / Interview
Ability to use research findings appropriately to inform practice	X		Application Papers / Interview
Commitment to evidence based practice	X		Application Papers / Interview
Evidence of involvement in research and/or publications		X	Application Papers / Interview
COMMUNICATION SKILLS			
Demonstrate an ability to communicate in English both verbally and in writing, in order to carry out the duties of the post	X		Application Papers / Interview
PERSONAL ATTRIBUTES			
Able to demonstrate the values of St Gemma's: caring, aspiring and professional	X		Application Papers / Interview
Ability to work as part of a multi-disciplinary team	X		Application Papers / Interview
Excellent interpersonal skills	X		Application Papers / Interview
The ability to work on own initiative and recognise own limitations	X		Application Papers / Interview
Ability to think and act strategically	X		Application Papers / Interview
Ability to make clear decisions	X		Application Papers / Interview
Demonstrate a flexible approach to work and challenges	X		Application Papers / Interview
Self-motivated, proactive and innovative	X		Application Papers / Interview

Proactive and skilled at communicating across service boundaries	X		Application Papers / Interview
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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
MANAGEMENT SKILLS			
Demonstrate the ability to lead and manage people	X		Application Papers / Interview
Demonstrate intelligent and analytical approach to problem solving	X		Application Papers / Interview
Proven organisational skills	X		Application Papers / Interview
Understanding of management process between the voluntary, independent sector and the NHS	X		Application Papers / Interview
Experience of managing junior staff	X		Application Papers / Interview
Ability to deliver change management	X		Application Papers / Interview
Attendance on a recognised management course	X		
BUSINESS AWARENESS			
Demonstrates understanding of the current UK Health and Care system and the need to develop the service in line with local and central government policy	X		Application Papers / Interview