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## Job Description

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| **Job Title:** | Specialty Doctor in Palliative Medicine |
| **Directorate:** | St Rocco’s Hospice, Warrington |
| **Department:** | St Rocco’s Hospice / Palliative Medicine |
| **Responsible to:** | Medical Director and Consultant in Palliative Medicine |
| **Accountable to:** | Medical Director and Consultant in Palliative Medicine |

**Hours: 8-10 PAs (PA=4 hours)** + on-call commitment (1:5 weekends +/- weekday night on calls)

**Term:** 12-month fixed term with opportunity to extend

**Location:** St Rocco’s Hospice, Warrington, Cheshire

**Core role:** As a key member of the specialist, multidisciplinary team the post holder will participate in the medical assessment and support of patients across hospice services with a focus on inpatient care.

## Clinical Role

* To provide medical support to the 10-bedded hospice inpatient unit and when required, to the Outreach services including outpatient clinics and palliative virtual ward.
* To provide face to face and advice for patients on boarded palliative virtual ward
* To work in collaboration with the wider hospice team to ensure continuity of care. We will work with you to develop your knowledge and skills to provide excellent, person centred and holistic palliative care.
* To work closely with the wider specialist palliative care MDT to ensure coordinated care and excellent management of identified physical, psychological, social and spiritual needs.
* To participate and contribute to the daily multi-professional handovers and weekly inpatient unit clinical review meeting. To participate in the weekly Warrington System Specialist Palliative Care MDT meeting which brings together multiple specialist practitioners across Hospice, Community and Acute provider.
* To assist and participate in the professional development of the medical team and the wider specialist palliative care workforce through training, education and personal professional development.
* To be responsive to the changing needs of our inpatients and those assessing the Community and Outreach Service. To provide sound clinical assessment and management plans.
* To work closely with the medical director when providing care to highly complex patients.
* To both lead and assist conversations with patients, families and carers involving relevant healthcare professionals
* To have excellent communication skills when involving patients, family and carers. To be an excellent communicator as part of a multi-professional team.
* To be prepared to review patients in their own home if this is required.
* To assist in the process of deciding admissions to the inpatient unit and triaging new referrals as part of the daily referrals meeting.
* To work collaboratively in the coordination of patients being discharged.
* To document advice, care and support thoroughly on the electronic patient record (SystmOne).
* To share information appropriately and in a timely fashion with others involved in the patients care, especially at the point of discharge.
* To participate in the clinical governance mechanisms designed to ensure safe and effective care, for example, clinical audit and clinical incident reporting.
* To support the rolling education programme being designed at the hospice to enhance the knowledge and skills of our hospice staff and healthcare practitioners.
* To support GP specialty trainees, medical students and those wishing to gain some additional palliative medicine experience in a hospice setting.

## Core Values

* To always act in a manner consistent with the GMCs professional code of conduct - Good Medical Practice.
* To adhere to the policies and procedures of St Rocco’s Hospice including mandatory training requirements.
* To show respect to patients, their families and hospice colleagues always. To uphold the principles of privacy, dignity and confidentiality.
* To respect all members of the multi professional team and encourage input from all team members. To maintain respectful relationships and encourage collaboration.

## Education and support

* To engage in the process of medical appraisal and revalidation in accordance with GMC requirements.
* To engage with bi-monthly medical team meetings and regular planned 1:1s with the medical director.
* To engage with annual appraisal and revalidation requirement as per GMC.
* A detailed job plan will be agreed with the Medical Director. 1 PA (non-clinical supporting session) will be allocated to support personal development and requirement as per GMC appraisal and revalidation.
* To develop a hospice personal development plan through the performance development review (PDRs) process. The hospice will help support your continued professional development through courses and providing appropriate study leave.
* To undertake the required mandatory training for St Rocco’s Hospice employees.
* To attend hospice educational sessions relevant to you.
* To contribute to the provision of teaching and training to hospice staff. We are currently developing a rolling educational programme to support and develop all staff.

## Professional Requirements

* To have full registration and a Licence to Practice with the General Medical Council
* To be a member of a recognised medical-defence organisation and to be covered for work within a hospice setting, including the potential for home visits.
* At least four years full-time postgraduate training, two years of which will be in a relevant specialty.
* MRCP or MRCGP are desirable but not essential

## Personal Skills

The Specialty Doctor will be able to:

* Demonstrate experience of working within a multi-professional team
* Demonstrate excellent clinical assessment skills
* Create clear, concise management plans
* Contribute to the clinical management of highly complex cases Demonstrate an excellent ability to work as part of an MDT Demonstrate excellent, clear and sensitive communication skills.
* Demonstrate involvement in audit and quality improvement projects
* Demonstrate interest and involvement in teaching and assessing others Work as an independent practitioner when required, involving senior support as needed.
* Show an awareness of their own limitations.
* Show engagement with appraisal and revalidation processes

## General

* To be able to attend the hospice within 1 hour if required to do so when on call
* To comply with all hospice policies and procedures
* To always maintain confidentiality
* Doctors will be expected to be aware of the Hospices charitable and fundraising events. All staff are encouraged to play a role in supporting these events.

St Rocco’s Hospice is a registered charity, not part of the NHS and it costs over £4.5 million to run the Hospice every year. We rely on support from the community of Warrington, both through volunteering time and donating money to enable us to continue our existing services.

For this reason it is expected that all members of staff will also support the fundraising activities of the Hospice. We encourage every staff member to help at, participate in, or support at fundraising activities every year. Opportunities to support fundraising activities vary and could include helping at fundraising and shop events, taking part in an event and raising sponsorship or attending cheque presentations. Staff members will be asked as part of their annual appraisal which events they have supported.

Health & Safety  
Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Mental Capacity Act 2005  
The Mental Capacity Act 2005 applies to all Hospice staff. It is the responsibility of every person to ensure that they keep up to date with the Act and that the delivery of patient care/services is conducted in line with local and national policy and the MCA Code of Practice.

Safeguarding is Everyone’s’ Business  
The Hospice has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected. As a consequence, all Hospice employees are required to adhere to national and local safeguarding policies / procedures and to act upon any concerns in accordance with them.

Infection Control  
It is Hospice policy to reduce the risk of Healthcare Associated Infection by having in place Infection Prevention and Control Policies. These policies must be adhered to by all staff to ensure patients are cared for in a clean environment and receive the highest standards of clinical care.

Smoke Free Hospice  
The Hospice is Smoke - Free. Smoking by staff is not permitted on any of Bridgewater’s or St Rocco’s premises or the surrounding land including car parking facilities. For patients the Hospice is not smoke free but has a designated outside space for patients who need to smoke, however, employees are not expected to review patients whilst they are smoking or be exposed to a smoky environment.

Training  
The post holder must attend any training that is identified as mandatory to their role.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Assurance Statement  
The purpose of this job description is to outline levels of responsibility and accountability of this post to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

It is the responsibility of all employees to adhere to general policies and procedures as details in the Staff Handbook and other individual policies.

The above Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**GENERAL DATA PROTECTION REGULATIONS, DATA PROTECTION ACT 2018: and any relevant data protection legislation in force at any given time.**

* At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.
* Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

All employees must adhere to the Policy on Information Governance which provides guidance on the use and disclosure of information. The Hospice also has a range of policies for the use of computer equipment and computer-generated information which detail the employee’s obligations and with which all staff are expected to comply.

## Additional Notes

1. This document is a guideline to the general scope of duties involved and will be reviewed at regular intervals. It is not intended as a rigid inflexible specification.
2. The employer shares with the employee the dual responsibility for suggestions to alter the scope and content of this document to improve the working situation.
3. There is a duty to be aware and adhere to all professional governing body rules and any `Acts' or statutory requirements, which may vary from time to time.
4. This post requires a satisfactory standard disclosure from the Disclosure and Barring Service (DBS).
5. The post is subject to satisfactory Occupational Health checks.
6. ADD VISA STATEMENT

# Person Specification

# Job Role: Specialty Doctor

**Reports to: Medical Director**

For each of the aspects below, you will be assessed at either application (A), Interview (I) or both (B)

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|  | **Essential** | **Desirable** |
| Qualifications | * To have full registration and a Licence to Practice with the General Medical Council (A) * To be a member of a recognised medical-defence organisation (A) | * MRCP or MRCGP (A) * Certificate or Diploma or MSc in Palliative Care or related subject (A) |
| **Experience** | * At least four years full-time postgraduate training, two years of which will be in a relevant specialty. (A) * Experience of working within a multi-professional team (B) | * Previous experience working in hospice |
| **Skills and Personal Qualities** | * Demonstrate excellent clinical assessment skills (I) * Create clear, concise management plans (I) * Contribute to the clinical management of highly complex cases (I) * Demonstrate an excellent ability to work as part of an MDT (I) * Demonstrate excellent, clear and sensitive communication skills (I) * Demonstrate involvement in audit and quality improvement projects (I) * Demonstrate interest and involvement in teaching and assessing others (I) Work as an independent practitioner when required, involving senior support as needed (I) * Show an awareness of their own limitations (I) * Show engagement with appraisal and revalidation processes (B) * To be able to attend the hospice within 1 hour if required to do so when on call (I) * Ability to meet the health/travel requirements of the role (I) * Able to drive (A) * Effective time management skills (I) * Demonstrate empathy and sensitivity towards others (I) * Open and honest approach (I) * Commitment to ongoing learning and personal development (B) * Promote equality and diversity throughout the hospice (I) | * Teaching qualification * Advanced Communication Skills Training * Experience of research and audit * Publication of research * Management and Leadership course/ experience * Resilience and conflict resolution training |

## Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

# Employer details

**Employer name**

St Rocco’s Hospice

## Address

St Rocco’s Hospice  
Lockton Lane  
Bewsey   
Warrington  
WA5 0BW

**Employer's website**    
www.stroccos.org.uk