SPECIALITY DOCTOR
IN
PALLIATIVE MEDICINE/PALLIATIVE MEDICINE DOCTOR
JOB DESCRIPTION:

JOB TITLE: Specialty Doctor/Palliative Medicine Doctor (Full or Part Time)

SPECIALTY: Palliative Medicine

ACCOUNTABLE TO: Medical Director

EMPLOYING ORGANISATION: Willen Hospice Milton Keynes Bucks

PROFILE OF WILLEN HOSPICE
Willen Hospice was established in 1975 as an Independent Registered Charity. Over the ensuing years the Hospice has become the sole provider of adult community palliative care services and in-patient beds in the Milton Keynes area. Willen Hospice provides palliative care services for patients with cancer and, increasingly, for patients with non-cancer diagnoses including MND, HIV/AIDS, heart failure, COPD and dementia.

The services include a 15 bed in-patient unit, a Community Hub (comprising Wellbeing Centre (day centre), Lymphoedema Clinic and Physiotherapy), Patient & Family Support team and a Community Nursing Service. The Community Nursing service incorporates a busy Hospice at Home team of qualified nurses and experienced Clinical Nurse Specialists working with patients in the community and liaising with GP surgeries.

Details of the Hospice can be accessed on the Hospice website www.willen-hospice.org.uk.

MILTON KEYNES
The population of Milton Keynes borough is approximately 255,700 (2013) and expected to increase more rapidly than the national average over the next 10 years. The Hospice’s catchment population, which is centred on the Borough of Milton Keynes, is greater than this and currently is approximately 300,000.

As one of the fastest-growing cities in Europe, Milton Keynes has a lot to offer including good housing, good schools and unrivalled entertainment and leisure facilities.

JOB SUMMARY:
The post holder will be a member of the medical team and part of the wider multi-disciplinary team who all provide high quality specialist palliative care to patients and their families.

This post requires enhanced disclosure from the Disclosure and Barring Service (DBS).

MEDICAL DEPARTMENT RESOURCES
The current medical department consists of:
- Medical Director
- 1 Lead Specialty Doctor
- 2 Specialty doctors
- 1 FY2 Trainee (on rotation every 4/12)
- 1 GP Trainee (on rotation every 6/12)
1 Locum Hospice doctor
This post will be in addition to the above.

The team has a dedicated office and secretarial support on site. The Hospice has a fully integrated IT system maintained by a full time IT manager. Clinical records are held electronically on SystmOne which is electronic record system also used for local Primary Care services. The PCs in the doctors’ office are linked to the intranet at MK Hospital and is able to display pathology and imaging reports (ICE desktop).

**KEY DUTIES AND RESPONSIBILITIES**

The post holder will work as part of the medical team and will undertake a range of clinical duties dependent on the needs of the service. The duties will be varied and will include giving support to the in-patient unit, the Community Hub and the community teams. They will be supported in their role by the Medical Director and the existing medical team. Their role will include provision of support to the more junior medical team members.

. In addition, they will have opportunity to be involved in other aspects of the Hospice service and organisation such as Clinical Governance and Effectiveness

Specifically, duties will include:
- Admit, assess, investigate and plan the medical management of new patients
- Assess, plan, implement and evaluate in-patient care on a daily basis

Maintain good medical records and accurate and legible drug charts.

- Liaise closely with the nursing teams over patient management to ensure that medical treatment plans are communicated appropriately.
- Provide medical advice and support to the community teams of CNS’s and hospice at home nurses in the form of joint home visits, out patient consultations and case discussions. Liaise with Community team (Clinical Nurse Specialists and Hospice at Home team) at admission, discharge, and as indicated during patient stay.
- Provide medical support to the Community Hub/Wellbeing Centre, including the assessment of new medical problems, at the request of the nursing team. Documentation in patient notes, and communication of treatment decisions with GP by SystmOne fax.
- Attend and contribute to the MDT meetings
- Provide medical advice by telephone at the request of external health professionals.
- Communicate effectively with GPs including the provision of timely discharge letters and telephone discussion where appropriate.
- Communicate with other agencies as required.
- Show dignity and respect to patients, their families and work colleagues at all times.
- Communicate effectively and appropriately with patients’ relatives
- Maintain confidentiality at all times
• Take part in the non-resident medical first on call rota. Maximum frequency 1 in 4 nights and weekends.

• Participate in the education programme and provide teaching where appropriate

• Participate in audit, quality improvement and clinical governance activities

PERSONAL AND PROFESSIONAL DEVELOPMENT
• The post-holder will be required to keep himself/herself fully up-to-date in their relevant area of practice and to be able to demonstrate this to the satisfaction of the Royal College of Physicians and the GMC.
• The post-holder will receive an annual appraisal as required by the GMC for Revalidation and fulfil whatever requirements are necessary to maintain a ‘Licence to Practise’.

The Hospice is a registered Designated Body and has an allocated Responsible Officer.

Support and guidance is available on site from the Medical Director and colleagues.

The hospice supports and encourages continuing education and professional development.

CLINICAL GOVERNANCE
The post-holder will be given opportunity to participate actively in clinical governance activities, including clinical audit, effectiveness, risk management and quality improvement activities, as required by the Hospice, health authorities and external accrediting bodies.

MAIN CONDITIONS OF SERVICE
1. The post holder will be employed on a Willen Hospice Speciality Doctor/Palliative Medicine Doctor contract and will be bound by Hospice Policies and Procedures, Clinical Governance and other risk management policies.

The salary scale for this post is in line with Specialty Doctors within the NHS.

2. The annual leave year at Willen Hospice runs from 1st April to 31st March and the annual entitlement for a full time post 30 days plus the 8 Statutory Holidays.

3. Although this post is outside the NHS, if the post-holder is currently a member of the NHS Pension Scheme, they may continue in it, assuming they commit to do so within 6 months of appointment. Alternatively, there is a pension scheme provided by the Pensions Trust.

4. The post holder must hold full registration with the GMC and fulfil whatever requirements are necessary to maintain a ‘Licence to Practise’

5. The successful candidate is required to subscribe to a recognised professional defence organisation. The cost of this is refunded annually by the Hospice.
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<tr>
<td>Qualifications</td>
<td>MBBS or equivalent medical qualification</td>
<td>Postgraduate qualification in Palliative Medicine e.g. Diploma in Palliative Medicine</td>
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<td>Eligibility</td>
<td>Eligible for full registration with the GMC (including Licence to Practise) at time of appointment. Evidence of achievement of Foundation competencies by time of appointment in line with GMC standards in <em>Good Medical Practice</em> including: good clinical care maintaining good medical practice good relationships and communication with patients good working relationships with colleagues good teaching and training professional behaviour and probity Eligibility to work in the UK.</td>
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<td>Fitness To Practise</td>
<td>Applicant’s knowledge is up to date and fit to practise safely</td>
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| **Language Skills** | All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues, which could be demonstrated by one of the following:  
- applicants have undertaken undergraduate medical training in English  
- applicants have scores in the academic International English Language Testing System (IELTS) or equivalent equal to those required for recruitment to MMC specialty training programmes.  
If applicants believe that they have adequate communication skills but do not fit into one of the examples they need to provide evidence | | A |
| **Health** | Meets professional health requirements (in line with GMC standards in Good Medical Practice) | | A, |
| **Clinical skills** | Capacity to apply sound clinical knowledge relevant to the job  
**Clinical judgement:** experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need.  
**Practical skills:** shows aptitude for practical skills, required in the job.  
Proven ability to work effectively in different clinical settings required in the job. | | A, I, R |
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<td><strong>Commitment to clinical governance / improving quality of patient care</strong></td>
<td>Clinical governance: Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Audit: an understanding of audit.</td>
<td>Clinical governance: Track record of engaging in clinical governance: reporting errors, learning from errors. Audit: Evidence of active participation in audit Teaching: evidence of training and/or interest and experience in teaching where required in the job Knowledge of the organisation of the NHS including guidance relevant to Palliative Medicine such as that produced by the government and national bodies e.g. End of Life Care Strategy, NICE guidance, One Chance to Get It Right</td>
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<td><strong>Communications skills</strong></td>
<td>Effective communication skills: demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation. Empathy and sensitivity: capacity to listen and take in others’ perspectives. Works in partnership with patients: always considers patients’ preferences when discussing treatment options. Always considers the full impact of clinical decisions on the patients, Practice shared decision making.</td>
<td>Training in Communications skills/ Advanced Communications</td>
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<td><strong>Personal skills</strong></td>
<td>Team working: demonstrated experience working in a team, values the input of other professionals in the team. Managing others &amp; team involvement: capacity to work co-operatively with others Capacity to work effectively in multi-professional teams. Coping with pressure: capacity to operate under pressure. Demonstrates initiative and</td>
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<td>resilience to cope with setbacks &amp; adapt to rapidly changing circumstances.</td>
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<td><strong>Organisation &amp; planning:</strong> capacity to organise oneself and prioritise own work. Demonstrates punctuality, preparation and self-discipline. Understands importance of information technology.</td>
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<td><strong>Flexible approach to work:</strong> able to adapt and work with employers to deliver improved patient care.</td>
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<td><strong>Equality and diversity:</strong> promotes equality and values diversity</td>
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<td>Probity</td>
<td><strong>Professional integrity and respect for others:</strong> capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others. Displays honesty, integrity, awareness of confidentiality and ethical issues.</td>
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<td>Commitment to ongoing professional development</td>
<td><strong>Learning and personal development:</strong> demonstrates interest in the specialty required for the job. Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job (see notes). Demonstrates a willingness to fully engage in appraisal. Self-awareness and ability to accept and learn from feedback.</td>
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**Key:**
A = CV  
I=interview  
R=references

Signed in acceptance .......................... Date .........................................

Name ...........................................................................................................