

# Job description

## Consultant in palliative medicine



...we are caring and compassionate

...we deliver quality and value

...we work in partnership



Royal College  
of Physicians

| Approved

|                        |   |
|------------------------|---|
| <b>Job title:</b>      | <b>Consultant in Palliative Medicine</b>            |
| <b>Team:</b>           | <b>Medical</b>                                      |
| <b>Business unit:</b>  | <b>Independent</b>                                  |
| <b>Reports to:</b>     | <b>Consultant, Wisdom Hospice</b>                   |
| <b>Accountable to:</b> | <b>Consultant and Clinical Lead, Wisdom Hospice</b> |
| <b>Band:</b>           | <b>Consultant</b>                                   |
| <b>Location:</b>       | <b>Wisdom Hospice</b>                               |
| <b>Last updated:</b>   | <b>June 2022</b>                                    |

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## Introduction

Medway Community Healthcare CIC (MCH) provides specialist palliative care services for the communities of Medway and Swale at home, in the hospice and within Medway NHS Foundation Trust (Medway Maritime Hospital). The Managing Director of MCH is Mr Martin Riley; Medical Director Dr Simon Collins.

This post, available from 1<sup>st</sup> July 2022, provides Medical Consultant support for the Multidisciplinary Team in all areas of care.

The post is subject to NHS Consultant contract and terms and conditions.

The post is available full time (10 Programmed Activities) but less than full time working will be negotiable.

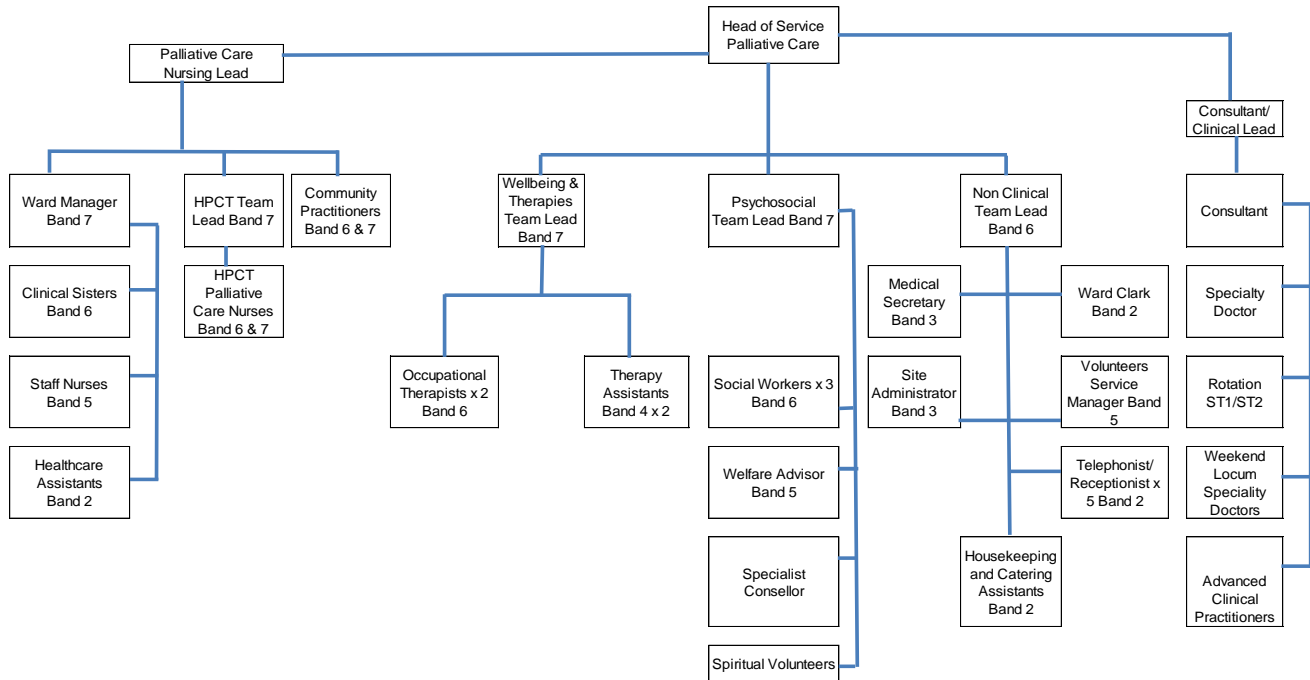
## Job purpose

The post will provide Consultant-level responsibility for the provision of expert, medical, specialist-level palliative care across services as part of a senior Medical Team together with the Consultant team and Specialty Doctors.

Working closely with providers in primary, community and secondary care, supporting the identification and assessment of need and the implementation of a responsive and integrated care pathway across all settings.

# Organisational chart

## Wisdom Hospice Structure Wisdom Hospice Structure



### 1. Communication and relationship skills

- Clinical leadership as a member of the multidisciplinary team (MDT), liaising with all members of the team.
- To develop and sustain effective working partnerships with the primary health care team, other specialist services and the wider MDT
- Have an empathic and sensitive approach to patients needs with the ability to show concern recognising individual needs
- Able to demonstrate highly effective communication skills with the ability to influence and negotiate.

### 2. Knowledge, training and experience

- To have completed higher specialist training in Palliative Medicine or be within 6 months of completion.
- To have experience of specialist palliative care in different settings – home, Hospice, hospital.

The organisation supports the requirements for continuing professional development 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 all the requirements of the revalidation process. The organisation has a local arrangement with the acute trust to follow this

process; the medical director of the acute trust has the role of responsible officer. The medical director for MCH completes an annual audit of compliance for appraisal.

### **3. Analytical and judgement skills**

- Review and assess patients and families in all settings providing expert advice to the MDT, health and social care providers.
- Demonstrate that treatments and interventions are relevant to practice area and evidence based.

### **4. Planning and organisational skills**

- Organisation of self and facilitation of others to deliver services required.

### **5. Physical skills**

See chart

### **6. Responsibility for patient / client care**

- To be responsible for Consultant-level specialist medical care of patients under MCH palliative care services (in the Wisdom Hospice, Medway Foundation Trust and the community).
- Provide appropriate information and education to patients and carers on their condition, treatment options, side effects and future prognosis.
- Protect patients' confidentiality at all times using the appropriate documentation and tools and adhering to Medway Community Healthcare CIC policy at all times.
- To participate with colleagues in the out-of-hours on-call rota

### **7. Responsibility for policy and service development implementation**

- To support, develop and inform local policy in line with national development in palliative and end of life care.
- To contribute to the setting and achieving of service objectives.
- To innovate and develop service delivery in accordance with best practice

### **8. Responsibilities for financial and physical resources**

- In line with Consultant responsibilities, not directly managing a budget.

### **9. Responsibilities for human resources (HR)**

- Together with other senior doctors, to provide clinical supervision for General Practice trainees working within the In Patient unit of the Wisdom Hospice.

### **10. Responsibilities for information resources**

- To keep up to date with current knowledge of palliative medicine from reading journals and attending courses as deemed appropriate.
- To use IT resources appropriately- in line with organisations policies
- To develop and provide appropriate information for patients / carers and professionals about the service provided

## **11. Responsibilities for audit, research and development (R&D)**

- To be actively involved in the implementation of the organisation's policies on clinical governance, including clinical audit to support service delivery and development.
- To develop research activities in line with the organisations objectives and to encourage and supervise trainees to develop their own research ideas.
- To be involved in the regular ongoing audit of all services, including encouraging and supervising trainees and collaborating with other members of the multi-disciplinary team
- To be involved with the palliative care research group at the Centre for Health Services and Studies at the University of Kent, as appropriate.

## **12. Freedom to act**

- To be able to take full responsibility for the care of patients in collaboration with consultant colleagues.

## WORK PROGRAMME Based on 10 PA's

**NB This is an indicative timetable and areas of clinical responsibility, including the medical support to the hospital palliative care team, will rotate with other senior medical staff**

| Day   |    | Time             | Work  | Category | weekly PAs |
|-------|----|------------------|---|----------|------------|
| Mon   | AM | 0830-0900        | Ward handover   | DCC      | 0.125      |
|       | AM | 0900-1000        | Clinical administration   | DCC      | 0.25       |
|       | AM | 1000-1100        | SHO tutorial  | SPA      | 0.25       |
|       | PM | 1300-1700        | Outpatient clinic/domiciliary visits<br>(45 minutes/OPA, 1.5h/DV) | DCC      | 1          |
| Tues  | AM | 0830-0900        | Ward Multidisciplinary meeting                                    | DCC      | 0.125      |
|       | AM | 0900-1300        | Consultant ward round   | DCC      | 1          |
|       | PM | 1330-1730        | Outpatient clinic/domiciliary visits                              | DCC      | 1          |
| Wed   | AM | 0900-1200        | Clinical administration   | DCC      | 0.75       |
|       | PM | 1200-1300        | Journal club/case presentations                                   | DCC      | 0.25       |
|       | PM | 1330-1730        | SPA revalidation  | SPA      | 1          |
| Thurs | AM | 0900-1100        | SPA revalidation  | SPA      | 0.5        |
|       | AM | 1100-1300        | Ward work, seeing relatives, reviewing results                    | DCC      | 0.5        |
|       |    |                  |   |          |            |
| Fri   | AM | 0900-1000        | SHO teaching/training/assessment                                  | SPA      | 0.25       |
|       | AM | 1000-1200        | Research, audit, governance                                       | SPA      | 0.5        |
|       | PM | 1230-1630        | Clinical work, ward and community pre-weekend                     | DCC      | 1          |
|       | PM | 1630-1730        | Weekend handover  | DCC      | 1          |
| Sat   |    | 0900-1500<br>1:8 | Ward round and emergency admissions                               | DCC      | 0.25       |
| Sun   |    | 0900-1500<br>1:8 | Ward round and emergency admissions                               | DCC      | 0.25       |

**Total PA's = 10, of which DCC = 7.5; SPA = 2.5**

On call: Consultants provide weekend 1<sup>st</sup> on call (1 PA allow for 1:4 or 0.5 PA allow for 1:8. This is negotiable).

Consultants also provide a 2<sup>nd</sup> on call (senior doctor on call) service, 0900 Monday- 0900 Monday, one week at a time. This duty is undertaken 1:4 for this post and paid at category B = 3%.

## Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

| Job requirements   | Yes / no | Average number of shifts per week | Average number of times per shift | Average duration of each occurrence | Average weight lifted |
|--|----------|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------|
| Standing / walking for substantial periods of time?                  | N        |                                   |                                   |                                     |                       |
| Standing / sitting with limited scope for movement for long periods? | N        |                                   |                                   |                                     |                       |
| Making repetitive movements?   | N        |                                   |                                   |                                     |                       |
| Inputting at a keyboard?   | Y        | 6                                 | 2                                 | 15 MINS                             |                       |
| Kneeling, crouching, twisting, bending or stretching?                | N        |                                   |                                   |                                     |                       |
| Climbing or crawling?  | N        |                                   |                                   |                                     |                       |
| Working in physically cramped conditions?                            | N        |                                   |                                   |                                     |                       |
| Working at heights?  | N        |                                   |                                   |                                     |                       |
| Pushing / pulling trolleys or similar?                               | N        |                                   |                                   |                                     |                       |
| Running?   | N        |                                   |                                   |                                     |                       |
| Cleaning / pot washing?  | N        |                                   |                                   |                                     |                       |
| Lifting weights / equipment with mechanical aids?                    | N        |                                   |                                   |                                     |                       |
| Lifting weights / equipment without mechanical aids?                 | N        |                                   |                                   |                                     |                       |
| Manual digging?  | N        |                                   |                                   |                                     |                       |
| Other? (please specify)  | N        |                                   |                                   |                                     |                       |



## Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

| Job requirement  | Average duration | How often per day / shift? | Are there interruptions? | If yes, do they require you to change what you are doing? |
|--|------------------|----------------------------|--------------------------|---|
| Check documents  | <b>Y 15 mins</b> | <b>x 2/shift</b>           | <b>N</b>                 |   |
| Carry out calculations   | <b>Y 10 mins</b> | <b>x 3/shift</b>           | <b>N</b>                 |   |
| Analyse statistics   | <b>Y 30 mins</b> | <b>x 1/wk</b>              | <b>N</b>                 |   |
| Operate equipment / machinery  | <b>N</b>         |                            |                          |   |
| Drive a vehicle  | <b>Y</b>         |                            |                          |   |
| Carry out screening tests / microscope work                              | <b>N</b>         |                            |                          |   |
| Carry out clinical / therapeutic / social care / diagnoses / assessments | <b>Y</b>         | <b>2 hrs/shift</b>         | <b>Y</b>                 | <b>N</b>  |
| Attend meetings (please describe role)                                   | <b>Y</b>         | <b>3 hrs/wk</b>            | <b>N</b>                 |   |
| Prepare detailed reports   | <b>Y</b>         | <b>x 2/wk</b>              |                          |   |
| Carry out formal student / trainee assessments                           | <b>Y</b>         | <b>x 1/mth</b>             |                          |   |
| Undergo cross examination in court                                       | <b>N</b>         |                            |                          |   |
| Carry out clinical, therapeutic or social care interventions / treatment | <b>Y</b>         | <b>2 hrs/shift</b>         |                          |   |
| Carry out non-clinical fault finding                                     | <b>N</b>         |                            |                          |   |
| Other (please specify)   |                  |                            |                          |   |

Is the pattern of this work predictable in nature? **No**

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

On call (2<sup>nd</sup> on call/senior doctor on call duties): responding to requests for telephone advice via the first on call doctor at each site covered.  
When clinically indicated, and/or to support a trainee doctor in the palliative care service, to attend to make a senior clinical assessment and advise. In these unusual circumstances, time off in lieu would be offered.

## Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

| Examples  | Number of occasions per week / month / year |
|---|---|
| Giving unwelcome news to patients / clients / carers / staff                    | <b>Y 10/week</b>                            |
| Processing, eg typing / transmitting, news of highly distressing events         | <b>N 1/week</b>                             |
| Providing a service for distressed / angry patients / clients                   | <b>Y daily</b>                              |
| Dealing with difficult situations / circumstances                               | <b>Y daily</b>                              |
| Designated to provide emotional support to front line staff                     | <b>Y daily</b>                              |
| Providing a care or therapy service to emotionally demanding patients / clients | <b>Y daily</b>                              |
| Caring for the terminally ill   | <b>Y daily</b>                              |
| Communicating life changing events to patients / clients                        | <b>Y daily</b>                              |
| Dealing with people with challenging behaviour                                  | <b>Y daily</b>                              |
| Arriving at the scene of a serious incident                                     | <b>N</b>                                    |
| Other (please specify)  |   |

## Working conditions

This factor measures the demands arising from inevitably adverse environmental conditions (such as extreme heat / cold, smells, noise, fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers).

Please describe where you work and state percentage of time in each area below:

Please complete the table below concerning the conditions in which you are required to work or illness /injury to which you are exposed.

| Are you require to work in, directly with or exposed to:                     | Yes / no | Frequency per week / month / year |
|--|----------|-----------------------------------|
| Driving / being driven in normal situations (excluding driving to work)?     | Y        | Daily                             |
| Driving / being driven in emergency situations?                              | N        |                                   |
| Inclement weather?   | N        |                                   |
| Use of VDU more or less continuously?  | N        |                                   |
| Excessive temperatures?  | N        |                                   |
| Unpleasant smells / odours?  | N        |                                   |
| Excessive noise and / or vibration?  | N        |                                   |
| Dust / dirt?   | N        |                                   |
| Humidity?  | N        |                                   |
| Exposure to dangerous chemicals / substances in containers?                  | N        |                                   |
| Exposure to aggressive verbal behaviour where there is no or little support? | N        |                                   |
| Unpleasant substances / non-household waste?                                 | N        |                                   |
| Noxious fumes?   | N        |                                   |
| Infectious material / foul linen?  | N        |                                   |
| Fleas or lice?   | N        |                                   |
| Body fluids, faeces, vomit?  | N        |                                   |
| Exposure to dangerous chemicals / substances not in containers?              | N        |                                   |
| Other (please specify)   |          |                                   |

# Corporate accountabilities

## Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

## NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

## Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

## Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

## Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

## Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

## Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

## Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

## Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

### **Data protection**

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

### **Security**

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

### **Safeguarding and protecting children and vulnerable adults**

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

## Post: Consultant in Palliative Medicine

| Criteria  | Essential   | Desirable   |
|---|---|---|
| <b>Qualifications</b>                                   | <ul style="list-style-type: none"> <li>• MRCP (UK) or equivalent</li> <li>• Full GMC registration</li> <li>• Entry on the General Medical Council (GMC) Specialist Register via one of the following: CCT Certificate of Completion of Training (CCT) (the proposed CCT date must be within 6 months of the interview); Certificate of Eligibility for Specialist Registration (CESR); European Community Rights</li> </ul> | <ul style="list-style-type: none"> <li>• Masters/PhD</li> </ul>   |
| <b>Experience</b>                                       | <ul style="list-style-type: none"> <li>• Ability to offer expert clinical opinion on a range of problems within specialty</li> <li>• Ability to take to take full and independent responsibility for clinical care of patients</li> <li>• Experience of supervising junior medical staff</li> <li>• Ability to teach clinical and practical skills to multi-professional colleagues</li> </ul>                              | <ul style="list-style-type: none"> <li>• Experience in a special interest that compliments the service</li> </ul>   |
| <b>Special knowledge / expertise</b>                    | <ul style="list-style-type: none"> <li>• Demonstrate managerial skills</li> <li>• Knowledge of principles of research and evidence of involvement in research</li> <li>• Willingness to participate clinical research at MCH</li> <li>• Knowledge of organisational aspects of the NHS</li> <li>• Ability to offer clinical supervision in Palliative Medicine to GP trainees</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Care of long term conditions</li> <li>• Experience of teaching undergraduates</li> <li>• Published articles in peer reviewed journals</li> </ul> |
| <b>Disposition, adjustment, attitude and commitment</b> | <ul style="list-style-type: none"> <li>• Ability to work independently as well as part of team</li> <li>• Responds to challenge</li> <li>• Ability to work under pressure</li> <li>• Good interpersonal skills</li> <li>• Enquiring, critical approach to work</li> <li>• Caring attitude to patients</li> <li>• Commitment to continuing development</li> </ul>  | <ul style="list-style-type: none"> <li>• Willingness to undertake additional professional responsibilities at local, regional and national levels</li> </ul>                              |

|                   |   |
|-------------------|---|
| <b>MCH values</b> | <p><b>Being caring and compassionate</b><br/> The health and wellbeing of our patients and staff are my priority.<br/> I show kindness and humanity.<br/> I am inclusive and non-discriminatory.</p> <p><b>Working in partnership</b><br/> I ask for, respond to and offer feedback which improves the quality of our services.<br/> I work effectively as part of my immediate team, the wider organisation and with external partners to achieve shared goals.<br/> I take responsibility and ownership for my area of work and I meet and manage expectations.</p> <p><b>Delivering quality and value</b><br/> I raise my concerns and I am open and honest when things do not go well, learning from successes and mistakes.<br/> I make the most of resources and reduce waste and inefficiencies.<br/> I seek out, share and actively participate in new ideas and ways of working.</p> <p><i>These are the core values and behaviours expected of all roles within MCH and individual performance in relation to the values is assessed in your PDR. A full description is available from your manager and the intranet.</i></p> |
|-------------------|---|

## **Palliative Care Service**

The service manager is Mrs Zoe Smith. The service comprises the Wisdom Hospice, the community palliative care team, the hospital palliative care team based at Medway NHS Foundation Trust and the Wellbeing and Therapy Centre based at the Wisdom Hospice.

The service provides specialist palliative care for the “whole patient” with the physical, emotional, social and spiritual aspects of care of both patient and family being carefully assessed. An interdisciplinary approach is used, involving particularly medical and nursing staff but also Social Workers, Physiotherapists, Occupational Therapist, Speech and Language Therapist, Dietitian, Counsellors and Spiritual Care.

### **The Wisdom Hospice**

The Wisdom Hospice was opened in April 1984 and provides inpatient specialist palliative care for up to 15 patients. The Hospice was built by a charitable body, The Friends of the Wisdom Hospice; 85 % of the running costs are now met by the Medway Community Commissioning Group and Swale Community Commissioning Group, the other 15 % coming from the Friends of the Wisdom Hospice.

### **The Community Palliative Care Team**

Since 1978, patients have been cared for at home in the Medway & Swale area with the support of the Community Palliative Care Team. Specialist nurses and a team leader visit patients at home and review in outpatient clinics, advising and supporting the General Practitioner and Community Nurses. The Team is based at the Hospice with support from other disciplines and receives 40-60 referrals/month.

### **The Wellbeing and Therapy Centre**

Patients with a palliative diagnosis can be referred to the Wellbeing and Therapy Centre for an 8 week, goal oriented programme where they can benefit from interventions including exercise, relaxation techniques, information sessions, advance care planning sessions, art and craft for wellbeing, complementary therapies and a variety of other therapies.

### **Physiotherapy and Occupational Therapy**

The team provide assessment and treatment to patients in their own homes, the inpatient unit, the therapy centre and the physiotherapy gym to promote and maintain independence and quality of life, supporting patients to achieve their goals.

### **The Hospital Palliative Care Team**

Specialist nurses, supported by the Consultant in Palliative Medicine, provide assessment, advice and support on the specialist care of patients with advanced or terminal illness in the Medway Maritime Hospital. They also liaise with other hospice or community services to facilitate discharge home and transfer to the Hospice. The service receives 80-100 referrals/month.

### **The Family and Carers Support Team / The Bereavement Service/ Welfare Benefits**



The Family and Carers support team provides support to patients and their families. This support includes maximising income and helping with other financial issues and housing. The specialist Social workers / Counsellors work with patients and families supporting them with psychosocial needs, including work with children and young people preparing for the death of a loved one and or living with someone with a life-limiting diagnosis. We offer advocacy and person centred holistic support, which is client led.

## **Out-Patient Service**

The Consultants and Specialty Doctors hold clinics for the assessment of new patients or patients under the care of the Community Palliative Care Team at home and also make domiciliary visits. Clinics are held at the Hospice, Sheppey Community Hospital and Sittingbourne Memorial Hospital. Clinic slots are 45 minutes and additional time is booked for travel to domiciliary visits.

## **Medical Staffing:**

|             |   |
|-------------|---|
| Consultants | Dr Rosie Chester, Consultant in Palliative Medicine 0.9 wte<br>Dr Joanna Carrim, Locum Consultant 0.9 wte |
|-------------|---|

This post:

Hospice, hospital, community and outpatient care

|                  |  |
|------------------|--|
| Specialty doctor | Dr Rebecca Fergusson (total 0:4 WTE)                               |
| ST2              | Full time (4 months, as part of the GP Vocational Training Scheme) |
| ST1              | 4 PA (4 months as part of the GP Vocational Training Scheme)       |

Advanced Clinical Practitioners

## **Facilities and support**

A medical secretary supports the medical staff.

Shared office space is provided. IT facilities will be provided, with use of a PC, laptop and provision of nhs.net email account and a mobile telephone.

Mentoring for new Consultants is available from the Association for Palliative Medicine or could be arranged with experienced colleagues in Kent if wanted.

## **Continuing Professional Development**

Medway Community Healthcare is committed to all staff undertaking appropriate

training and development to support professional practice and maintain registration. Attendance at Statutory and Mandatory training is essential.

## **Education**

All staff are involved in the education of other areas within the services and in the Community and hospital, including:

- Regular meetings with general practitioners and community nurses
- Training for junior doctors at Medway Maritime Hospital
- Grand rounds at Medway Maritime Hospital
- A regular staff Journal Club