

Job Description - Hospice Physician

Reports to:	Consultant in Palliative Medicine
Responsible for:	Junior Medical Staff
Location:	Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QY
Job Purpose:	To provide medical knowledge and skills to support patients and their families and professional carers in the arena of end of life care

Key Responsibilities or Duties:

To be a member of the hospice medical team, responsible to the consultant, - providing the medical component of the multidisciplinary team.

Ensuring that all dimensions of patient and family care (physical, emotional, social, practical, and spiritual and information) are considered, to assess and address these needs in accordance with the wishes of patient and family/carers, in collaboration with other members of the multidisciplinary team.

To contribute to teaching.

Clinical Responsibilities:

1. Deliver high quality end of life medical care/advice to GPs for patients in their usual place of residence.
2. Provide medical care to patients admitted to the hospice in patient unit for symptom control, rehabilitation, respite and terminal care.
3. Provide outpatient clinics.
4. Liaise with general practitioners and hospital consultants to ensure continuity of care.
5. Arrange for consultations with consultants, for example, psychiatry, oncology, pain clinic etc.
6. Ensure regular patient reassessment to monitor progress and symptom control ensuring excellence in communication.
7. Providing advice to others including GPs.
8. Maintain accurate, comprehensive healthcare records, electronic and paper.

9. Coach and teach other disciplines and visiting medical students and students from other disciplines.
10. Undertake clinical audit and other means of service evaluation.
11. Work respectfully with hospice volunteers.
12. Promote the work of the User Advisory Group.

Out of Hours

Work as part of the medical team in providing first on call out of hours cover (supported by 2nd on call consultant). On call encompasses:

- a. Weekdays - occasional Hospice in-patient admissions in the evenings
- b. Nights – admissions are at the discretion of the doctor and senior nurse.
- c. Weekends – Friday 5pm to Monday 9am. The on-call doctor attends the inpatient unit on Saturday and Sunday to review patients and support relatives and staff *as needed*. Admission as appropriate at Doctor and nurse discretion.
- d. Phone advice to hospice nurses and GP services

Management

1. Provide day to day supervision of the work of junior medical staff, under the direction of the Consultant.
2. Participate in the management of the hospice through involvement in projects and committees.

Education and Research

1. Attend and contribute to the weekly Journal Club.
2. Provide teaching/coaching sessions for St Nicholas Hospice Care colleagues and contribute to internal and external teaching programmes.
3. St Nicholas Hospice Care will support the postholder's professional development in palliative care. It is expected that the postholder will work towards the Diploma in Palliative Medicine or equivalent, if it has not already been achieved.
4. It is expected that the postholder will develop their own specific areas of interest within palliative care and be active in their own learning.

Clinical Governance

1. Maintain accurate records and participate in data collection.
2. Ensure policies & procedures are complied with, in accordance with the organisations clinical arrangements, Health and Safety and Risk Management.
3. Participate in clinical audit and quality monitoring systems to ensure effective care delivery and monitor activity and service levels, to enable proper assessment of services in relation to best practice and cost effectiveness.
4. Undertake internal and professional appraisal, maintaining such records as are needed for revalidation.

Special Features of the job

There is a requirement to work outside of standard office hours, to have a full, clean driving license, own car and to live within 60 minutes of the Hospice main building in order to attend when on-call.

Personal Development (all staff)

- All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.
- All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
- Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

Health and Safety (all staff)

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

People Management (those with line management responsibilities)

Providing leadership, management and development of all staff and volunteers within area of responsibility through effective;

- Workforce planning, recruitment and selection
- Departmental communication and staff support.
- Performance management
- Staff development including regular 1-2-1's, and annual appraisals
- Staff support including health and safety and wellbeing awareness
- Facilitation of a culture of learning and respect for difference

Governance (those with responsibilities for policy and procedure implementation, audit and monitoring responsibilities)

Ensure Hospice policies and guidelines/safe operating procedures are developed and implemented in association with Hospice Committees.

Develop monitoring systems to ensure compliance with policies and procedures in association with the Hospice Committees.

General (all staff)

- At the heart of our strategic vision, our “One Team” approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.
- Ensure that all within the team have a grasp of the Hospice’s structure, values and purpose and have opportunities for involvement in its further development.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- Promote and foster the Hospice’s reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
- The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

References:

Recruitment Policy
Education and Training Policy
Disciplinary Policy
Health and Safety Policy

Job Description dated: June 2015