

***JOB DESCRIPTION – RCP Approved (13<sup>th</sup> October  
2022)***



**JOB DESCRIPTION**

**FOR**

**CONSULTANT  
in PALLIATIVE MEDICINE**

**at**

**Pilgrims Hospices in East Kent**

**(Honorary contract with East Kent Hospitals  
University Foundation Trust)**

## **SUMMARY**

This post is an exciting opportunity to become part of a dynamic team of Palliative Medicine consultants in East Kent. Currently five Consultants work between Pilgrims Hospices (PH) (inpatient and community services) and East Kent Hospitals NHS University Foundation Trust (EKHUFT).

The post will be ideal for new consultants completing their specialist training and developing their skills in a consultant post.

The post will be based at Pilgrims Hospices in East Kent at Pilgrims Hospice Ashford, although this may be negotiable. The postholder may be required to work at other sites as necessary.

Job sharing arrangements would be considered provided that the delivery of an excellent service for patients and families and the smooth running of the organisation can be assured.

## **GENERAL INFORMATION**

Pilgrims and East Kent Hospitals University Foundation Trust serves a population of over 750,000 (approximately 20% over the age of 65). The population is 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 with cancer and non-cancer conditions. Currently approximately 25% of referrals are for conditions other than cancer. It is hoped this figure will increase from our work in this area. Care is provided from the three sites in Canterbury, Ashford and Thanet, in patients' homes and via the Pilgrims Therapy Centre. Pilgrims well-resourced multidisciplinary team includes doctors, nurses, counsellors, social workers, spiritual leads, occupational, physio and complementary therapists .

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 addition, Pilgrims has a central services team comprising Human Resources, Education, Accounts, IT, Supporter Services, Fundraising and Marketing.

Ashford is an expanding business and agricultural centre and has an International Station linking it to the Continent via the Channel Tunnel and into London in just over half an hour. It is a designated area for growth. Canterbury is an ecclesiastical and business centre and the Universities of Kent and Christchurch are based in the city. Pilgrims have strong links with both. The Kent and Medway Medical School is now

established and based in Canterbury. Margate and the surrounding coastal towns have a high proportion of elderly and disadvantaged people. The population increases in the summer with the influx of visitors. Thanet is an area of regeneration receiving European funding. The Turner Centre holds pride of place on the Margate seafront

There are many areas of unspoilt countryside and a wide variety of quiet secluded beaches. The countryside is mainly arable farm land, but in the immediate vicinity of Canterbury fruit and hop farming predominate. The Stour valley runs through the area and there are areas of great natural beauty and charm. The Thanet coast is on a list of best wildlife sites in Europe. Places of historic interest include Canterbury Cathedral and Dover, Deal and Walmer castles.

There are excellent schools, both private and state. Regular train services and the M2 and M20 motorways provide easy access to London, and the Continent is within immediate reach through the Channel ports and Channel Tunnel. There are also outstanding sporting facilities, both indoor and outdoor. Sports associated with the coast such as sailing and windsurfing are well served and golfers can enjoy many courses, including championship golf courses.

## **HOSPICE and PALLIATIVE CARE SERVICES**

Chair of Trustees:	Karen Warden
Chief Executive:	Helen Bennett
Deputy CEO & Head of Hospice Services	Jon Sillett
Director of Nursing and Care:	Wendy Hills
Director of Medicine:	Andrew Thorns
Director of Finance:	Nick Hanks
Director of Income Generation:	Sue Sharp
Head of Human Resources	James Smith
Head of Nursing:	Kate White

### **In patient senior ward sisters:**

Jane Bennett - Margate  
Sarah Martins - Ashford  
Laura Gooch - Canterbury

### **Community team leaders:**

Alison Wiltshire - Ashford  
Sarah Brown – Canterbury  
Stephanie - Margate

Pilgrims Hospices provides inpatient specialist Palliative Care on 3 sites with a total of up to 36 beds. The medical team is supported by 3 Advanced Clinical Practitioners and 3 Trainee Advanced Clinical Practitioners in Specialist palliative Care and 12 Palliative Care Specialist Nurses. The hospice provides a multi professional community service, undertaking outpatient clinics, home visits and support for families.

On average Pilgrims Hospices receives around 200 referrals per month across all three sites and at any one time the organisation will have an active caseload of between 1,000 and 1,200 patients. Pilgrims usually handles between 25 – 30 inpatient admissions per week across all sites with bed occupancy averaging 85%. Over 10% of people dying in East Kent do so in Pilgrims in-patient beds and hospital deaths are below the national average.

A hospice at home service staffed by senior healthcare assistants serves the whole area. Each site hosts Pilgrims Therapy Centres, staffed by well-being Practitioners running full days and programmes of activities for patients and carers with support from other members of the MDT.

The hospice hosts a 24 hour telephone advice line supported by a band 6 nurse specialist. Pilgrims have excellent IT links to radiology, pathology, GP practices, EKHUFT and oncology centre records. EMIS is the patient record system with data sharing in place with the East Kent GP practices

At Consultant level EKHUFT funds 0.6 WTE consultant session which is delivered at each hospital site complementing the EKHUFT consultants Dr Chris Farnham at William Harvey Hospital and Dr Brendan O'Neill at Queen Elizabeth Queen Mother Hospital

## **RESEARCH**

Pilgrims has an active research programme with a research facilitator and research nurse. There are close links with both universities and an active Kent and Medway research group hosted by the Centre for Health Service Studies at the University of Kent.

Research is an important part of Pilgrims activity and interested applicants will be offered the opportunity to actively participate in this area.

The post holder will be offered the opportunity to take the lead for research or could remain with one of the existing consultant team.

## **East Kent Hospitals University Foundation Trust**

The Chief Medical Officer is Dr Rebecca Martin and Sarah Shingler is Chief Nurse and Director of Patient Experience.

Palliative care provision comes under the cancer services care group

Lead nurse: Sarah Collins  
Clinical director: Andy Nordin  
Nurse consultant in palliative care: Lucie Rudd

Medical consultants: Dr Chris Farnham at William Harvey Hospital and Dr Brendan O'Neill at Queen Elizabeth Queen Mother Hospital

The Trust is one of the largest in the country, employing over 6500 staff with many part-time employees.

Pilgrims works closely with EKHUFT which has become an increasingly important relationship and we share the aspirations to progress further to a good or outstanding CQC rating. The Hospice is a key member of their End of Life Committee and a service level agreement between the two organisations is in place to cement this relationship.

The hospital CNS team provide a 7 day service

EKHUFT manages three acute district general hospitals (at Margate, Canterbury and Ashford). There is a public consultation taking place to agree the future structure for East Kent services. Currently the Kent and Canterbury is not taking acute medical or surgical admissions. There are two supporting hospitals (at Dover and at Folkestone) which have no in-patient beds.

The Queen Elizabeth, the Queen Mother Hospital (QEPMH), Margate provides the full range of accident, emergency and elective services. There is an oncology unit with chemotherapy and out patient services. The close location to the hospice builds smooth working relations between the hospital, oncology and palliative care

The Kent and Canterbury Hospital provides a range of important inpatient services including neurology, haematology, vascular surgery, urology and neuro-rehab. The hospital site hosts one half of a split site Cancer Centre for Kent and Medway with regular oncology clinics, radiotherapy and chemotherapy treatments on site.

The William Harvey Hospital (WHH), Ashford is a trauma centre, with acute surgical and medical admissions. It is the centre for head and neck and ENT services. There is an oncology unit with chemotherapy and out patient services.

Currently palliative care services are provided 7 days a week 9-5 with Pilgrims offering telephone advice at other times.

### **Local Commissioning:**

The original 4 CCGs in East Kent have now been replaced by:

Kent and Medway Integrated Care Board

East Kent Integrated Care Partnership

Pilgrims are an active member in both Kent and Medway and East Kent strategical groups for both palliative and end of life and frailty

### **HOSPICE and PALLIATIVE CARE MEDICAL STAFFING**

#### **Consultants**

Dr Andrew Thorns – Director of Medicine.

Dr Pauline Dand 0.6 WTE Dr Soumen Saha 1WTE

Dr Pia Amsler 0.8WTE

Dr Becky Bright 0.8 WTE

The consultants will each cover a fixed community area enabling them to build effective relations with the local primary care teams. The exact area will depend on consultant availability

### **Non Consultant grade doctors**

Speciality doctors:

Alice Baker (0.5 WTE) covering Canterbury Hospice.  
Dionne Davidson Hospice physician (0.6 WTE) covering the Ashford Hospice  
Laura Bacon (0.7WTE) covering the Thanet Hospice and community  
Hugh Klim (1.0 WTE) covering the Canterbury Hospice and community  
Isoken Zowa 0.2 WTE at Canterbury Hospice

One Specialty Trainee at each site – London and KSS Deanery rotation.

GP Trainees at each site: one FT at Margate, 2 x 0.4 WTE at the other sites  
FY2 doctors at Ashford and Margate hospices and in the main hospitals

### **Advanced clinical practitioners**

Theresa Rowstone FT at Ashford  
Mandy Timms FT at Canterbury  
Debbie Boots 0.8 WTE at Thanet

*Trainee advanced clinical practitioners:*

Charlotte Davies 0.8WTE Ashford  
Michelle Bennett 1WTE Canterbury  
Hayley Sherwood 1WTE Thanet

All doctors and clinical practitioners will move to other sites depending on need to cover leave and workload.

The hospice hosts medical students on attachment from Kings and St George's Hospital Medical School. We are part of the clinical advisory group for the new Kent and Medway Medical School and will be having students from there in due course

## **DUTIES OF THE POST**

### **Pilgrims Hospices**

- To provide Consultant level clinical care and input to the multidisciplinary team for patients under the care of the Pilgrims Hospices (including hospice inpatients, community patients, outpatients and patients attending Pilgrims Therapy Centres).
- To support and encourage the development of good practice in Palliative Care in the community served by Pilgrims Hospices, through clinical practice, liaison with primary care services and education.
- To participate in the supervision and training of medical trainees (FY2s, GPSTs and Palliative Medicine StRs) working at the Pilgrims Hospices.
- To participate in the education of undergraduate medical students

- To assist the Consultant team in the development and implementation of policy and strategy for Pilgrims Hospices.
- To take an active role in clinical governance in Pilgrims Hospices.
- To maintain a full programme of personal CPD in line with current recommendations and to take appropriate study leave.
- To participate in annual appraisal and job planning and to comply with the requirements of revalidation.
- To assist in liaison with such voluntary or other bodies as may assist in promoting the efficiency and welfare of the hospice.
- To ensure that adequate clinical records and case notes for each patient are maintained in the hospice.
- To assist the Nurse Manager and nursing staff at the hospice in the safe custody and correct usage of all controlled drugs for the hospice and its patients.
- To participate in regional palliative care forums and initiatives.
- Clinical supervision of the training grade doctors and other middle grade doctors and clinical practitioners
- Educational supervision on a rotational basis for the specialist trainee posts

#### **East Kent Hospitals University Foundation NHS Trust**

- To share the provision of Consultant level clinical care and input to the multidisciplinary team for Palliative Care patients EKHUFT.
- To support and encourage the development of good practice in Palliative Care at the EKHUFT through clinical practice, liaison and education.

#### **ON CALL ARRANGEMENTS**

The Consultants share an on-call rota each taking a full share regardless of their in-hours working time (i.e. part time and full time posts contribute equally). The on call is shared with the EKHUFT and Heart of Kent Hospice consultants. On call cover includes covering these organisations and the relevant honorary contracts will be set up. Intensity of Out of Hours activity is very low, with approximately one out of hours (OOH) contact per three-week period occurring during anti-social hours. While there might theoretically be circumstances where an OOH contact would require a Consultant to attend site, in practice all on-call duties are provided remotely.

The rota will be 1 in 10 once this post is filled and is currently worked one week at a time, Monday 9am – Monday 9am providing on call to support to senior nurses, training grade and speciality doctors for the above organisations. Currently there are no programmed activities at a weekend apart from leading a lunchtime teleconference lasting approximately 15 to 30 minutes, however, this may change in the future depending on staffing and the workforce needs. Active plans are in place to share on call more widely with neighbouring hospices.

The post-holder will receive an intensity supplement equivalent to 3% of FTE salary for their participation in the OOH rota.

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

## **PATIENT SAFETY, CLINICAL GOVERNANCE, EDUCATION AND TRAINING**

Pilgrims and EKHUFT are fully committed to improving patient safety and experience. Consultants are expected to comply with the Clinical Risk Management processes. They must audit their own clinical outcomes, report clinical incidents, alert any risks, participate in annual appraisal and work to foster good team relationships.

It is expected that the appointee will plan a programme of personal development and continuing professional development (CPD ) and through the appraisal process ensure that adequate training is undertaken both to maintain their skills, knowledge and expertise and to ensure revalidation. There is extensive local support and reasonable costs for formal study leave.

There are excellent internal arrangements for CPD with regular cross site medical education including case and journal reviews. There are monthly cross site multidisciplinary education sessions within the hospice. There is a regular calendar of medical education at the hospital sites.

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

Pilgrims use video links to provide regular both medical and multidisciplinary educational meetings between the three sites

Each of the three main EKHUFT hospital sites has a well-equipped multidisciplinary Education Centre, including internet facilities and a library. Each runs full programmes of educational meetings.

All Consultants 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 Consultants 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.

## **MAIN CONDITIONS OF SERVICE**

The post is covered by the Terms and Conditions of Service of Hospital Medical and Dental Staff as amended from time to time. The post-holder is required to be fully registered with the General Medical Council and on the Specialist Register for palliative medicine or eligible for inclusion on the Specialist Register within six months of the date of interview or hold a CESR or European community Rights. Holding MRCP or equivalent



The appointee will be required to reside in East Kent or within reasonable travelling distance. The post-holder's private residence shall be maintained in contact with the public telephone service.

The Consultant will be provided with suitable office accommodation at Pilgrims with adequate secretarial support and IT facilities.

Occupational health approval is a condition of employment.

Any Consultant, who for personal reasons is unable to work full time will be eligible to be considered for this post; if such a person is appointed modification of the job content will be discussed on a personal basis in consultation with the Director of Medicine.

The Consultant salary scale is currently £82,096 rising to £ 110,683 for a 10PA job plan.

An appointee currently contributing to an NHS pension (or who have contributed to an NHS pension in the 12 months prior to commencing work with Pilgrims Hospices) will be entitled to continue contributing to the NHS pension if they so wish.

If an applicant is currently in receipt of a Clinical Excellence Award (CEA), Pilgrims Hospices will continue to honour this award upon commencement of employment. Applicants who do not currently hold a CEA, however, will not be eligible to apply for one.

### **Annual leave**

The annual leave entitlement is thirty two days plus public holidays. A minimum of eight weeks notice of leave arrangements is requested so that adequate cover arrangements can be made.

A lieu day will be given for any Bank Holiday or Weekend Day that are worked.

### **Study leave**

Study leave is available according to local agreements. All clinical staff are required to give eight weeks notice.

### **Mentoring & Support**

Professional advice and support is available from the Director of Medicine at Pilgrims Hospices. Opportunities for mentoring are available at EKHUFT and through the Association for Palliative Medicine. Clinical supervision is available with costs covered by the hospice.

## **10 VISITING ARRANGEMENTS**

Further details and information may be obtained by contacting Dr Andrew Thorns  
01233 504133 [andrew.thorns@pilgrimshospice.org](mailto:andrew.thorns@pilgrimshospice.org)

Visits by prospective applicants are encouraged and may be arranged through  
Human Resources (01227 812612)

## **11 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). It is expected that all Consultants will lead by example in this area which receives maximum attention.

## **12 PROPOSED JOB PROGRAMME**

Please see attached job programme. The programme is open to negotiation following a period of induction and thereafter will be reviewed on annual basis within the job planning cycle. The 10 PAs contract will include both direct clinical care (DCC) and supporting activity (SPA).

**PILGRIMS HOSPICES  
(EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST)  
CONSULTANT RECRUITMENT**

**PERSON SPECIFICATION**

**Title of Post: Consultant Palliative Medicine**

**Directorate: Pilgrims Hospices**

**Date: August 2022**

<b>Mandatory Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>1. Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Professional qualifications</li> <li>▪ Full GMC registration</li> <li>▪ Holds CCT or Specialist Registration in Palliative Medicine or will obtain within 6 months of interview date CESR or European community Rights.</li> <li>▪ Hold MRCP or equivalent.</li> <li>▪ Has experience in a leadership role or studied leadership at a higher level</li> </ul>	An appropriate Higher degree (MD, PhD, or equivalent). Worked as a consultant in palliative medicine	Application form/CV
<b>Generic Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>2. Clinical/ Technical expertise</b>	<ul style="list-style-type: none"> <li>▪ Basic life support training</li> <li>▪ Possesses range of clinical knowledge, skills &amp; information technology expertise.</li> <li>▪ Concerned to maintain &amp; develop this knowledge.</li> <li>▪ Displays sound professional judgement</li> <li>▪ Exercises sound clinical risk management</li> <li>▪ Sees patients within a holistic context</li> </ul>		Application form/CV Interview References
<b>3. Intellect and Education</b>	<ul style="list-style-type: none"> <li>▪ Shows an approach based on critical enquiry and evidence-based medicine</li> <li>▪ Embraces evidence-based practice &amp; audit</li> <li>▪ Interest in research &amp; development</li> <li>▪ Shows breadth of</li> </ul>	Postgraduate qualification Experience in research which enable the applicant to take the lead in Pilgrims	Application form/CV Interview References

	<p>awareness &amp; a range of problem-solving skills</p> <ul style="list-style-type: none"> <li>▪ Encourages ongoing learning &amp; an educative culture, both for self and others</li> </ul>	research development	
4. Organisation & planning (both personal & departmental)	<ul style="list-style-type: none"> <li>▪ Able to operate effectively in a committee; contributes to strategic decision-making</li> <li>▪ Understands the issues of risk management &amp; of operating within a litigious &amp; complaints culture</li> <li>▪ Shows self-discipline eg record-keeping &amp; legibility</li> <li>▪ Able to juggle a large number of demands by setting priorities &amp; planning effectively</li> <li>▪ Able to manage conflicting &amp; unpredictable demands</li> </ul>	<ul style="list-style-type: none"> <li>▪ Displays management &amp; financial competence</li> <li>▪ Experience of working in a leadership or strategical role</li> </ul>	Application form/CV Interview References
5. Communication & Interpersonal Skills	<ul style="list-style-type: none"> <li>▪ Strong leadership &amp; co-ordination skills with ability to direct &amp; organise teams</li> <li>▪ Able to communicate clearly, avoiding jargon, with a range of different people</li> <li>▪ Builds strong &amp; effective relationships with patients, families &amp; colleagues with the ability to gain their trust &amp; confidence</li> <li>▪ Ability to cope with considerable pressure as well as to adapt to constant change &amp; new demands</li> <li>▪ Demonstrates energy, enthusiasm &amp; initiative in pursuing innovation and the highest standards for patients, juniors, others, colleagues &amp; the organisation</li> </ul>	Experience of leading clinical teams Studying leadership at a higher academic level	Application form/CV Interview References

<b>6. Teaching skills</b>	<ul style="list-style-type: none"> <li>▪ Willing to supervise juniors, spots talent &amp; nurtures it</li> <li>▪ Evidence of teaching experience</li> <li>▪ Able to operate within a teaching/training culture</li> </ul>	Postgraduate teaching qualification Experience as clinical or educational supervisor	Application form/CV Interview References
<b>7. Ability to operate within wider NHS context</b>	<ul style="list-style-type: none"> <li>▪ Understands the NHS system: nationally, regionally &amp; locally</li> <li>▪ Aware of the issues affecting current &amp; future NHS practice</li> <li>▪ Understands the concepts &amp; principles of clinical governance</li> </ul>	Experience of a lead role in governance or strategy	Application form/CV Interview References
<b>8. Decisiveness and Accountability</b>	<ul style="list-style-type: none"> <li>▪ Is able to justify decisions</li> <li>▪ Recognises clinical constraints &amp; the realities of rationing of care</li> </ul>		Application form/CV Interview References
<b>9. Partnerships with Patients</b>	<ul style="list-style-type: none"> <li>▪ Works with patients as individuals &amp; not purely as a collection of symptoms</li> <li>▪ Able to manage patient expectations</li> <li>▪ Able to negotiate treatment plans with patients</li> </ul>		Application form/CV Interview References
<b>Specialty Specific Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>11. Ability to work as part of multidisciplinary team</b>	<ul style="list-style-type: none"> <li>▪ Ability to work as part of multidisciplinary team</li> </ul>	Experience of developing and leading a multidisciplinary team	Application form/CV Interview References
<b>12. Understanding of voluntary hospice funding and organisation</b>	Understanding of voluntary hospice funding and organisation	Experience on leadership in a voluntary hospice	Application form/CV Interview References

<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>13. Transport</b>	<ul style="list-style-type: none"> <li>▪ <b>Possesses the ability to travel between sites and to domiciliary visits.</b></li> </ul>		<b>Application Interview</b>

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## **TIMETABLE**

This post is 10 PAs: 7.5 DCC, 2.5 SPA

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am	PH: DCC 8.45 Community and ward board rounds 10.00 -1300 Pilgrims WR	PH DCC 8.45 – 10.00 Community and ward board rounds 10.00 – 13.30 Community clinic / home visits	PH DCC 8.45 – 10.00 Community and ward board rounds 10.00 – 13.30 Community clinic / home visits	PH DCC PH DCC 8.45 – 10.00 Community and ward board rounds 10.00 – 13.30 Community clinic / home visits	PH: DCC 8.45 Community and ward board rounds 09.30-1300 Pilgrims WR		
pm	PH: DCC 13:30 – 17:00 Ward supervision or urgent community assessments	PH : 13:30 – 15:00 Clinical governance/audit 15:00 – 17:00 Monthly PH MDT education session	13:30 – 14:30 Weekly medical CPD or business meeting 14.30 – 17:00 Supporting professional activity	PH: DCC 13:30 – 17:00 Supporting professional activity	PH: 13:30 – 17:00 Education/CPD/appraisal		

Travel time will be included in job plans but distance varies depending on the sites. Clinical sessions will be based in one location to reduce travel time.

Pilgrims run outreach clinics at Deal, Whitstable and Folkestone and if attending these travel time will be built in

Out patient clinics usually have 3 patients with an hour for each

Working days can be negotiated

PH = Pilgrims Hospices

DCC = Direct clinical care

WR = ward round