



JOB DESCRIPTION

FOR

SPECIALTY DOCTOR

IN PALLIATIVE MEDICINE

PILGRIMS HOSPICES

Pilgrims Hospice is the lead provider of specialist palliative care in East Kent. This post is an exciting opportunity for a doctor with a keen interest and either coming with relevant experience or aiming to gain that experience in palliative care to join a high quality multidisciplinary team providing excellent care. Full and part time applicants are welcome..

The posts could appeal to either:

Doctors early in their career wanting to gain more experience

Doctors who are considering a move to palliative medicine and want to build a career in this area

Doctors who perhaps are looking for a change as they approach their retirement

We have inpatient units in Canterbury, Ashford and Margate.

Pilgrims Hospices serves a population of over 750,000 spread across a geographical area of over 700 square miles of a largely rural area with main urban population in Ashford, Folkestone, Canterbury, Dover, Margate, and Ramsgate.

Employing around 400 staff and supported by more than 1,500 volunteers, Pilgrims Hospices is one of the largest hospices in the UK.

Pilgrims provides palliative care for adults approaching the end of life not limited to any one disease group and especially interested in how we will help respond to increasing numbers of patients with frailty.

Care is provided in the three inpatient units, in out patients and in patients' homes. Care of families and carers are equally important. Pilgrims well-resourced multidisciplinary team includes consultants, nurses, counsellors, social workers, complementary therapists, chaplains and other dedicated therapy staff. A hospice at home service staffed by senior Healthcare Assistants serves the whole area caring for people in the last hours or days of life. Each site runs a Pilgrims Therapy Centre, staffed by Well-being Practitioners running full days and programmes of activities with support from other members of the MDT.

To keep delivering care to those who need it most, Pilgrims has to raise in excess of £14 million each year. The majority of this comes from our local community. Pilgrims Hospices has its own lottery and a chain of shops in east Kent. The people of East Kent do a wonderful job in supporting us and we strive not to disappoint them.

In addition, Pilgrims has a central services team comprising Human Resources, Education, Accounts, IT, Supporter Services, Fundraising and Marketing. This enables to have an electronic patient record system shared with local primary care (EMIS) and excellent links into the hospital being able to access radiology, pathology and correspondence at both East Kent Hospitals and Kent Oncology Centre.

For those applicants not familiar with the local area, it offers some beautiful scenery, lovely beaches, places of interest and high speed train links to London.

MEDICAL STAFFING

CONSULTANTS

Dr Andrew Thorns - Director of Medicine
Dr Pauline Dand
Dr Pia Amsler
Dr Becky Bright
Dr Soumen Saha

NON CONSULTANT STAFF

Dr Dione Davidson
Dr Alice Baker
Dr Helen Daniel
Dr Claire Wood

One StR at each site – London and KSS Deanery rotation
GP Specialist Trainees at each site
An FY2 post at Margate but soon to also be placed at Ashford and Canterbury

Advanced Clinical Practitioners

Debbie Boots
Theresa Rowstone
Mandy Timms

We are in the process of developing advanced clinical practitioners to increase our specialist staff

The hospice hosts medical students on attachment from Kings and St George's Hospital Medical School and expects to play a significant role with the new Kent and Medway Medical School.

DUTIES OF THE POST

Pilgrims Hospices

- To provide clinical care and medical input to the multidisciplinary team for patients under the care of the Pilgrims Hospice, under the supervision of the named consultant (including hospice inpatients, community patients, outpatients, domiciliary visiting and patients attending Pilgrims Therapy Centre).
- To participate in the teaching, supervision and training of medical trainees and other professional staff working at the Pilgrims Hospice or attending courses run by the Pilgrims Hospices.
- To maintain a full programme of personal CPD in line with current recommendations. Please refer to the Hospice study leave policy

- To participate in annual appraisal and to work to the stated strategic direction and objectives of Pilgrims Hospices in East Kent.
- To undertake administrative tasks in support of the activity of the organisation.
- To be actively involved in an effective system of clinical audit and all other aspects of clinical governance.
- To support research undertaken by Pilgrims. We have a thriving research programme led by our research facilitator.
- To assist the consultant in ensuring that adequate clinical records and case notes for each patient are maintained in the hospice.
- To assist the consultant, senior ward sister and nursing staff at the hospice in the safe custody and correct usage of all controlled drugs for the hospice and its patients.

East Kent Hospitals Trust

- To provide telephone advice routinely and occasional visiting for patients with palliative care needs in the hospital

ON CALL ARRANGEMENTS

The post holder will participate in an out of hours (OOH) rota covering the hospices both in patient and community as well as providing advice when required to out side agencies. The post holder may be expected to make domiciliary or hospital visits to patients OOH on an infrequent basis with the support of the Consultant. The post holder will be asked to supervise other medical and nursing staff according to experience.

Overnight support is provided by IC24 OOH GP service (20.00 – 08:00).

The rota runs with internal cover arrangements.

A 1:8 rota will operate for weekday nights Monday-Friday 5pm-8pm.

The rota in addition includes 1 in 6 weekends working from 10:00 – 16:00 with no overnight cover unless agreed on an additional basis.

There is consultant advice available 24 hours a day

The duties and responsibilities in this job description may need further discussion in the future to ensure that they continue to meet the needs of the service, future service developments and the post holder.

5 PATIENTS SAFETY, CLINICAL GOVERNANCE, EDUCATION AND TRAINING

The hospice is fully committed to improving patient safety and experience. Doctors are expected to comply with the Clinical Governance Programme, audit their own clinical outcomes, report clinical incidents, alert the Hospice to risk, participate in annual appraisal and work to foster good team relationships.

It is expected that appointee will plan a programme of personal development and continuing medical education (CME) through the appraisal process to ensure that adequate study and training is undertaken both to maintain their skills, knowledge and expertise and to ensure revalidation. The hospice supports reasonable costs for formal study leave.

An annual review of the job plan will take place with the Consultant. This will include discussions regarding the needs of the service, with agreement of objectives for clinical standards, goals and workload.

All Specialty Doctors have responsibilities for teaching doctors, students and non-medical healthcare professionals, and should ensure they use the time allowed in their working week for duties of teaching and supervision. All Specialty Doctors should include some element of educational development within their personal development plan, using at least one half day per year of their external study leave to this end.

6 RESEARCH

Pilgrims has an active research programme. Research is encouraged and supported.

7 MAIN CONDITIONS OF SERVICE

The post is covered by the Terms and Conditions of Service for Specialty Doctors – England (2008). The post-holder is required to be fully registered with the General Medical Council.

The passing of an occupational health screening is a condition of employment.

The Specialty Doctors salary scale, for a 40 hour week and excluding any premium time payments, is currently £45,124 rising to £77,517. An additional 2PAs is payable for the OOH commitment or time back in lieu can be negotiated if preferred. Previous experience will be taken into account when determining the starting salary.

The starting point on the salary scale will depend on experience in palliative medicine rather than in general medicine. Details are available as to how this is calculated.

Annual leave

The annual leave entitlement is six weeks pro rata. Applications for leave are subject to approval by the Consultant. A minimum of eight weeks notice of leave arrangements is requested so that adequate cover arrangements can be made

Study leave

Study leave is available according to The Terms and Conditions of Service for Specialty Doctors – England (2008). All clinical staff are required to give eight weeks notice

8 VISITING ARRANGEMENTS

Further details and information may be obtained by contacting Dr Andrew Thorns on 01233 504133 or andrew.thorns@pilgrimshospices.org.

Visits by prospective applicants are encouraged and may be arranged through Human Resources (01227 812602).

CONTROL OF INFECTION

In accordance with the Health Act (2006) all staff are expected to comply with National and local Infection Control policies and procedures, and any other related infection prevention policies or procedures. In addition, all staff whose normal duties are directly or indirectly concerned with patient care should ensure they have received annual mandatory training (including hand hygiene).

9 PROPOSED JOB PROGRAMME

Please see timetable. The 10 PAs contract will include both direct clinical care and supporting activity (SPA). An additional 2 PAs are payable for the OOH commitment described. The exact working days can be negotiated

	AM	PM
Monday	8.45 Community board round meeting 9.30 Ward handover Ward work	Out-patients/ Domiciliary visits
Tuesday	8.45 Community board round meeting 9.30 Ward handover Ward work	Monthly multidisciplinary education session SPA
Wednesday	8.45 Community board round meeting 9.30 Ward handover Ward work	1.30 2.30 weekly CPD meeting Out-patients/ Domiciliary visits
Thursday	8.45 Community board round meeting 9.30 Ward handover Ward work Consultant Ward round	2pm Multidisciplinary Education forum/Audit (0.5 SPA)
Friday	8.45 Community board round meeting 9.30 Ward handover Ward work	Ward work /Admissions

**SPECIALTY DOCTOR
PERSON SPECIFICATION**

Mandatory Requirements	Essential	Desirable	Assessment Method
1. Qualifications	<ul style="list-style-type: none"> ▪ MBBS or equivalent ▪ Full GMC registration ▪ Completion of Foundation competencies ▪ 	Completion of ST1/CT1 and ST2/CT2 or equivalent experience	Application form/CV
Generic Requirements	Essential	Desirable	Assessment Method
2. Clinical/Technical expertise	<ul style="list-style-type: none"> ▪ Possesses range of clinical knowledge, skills & information technology expertise. ▪ Concerned to maintain & develop this knowledge. ▪ Displays sound professional judgement ▪ Sees patients within a holistic context ▪ Able to manage general medical on call needs of palliative care patients 	Palliative care/hospice experience	Application form/CV Interview References
3. Intellect and Education	<ul style="list-style-type: none"> ▪ Shows an approach based on critical enquiry and evidence-based medicine ▪ Embraces evidence-based practice & audit ▪ Interest in research & development ▪ Shows breadth of awareness & a range of problem-solving skills ▪ Encourages ongoing learning & an educative culture, both for self and others 	Postgraduate qualification in area relevant to post Experience in research	Application form/CV Interview References
4. Organisation & planning (both personal & departmental)	<ul style="list-style-type: none"> ▪ Understands the issues of risk management & of operating within a litigious & complaints culture ▪ Shows self-discipline e.g. record-keeping & legibility ▪ Able to juggle a large number of demands by setting priorities & planning effectively ▪ Able to manage conflicting & unpredictable demands 		Application form/CV Interview References

5. Communication & Interpersonal Skills	<ul style="list-style-type: none"> ▪ Able to communicate clearly, avoiding jargon, with a range of different people ▪ Builds strong & effective relationships with patients, families & colleagues with the ability to gain their trust & confidence ▪ Ability to cope with pressure as well as to adapt to constant change & new demands ▪ Demonstrates energy, enthusiasm & initiative in pursuing innovation and the highest standards for patients, juniors, others, colleagues & the organisation 	Completed advanced communications skills course or equivalent	Application form/CV Interview References
6. Teaching skills	<ul style="list-style-type: none"> ▪ Able to operate within a teaching/training culture 	<ul style="list-style-type: none"> ▪ Willing to supervise other staff, medical students ▪ Evidence of teaching experience or qualification 	Application form/CV Interview References
7. Ability to operate within wider NHS context	<ul style="list-style-type: none"> ▪ Understands the NHS system: nationally, regionally & locally ▪ Aware of the issues affecting current & future NHS practice ▪ Understands the concepts & principles of clinical governance 		Application form/CV Interview References
8. Decisiveness and Accountability	<ul style="list-style-type: none"> ▪ Is able to justify decisions ▪ Recognises clinical constraints & the realities of rationing of care 		Application form/CV Interview References
9. Partnerships with Patients	<ul style="list-style-type: none"> ▪ Works with patients as individuals & not purely as a collection of symptoms ▪ Able to manage patient expectations ▪ Able to negotiate treatment plans with patients 		Application form/CV Interview References
10. Physical requirements	<ul style="list-style-type: none"> ▪ Meets professional health requirements 		Application form/CV Interview References
11. Other	<ul style="list-style-type: none"> ▪ Able to transport self to community visits and hospice sites OOH as 		

	the clinical service requires		
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