

Job Description

Job Title	Hospice physician
Department	Clinical
Responsible to	Clinical services director
Reports to	Medical consultant
Salary Grade	As per hospice doctor scale
Criminal Records Disclosure Required	Enhanced DBS

Background information

St Nicholas Hospice provides end of life care both in the community and at our Hospice, supporting patients living with a terminal illness, and their loved ones.

Our vision is for ***all dying people and those close to them to have access to the care and support they need by providing high quality specialist end of life care and bereavement support whenever and wherever it is needed.***

As a registered charity our services are provided free of charge, with the majority of our funding provided by voluntary donations, gifts and wider activities, where our Fundraising and Retail teams have strong connections and participation with the local community.

The hospice has a medical team of doctors, comprised of permanent consultants and hospice physicians, and rotating doctors in training (employed by the NHS but trained by the hospice). The medical team lead on all medical care of those patients in the hospice inpatient unit, and advise and support patients in their own homes too, having a particular role in supporting and advising nurses in the community team. The inpatient unit is staffed 24/7, with doctors on site during core hours (9-5pm Monday to Friday and most of Saturday – Sunday) and providing non-residential on call for the whole out of hours period. This “first on call” rota is staffed by hospice physicians and the rotating trainee doctors, who have access to telephone advice from a palliative medicine consultant at all times.

JOB PURPOSE

- To provide medical care for all SNHC inpatients, of all their general medical needs (including all prescribing), and specialist palliative medicine.
- To provide specialist palliative medical advice regarding hospice patients in their own place of residence, to other hospice teams, and clinicians from other sectors (such as GPs and district nurses).
- To provide clinical supervision of trainee doctors on rotation, training and supervising them.
- To play an active role in education of other clinicians and students within and external to the hospice, clinical governance, and support service development.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Duties when on the hospice ward:

- Daily ward round of all inpatients who need review that day, performing holistic assessments of their palliative care and general medical needs
- Prescribing medications as appropriate, including usual medications, specialist palliative medications, and ‘end of life’ medications
- Admitting new patients, including holistic assessment and full clinical examination
- Arranging discharges
- Organisation and review of investigations
- Liaising with other relevant specialties

- Arranging transfer to hospital for acute treatment, if required
- Liaising and communicating with patients' families at all stages
- Updating the electronic healthcare records
- Participation in handover meetings
- Arranging after death paperwork (cremation fees are paid to and retained by the Hospice, not paid to the individual doctor)
- Working with/supervised by palliative medicine consultants
- Supervision and teaching of undergraduate medical students
- Participation in daily admissions planning meeting for ward

Duties when in the hospice community team:

- Based in community team office
- Visits to patients at home, which may be jointly with other members of the MDT
- Outpatient assessment of patients at the hospice
- Managing a caseload of patients
- Providing telephone advice to patients and other healthcare professionals
- Liaising with GPs and other healthcare professionals
- Seeking advice as required from the consultants
- Participation in weekly case review meetings for each geographical team

Relevant to the role as a whole:

- Working as part of the MDT with rest of medical team, on call consultant if relevant, nursing staff and allied healthcare professionals, including Psychological Support Team and volunteers
- Participation in weekly MDT meeting, including presenting patients, taking minutes when required
- Clinical supervision of rotating trainee doctors (SHOs) – will be supported to work towards this role
- Supporting Professional Activities time to engage with clinical governance, clinical audit and other quality improvement projects will be provided
- Participation in weekly medical team meeting, including presenting on relevant topics, and journal club
- Participation in delivery of education programmes to internal and external multi-professional staff

On call work

Frequency of on call: one in six rota.

Week night on call (Monday to Friday) duties:

- Hours: 17:00 – 09:00 next day
- Duties: available to finish any of the tasks of the usual working day, but in most cases still able to go home at 17:00. On call from home until the following morning. Ward nursing staff may call for patient advice, or to request an emailed prescription. It may be necessary to return to the hospice to review a patient.

Weekend or bank holiday on call duties:

- Hours: 09:00 – 09:00 next day
- Duties: attend hospice for morning ward round, to review any patients as needed, plus admitting new patients as required. Once the work is completed, the doctor returns home and is on call as needed from home, as described for the week night on call.

KEY WORKING RELATIONSHIPS

- Patients and families - providing medical support and guidance
- Colleagues – working collaboratively, sharing information, MDT working is key
 - Supervised by medical consultant (line manager)
 - Provides supervision to trainee rotating doctors (SHOs)
- NHS and other care providers – liaising with primary care (GPs, district nurses), and acute hospital professionals in local and other trusts

JOB SCOPE

Decision making level	<ul style="list-style-type: none">• Able to perform patient assessments and form clinical management plans, with appropriate escalation for advice from senior colleagues (consultants, registrar, nurses) when needed• Supervised by medical consultant (line manager), including regular one-to-one meetings, and annual hospice appraisal• Provides supervision to trainee rotating doctors (SHOs)
Financial resources	N/A
Other resources	<ul style="list-style-type: none">• Will be provided with appropriate IT equipment, including to support remote working
People management	<ul style="list-style-type: none">• Provides supervision to trainee rotating doctors (SHOs); will be supported to become a Clinical Supervisor• Supervision and teaching of undergraduate medical students
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Maintain GMC registration• Participate in annual GMC appraisal and Revalidation• Required by GMC to have own medical indemnity cover, in addition to the hospice's medical malpractice cover• Contribute to the organisation's work to maintain high standards, as defined by the CQC's regulatory framework

PERSON SPECIFICATIONS

Knowledge, qualifications and experience, and skills and abilities

Essential

- Medical degree (MBBS or equivalent)
- Full registration & GMC licence to practice
- Relevant post-registration medical experience including completion of Foundation Programme (or equivalent)
- Knowledge of the principles and practice of palliative care
- Demonstrable skills in spoken and written English that are adequate to enable effective communication with patients and colleagues
- Ability to work effectively within multi-disciplinary working
- Knowledge of evidence-based practice
- Ability to work autonomously (with appropriate support from the MDT including the consultant) while recognising own limitations
- Able to motivate and support others
- Engagement with clinical governance framework, including participation in clinical audit/quality improvement projects
- Demonstrates a willingness to engage fully in GMC appraisal, reflecting on own practice and CPD

Desirable

- Experience of either: general practice, oncology or general medicine
- Postgraduate qualification in Palliative Care
- A high level of:
 - clinical skills, with an ability to solve complex patient problems
 - communication skills
 - organisational skills and time management
 - IT literacy
- Able to carry out the practical procedures required (e.g. venepuncture, cannulation, urinary catheterisation)
- Understanding of management issues (such as the development of guidelines, management of complaints)

OTHER:

Any other role specific requirements, e.g. required to work shifts/evenings/weekends, some unsocial hours, travel etc.

- Ability to participate in the non-resident first on call doctor rota
- Ability to travel between different locations (hospice base in Bury St Edmunds, patients' homes)
- Based within a reasonable commuting distance of St Nicholas Hospice base in Bury St Edmunds

STANDARDS AND EXPECTATIONS

Policies and Procedures

All Hospice employees are expected to follow policies, procedures and guidance as well as professional standards and guidelines.

Confidentiality/ Data protection

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person. You should make yourself aware of the requirements of the Data Protection Act and follow hospice procedures to ensure appropriate action is taken to safeguard confidential information.

Health and safety

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending training as required.

Safeguarding and Mental Capacity Act

All employees have a responsibility to safeguard and promote the welfare of adults, children and young adults. It is essential that all safeguarding concerns are recognised and acted on appropriately in line with the policies and training. You must ensure you always act in the best interests of any person lacking mental capacity.

Infection control

All employees have personal responsibility for Infection Prevention and Control practice. You should ensure you are familiar with, and comply with, all relevant Infection Control policies and training for minimising the risk of avoidable Infection.

Equality and Diversity

We recognise and encourage the valuable contribution that people from all backgrounds and experiences bring. You will treat all individuals on the basis of merit and without prejudice.

Volunteer Assistance

The Hospice has the advantage of being supported by many volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job and at all times you will be expected to treat volunteers with respect and value their contribution.

Job description

This Job Description is not intended to be restrictive and should be taken as the current representation of the broad nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.