JOB DESCRIPTION

Post: Consultant in Palliative Medicine

Job Location: Western Health and Social Care Trust (WHSCT) – based at:
- Foyle Hospice; and
- Altnagelvin Area Hospital

Reports to: (i) Medical Director, Foyle Hospice; and
(ii) Lead Clinician - Cancer Services, WHSCT

Responsible to Chief Executives:
- Foyle Hospice; and
- Western Health and Social Care Trust

Background:

Palliative medicine was recognised as a speciality in 1987 and higher medical training programmes were established. This coincided with the rapid development of palliative care services, which included new links between community, hospice and hospital care and between the NHS and voluntary sector.

Job Summary:

The post holder will join the existing WHSCT Specialist Palliative Care Team and Foyle Hospice Medical Team to meet the Specialist Palliative Care needs of cancer and non-cancer patients within the WHSCT and Foyle Hospice.

Through an agreed Job Plan, the post holder will provide Clinical Sessions to Foyle Hospice and Altnagelvin Hospital inpatients and outpatients in partnership with the established Specialist Palliative Medicine Consultant and Foyle Hospice Medical Staff.

The post holder will contribute to the development and management of Specialist Palliative Care Services in Altnagelvin Hospital and Foyle Hospice in a way that meets the need to deliver a service which is patient centred and holistic.
Main Duties:

- To be responsible for specialist assessment and management of patients requiring palliative care.
- To participate in development of palliative day care, outpatient services and domiciliary services.
- To develop and participate in the multi-professional approach to patient care.
- To improve service planning and strategic development with commissioners and other care providers including primary care.
- To provide a consultative medical advisory service to other professionals within the WHSCT, Foyle Hospice and in Primary Care.
- To participate in undergraduate and postgraduate teaching programmes.
- There will be a commitment to provide telephone cover in the first instance for Consultant colleagues’ during planned absence periods which will be reviewed as the team develops to work towards full cover.

The commitment to an on-call rota has not as yet been fully developed. This will become a component of the future substantive post-holder Job Plan.

General Duties:

The appointee will work as part of a team in both organisations with a strong multidisciplinary emphasis. The importance of teamwork and good interpersonal/communication skills are emphasised as essential aspects of the post.

Office accommodation including IT facilities and secretarial support will be provided by both organisations.

Clinical Responsibilities:

- The post-holder will have a ten programmed activity commitment. The post-holder will have eight programmed activities to direct patient care (DCC) and two to supporting professional activities (SPA). The programmed activities will be carried out in Altnagelvin Hospital and Foyle Hospice.
- In Altnagelvin Hospital and Foyle Hospice the post-holder will have shared responsibility for inpatients referred to the palliative care team and he/she will be expected to undertake clinical follow-up of these patients.
He/she will have community responsibility and will work closely with the Hospice Home Care Nurse Specialists. Domiciliary visits are occasionally required to be carried out by the senior medical staff.

**Managerial Responsibilities**

- The post-holder will undertake the administrative duties associated with the care of his/her patients and the running of the department in conjunction with colleagues.
- The post-holder will be expected to contribute to the planning, implementation and management of palliative care services.
- The post-holder will be required to undertake various management roles in relation to the activities of the Altnagelvin Hospital Palliative Care Services and Foyle Hospice.
- The successful candidate will be expected to make sure that there are adequate arrangements for hospital and hospice staff involved in the care of his/her patients to be able to contact him/her when necessary.

**Education and research duties and responsibilities.**

- The post-holder will be encouraged to undertake clinical research in his/her main areas of interest and expertise.
- Contribute to the clinical supervision of trainee medical staff and non-consultant grade doctors and participate in the appraisal system of these groups.
- With colleagues participate in the planning and delivery of education to undergraduate/postgraduate medical and multi-professional groups
- The post-holder will be required to take part in the speciality audit programme. He/she will also be required to undertake such continuing educational activities as are necessary for him/her to remain accredited by the Royal College of Physicians in the medical specialty. He/she will be required to participate in the audit programme at Foyle Hospice and WHSCT and to assist with supervision of junior medical staff audit projects.

**Clinical Governance and management duties**

- The post-holder will be required to work within the framework for Clinical Governance in both WHSCT and Foyle Hospice
**Annual Appraisal Scheme**

Consultants are required to participate fully in appraisal processes and bring to the attention of appraisers any issues which may adversely affect performance. The annual appraisal provides an opportunity for feedback on personal performance, development needs and a review of the Job Plan.

The post-holder must take part in the appraisal process to ensure revaluation and maintain their Licence to Practice with the General Medical Council (GMC).

**Job Plan**

**Post:** Consultant in Palliative Care Medicine

**Department/ Location:** Western Health & Social Care Trust – based at Altnagelvin Area Hospital and Foyle Hospice

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<tr>
<th>AM</th>
<th>PM</th>
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<tbody>
<tr>
<td>Monday</td>
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<tr>
<td>Administration - Foyle Hospice</td>
<td>SPA - Foyle Hospice</td>
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<tr>
<td>Tuesday</td>
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<tr>
<td>Multi disciplinary Meeting - WHSCT</td>
<td>Ward Referrals/ Admin - WHSCT</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Hospice Ward round - Foyle Hospice</td>
<td>Multi disciplinary Meeting Inpatients - Foyle Hospice</td>
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<td>Thursday</td>
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<tr>
<td>Home Care Meeting &amp; DCC / DOM - Foyle Hospice</td>
<td>Palliative Care handover &amp; ward referral - WHSCT</td>
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<tr>
<td>Friday</td>
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<td>09.00 - 09.30 - Clinical handover nursing team Outpatient Clinic - WHSCT</td>
<td>SPA - WHSCT</td>
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The job plan represents a draft framework for negotiation. The basic contract is for 10 programmed activities.

The job plan will be subject to review in the context of annual appraisal and will be subject to modification by mutual consent.

Candidates selected for interview is encouraged to visit Altnagelvin Hospital and Foyle Hospice. Informal enquiries should be directed to Dr Angela Garvey,
Consultant in Palliative Medicine (WHSCT) or Dr Paul McIvor, Medical Director (Foyle Hospice).

**Foyle Hospice**

The Foyle Hospice is a charitable company limited by guarantee which provides specialist palliative care services in the North West Region. Having been founded 25 years ago, it is well established and supported by the local community.

**It provides care through:**

- A 10 bedded Inpatient Unit which admits patients on a planned basis from hospital or the community for symptom control, family respite or for care in the last stages of life. In addition, where beds permit, admissions are accepted on an acute basis from the General Practitioner. Patients are reviewed daily by the medical staff. Where possible, patients are discharged to ongoing care in the community or other places of care.

- A Hospice Home Care Team comprising of 5 specialist palliative care nurses who support patients at home working closely with the primary health care team. They receive over 420 referrals per year.

- A Day Care Unit which is open 3 days per week with space available for 12 patients per day. Patients have access to complimentary and diversional therapies.

- A Bereavement Support Service including a Children’s/Young Persons Support Service.

- A 24 hour telephone advice line to patients and carers.

- Education – The Hospice acts a centre for The European Certificate in Essential Palliative Care course, as well as having its own in-house sessions and provides education for the wider health community.

- The Hospice Team works in partnership with the Western Health & Social Care Trust palliative care multidisciplinary team (MDT). The plan is to enhance the Hospice MDT further in the future.

- The medical team consists of the Medical Director and experienced sessional general practitioners with post graduate qualifications in palliative medicine. An on call service is provided by the medical team for hospice inpatients.
Western Health and Social Care Trust

The Western Health and Social Care Trust provides health and social care services across the five council areas of Limavady, Londonderry, Strabane, Omagh and Fermanagh.

The Trust employs approximately 12,000 staff and spends £503 million annually in the delivery of health and social care services.

The Western Trust continues to aim to “Provide high quality patient and client centred health and social care services through well trained staff with high morale”. The Trust provides a comprehensive range of services, delivered through the following Directorates:

- Acute Services
- Primary Care and Older People’s Services
- Adult Mental Health and Disability Services
- Woman and Children’s Services

These are supported by the following Directorates:

- Medical Directorate
- Performance and Service Improvement
- Finance and Contracting
- Strategic Capital Development
- Human Resources
- Communications

The Trust provides services across 292,000 sq. km of landmass and delivers services from a number of hospital, community based settings and directly in people’s homes.
MAIN CONDITIONS OF SERVICE

REMUNERATION
This post will be subject to the Consultant Terms and Conditions of Service (Northern Ireland).

REGISTRATION AND DEFENCE
Registration with the GMC must be maintained. Health and Social Services Employers have assumed responsibility for claims of Medical/Dental negligence against Practitioners occurring in the course of their health service employment. Practitioners are advised to maintain their defence body membership in order to ensure that they are covered for any work, which does not fall within the scope of the indemnity scheme.

SUPERANNUATION
Membership of the H.P.S.S. Superannuation Scheme is voluntary. There is a reciprocal arrangement between the N.I. scheme and that in operation in mainland Britain.

HOME LOCATION
A Consultant is required to reside within a reasonable distance of their principal place of work, to be agreed with the employing organization and must be contactable by telephone.

PRIVATE PRACTICE
Schedule 6 of the Consultant Terms and Conditions of Service (Northern Ireland) 2004 will apply.

OCCUPATIONAL HEALTH
He/She will be required to undergo a pre-employment medical by the Occupational Health Department before taking up the post. The candidate shall be required to produce a Certificate of Medical Fitness for Exposure Prone Employment.

Canvassing will disqualify. Any approach to a member of the Trust Board by or at the request of the candidate for the purpose of obtaining support for his/her application will be treated as canvassing.

Candidates selected for interview are encouraged to visit the Hospital by request to Medical HR Dept at Tyrone and Fermanagh Hospital, Omagh, County Tyrone, BT79 0NS, Telephone: 028-82-835182 who will make the necessary arrangements in conjunction with the Trust Chief Executive.
The duties and responsibilities outlined in the above job description are not intended to be definitive nor restrictive, and may be amended to meet the changing needs of the Trust.

The Western Health and Social Care Trust is committed to providing the highest possible quality of service to patients, clients and community. Members of staff are expected, at all times, to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

Western Health & Social Care Trust is committed to the development and implementation of systems under Clinical and Social Care Governance to ensure continuous improvement in the quality of services provided. The post-holder will be expected to co-operate and work with such systems.

The post-holder is required to ensure that equality and human rights issues are addressed within the post-holder’s area of responsibility in accordance with Western Health & Social Care Trust’s Equality Scheme.

Records Management: All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust’s policy and procedures on records management and to seek advice if in doubt.

You should note that under Health & Safety at Work Legislation you are required to take all reasonable steps while at work to ensure your own health and safety and the health and safety of those who may be affected by your acts or omissions at work. You should also be aware that we operate a No Smoking and No Alcohol Policy within the Trust.

Appointment to this post is available immediately subject to the period of notice required of the successful candidate and inclusion in the GMC Specialist Register.

Whole Hospital Policies apply.

May 2012
## PERSONNEL SPECIFICATION

**POST:** Consultant in Palliative Medicine

**DEPARTMENT LOCATION:** Western Health & Social Care Trust – based at Foyle Hospice and Altnagelvin Area Hospital

**DATE:** May 2012

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<tr>
<th>FACTORS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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| **QUALIFICATIONS AND/OR EXPERIENCE** | ● Full registration with General Medical Council and a Licence to Practice.  
● Certificate of completion of specialist training (CCT) in palliative medicine; or be eligible for inclusion on the Specialist Register held by the General Medical Council; or be within 6 months of CCT at time of interview. | ● Higher Qualifications Eg. MD, PhD  
● Publications/ Presentations  
● Research |
| **KNOWLEDGE AND SKILLS** | ● Knowledge and experience of symptom control and management of both malignant and non-malignant conditions.  
● Experience of End of Life Care planning  
Skilled in procedures as per Palliative Medicine Curriculum  
● Knowledge and experience of Ethical Issues. | ● Evidence of ability to manage staff |
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<tr>
<th>SPECIAL APTITUDES</th>
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<tr>
<td><strong>Communication</strong></td>
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<tr>
<td>• Ability to communicate effectively and sensitivity with patients, clinical, scientific, technical and managerial colleagues.</td>
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<td>• Ability to work effectively in a multidisciplinary team.</td>
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<td><strong>Teaching</strong></td>
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<tr>
<td>• Ability to teach medical and other groups on a wide range of topics related to palliative care.</td>
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<td><strong>Research/ Audit and Governance</strong></td>
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<td>• Basic skills in clinical audit.</td>
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<td>• Appreciation of benefits of clinical audit in improving clinical practice and the development of clinical guidelines.</td>
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<td><strong>Leadership</strong></td>
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<td>• Good interpersonal skills</td>
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<td>• Ability to develop and motivate staff to ensure good multi-professional teamwork.</td>
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<td>• Ability and skill to supervise, support and teach junior medical staff.</td>
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<td><strong>Organisational Skills</strong></td>
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<td>• A demonstrated ability to work flexibly in a team to share clinical load.</td>
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<td>• Ability to organise work efficiently and effectively.</td>
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<td><strong>Service Development</strong></td>
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<td>• Interested in developing innovative ways of delivering patient care</td>
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<td>• Advanced communication course undertaken or taught</td>
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<td>• Ability to demonstrate an appreciation and understanding of research methodology</td>
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<td>• Show an interest in developing own research agenda</td>
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<td>SPECIAL CIRCUMSTANCES</td>
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