



Nightingale House Hospice
Hospis Tŷ'r Eos

JOB DESCRIPTION

Job Title	Speciality Doctor in Palliative Medicine (Full-time/Job share)
Responsible to	Head of Clinical and Patient Services
Professionally Accountable to	Consultant in Palliative Medicine
Pay Band	As per pay scales for SAS doctors in Wales
Enhancements	Hospice on-call intensity payment
Primary Location	Nightingale House Hospice (NHH) Wrexham

WREXHAM AND NEIGHBOURHOOD INFORMATION

Wrexham is ideally located with excellent road and rail communications to all parts of the country. The A483 links directly to the A5 and A55 and M53. Chester, Liverpool, and Manchester are commutable with international airports are less than an hour away. There are two railway stations with direct trains to major cities. In all three cities there are medical schools and a wide range of Post Graduate activities. There is a considerable amount of new residential developments in Wrexham with excellent local residential and social facilities.

Schools

There are several comprehensive schools including Welsh speaking, Colleges of Further Education and Glyndwr University within the district. Quite a few private schools are within easy reach.

Cultural and Sporting Opportunities

Wrexham has ample facilities for participant and spectator sports with Wrexham Football Clubs Racecourse ground in the centre of town. There are local facilities for rugby, tennis, cricket, athletics, squash and swimming. Chester racecourse is 20 minutes by car. There are several local golf clubs with driving ranges. Wrexham is ideally situated for access to the North Wales coast including Snowdonia National Park, stunning coastal beaches, castles and the Shropshire Union Canal. The cultural cities of Chester, Liverpool, Manchester and Shrewsbury are within easy reach.

NIGHTINGALE HOUSE HOSPICE

Nightingale House Hospice is a registered charity and serves the people of North East Wales and the border areas who support it very generously to the tune of £4

million per annum. Nightingale House Hospice provides specialist palliative care services for those with life-limiting illnesses.

Our services are completely free of charge, to patients and their families across our catchment area stretching from Wrexham, Flintshire, and East Denbighshire to Barmouth and the border towns including Oswestry and Whitchurch.

The hospice services include:

- **In-patient Unit** — The 12 bed In-patient Unit at Nightingale House focusses on improving quality of life for those with life-limiting conditions including for example cancer, MND and heart failure, who have palliative care requiring assessment or treatment by our multidisciplinary team. -
- **Day Services** - The Unit provides beautiful facilities to provide outpatient clinic assessments, aromatherapy massage, well being sessions and a variety of therapies including art and music therapy. Our services are designed to support people and their families, living with the impact of serious untreatable conditions including cancer, motor neurone disease and advanced heart failure. The overall aim is to optimise symptom control and quality of life as well as providing a support system.
- **Rehabilitation** - The rehabilitation team uses its specialist knowledge to improve patients' symptoms, such as pain, and strength or provide advice or equipment to help adapt to new situations. We also support the family by listening to their concerns and advising them on practical issues that may help. We use hydrotherapy because it's easier for our patients to move in warm water.
- **Family Support** - We understand the impact of a life-limiting illness on patients and the people closest to them. It's why, over the years, we have developed a broad range of services to help people at what can be a very challenging time.
- **Spiritual Support** - The chaplains, also offer support around spirituality, which is often a focus for people when they are approaching the end of their life.
- **Heart Failure Services** - People who are managed by the North East Wales Specialist Heart Failure Team (based at the Maelor Hospital), can be referred to our specialist advanced heart failure service at Nightingale House Hospice.
- **Drop In Services**

The team consisting of:

Medical staff

- Consultant
- Nurse Consultant
- Speciality Doctors

- Advanced Nurse Practitioners

Nursing Staff

- **Ward Manager**
- **Deputy Ward Manager**
- Senior Staff Nurse
- Staff Nurse
- Health Care Support
- Hostess

Therapists

- Physiotherapists
- Physiotherapist Assistants
- Occupational Therapist
- Complimentary therapists

Family Support Team

- Chaplain
- Social Workers

Other professionals and departments

- Clinical Administration team
- Kitchen
- Fundraising
- Lottery
- Retail
- Cafes
- Finance
- HR
- IT and Governance
- Facilities, Health and Safety
- Volunteers in excess of 400

Key relationships at Nightingale House Hospice

Head of Clinical and Patient Services
Advanced Nurse Practitioners

Nurse Consultant
Consultant in Palliative Medicine
Nightingale House Hospice Speciality Doctors
Ward Manager/Deputy Ward Managers
Day Services Lead
Family Support Team Lead
Practice Improvement Lead/Practice Development Nurses
Rehabilitation Lead
Heart Failure Specialist Nurse

Key relationships external

Ensures effective network working relationships and communication with medical colleagues and relevant organisations, primary care, health board, cancer network and other hospices as necessary to maintain effective patient and family care.

General Information about Wrexham Health Services

Wrexham Maelor Hospital is part of Betsi Cadwaladr University Health Board, who have hospitals across North Wales. There are community hospitals based at Deeside, Chirk, Holywell and Mold. This position will be based at Nightingale House Hospice in Wrexham.

JOB SUMMARY

As part of a team of practitioners dedicated to providing high quality specialist services, the Speciality Doctor will work across all services in Nightingale House Hospice, working closely with a multidisciplinary team.

The post in Palliative Medicine offers an opportunity for doctors wishing to have further experience in Palliative and end of life care. The post will suit a doctor wishing to specialise in this field of medicine.

The Speciality Doctor will allocate most of their time into clinical practice, with other time focussed on audit, research or service improvement initiatives relative to their role.

The post offers a broad range of experience in Palliative and end of life care. Training will be offered within the department and the post holder will be expected to carry out additional training in line with the Royal College of Physicians recommendations.

A collaborative approach will be taken to annual job planning review, based on the NHS Employers, the BMA and the devolved administrations agreed principles.

- With the Lead Consultants (nursing and medical), and Head of Clinical and Patient Services support the clinical activity of the multi-disciplinary team,

working to agreed guidelines, ensuring a high-quality integrated service, which meets local, regional, and national standards.

- Contribute to the management and service development of Specialist Palliative and End of Life care.
- Contribute to the establishment and maintenance of an effective multidisciplinary team according to the standards laid out in the national service specifications.
- Advise NHH leads on issues likely to affect the strategic development of Specialist Palliative and End of Life care.
- Day to day medical care of patients predominantly on the in-patient unit and those attending day services.
- Give appropriate, effective and safe advice to health and social care professionals seeking guidance from senior medical or nursing colleagues.
- Maintain close liaison with other members of the multi-disciplinary team
- Maintain close communication with the patients' family as appropriate.

- Liaise closely with Specialist Palliative Care services across Betsi Cadwaladr University Health Board to ensure optimum coordination of care.
- Maintain close communication with the Primary and Secondary healthcare teams and other health and social work professionals involved in the patients' care.
- Ensure all clinical records updated promptly and dictate discharge summaries to the primary healthcare team, within 48 hours or 2 working days of discharge.
- Through the provision of effective clinical leadership, support, motivate and inspire clinical colleagues across the organisation, working closely with other senior staff and multi professional colleagues.

Key Responsibilities

Clinical

1. Under the direction of the consultant be responsible for medical care and advice to the Inpatient Unit, Day Services and Outpatients.
2. Admit new patients to the hospice and plan their care in collaboration with hospice and MDT staff. Liaise with other HCP involved regarding their care.
3. Medical reviews of all inpatients at the hospice on a regular basis and in line with patient need.
4. Medical review of the Day Services patients on a rotating, regular basis when requested by staff.
5. Attend weekly MDT.
6. Undertake outpatients' clinics.

7. Contribute to the first on call medical rota comprising 1 in 4 weekends. It is expected that a ward round will be performed on Saturday or Sunday. There is second on call support through a consultant second on call rota for North Wales.
8. To work effectively with colleagues and other members of the MDT, the post holder will be expected to develop working relationships and communicate regularly with the wider clinical and non-clinical team including GPs, Specialist Palliative Care Nurses, District Nurses and clerical staff.
9. Offer telephone and face to face advice for the community MacMillan Nurses, GPs, DNs and hospital team.
10. Perform clinical procedures including paracentesis (training will be provided)
11. Provide cross over cover for other doctor's clinical work as appropriate and when mutually agreed.
12. Undertake Patient related administration in line with best practice guidance.
13. Attend the daily morning handover.
14. The post holder is expected to manage and maintain relationships across the hospice.
15. To maintain clear and concise clinical records in line with hospice records management policy.
16. To communicate clearly with patients and their families.

Management responsibilities

1. Attend and input into hospice management meetings as necessary.
2. Attend ad hoc meetings outside the hospice in relation to hospice development and patient care.
3. To contribute to all aspects of clinical governance with the supervision of the Head of Clinical and Patients Services.
4. Active member of the Clinical Effectiveness Committee.
5. Attend regular team meetings to plan and coordinate care.
6. Support hospice work with user surveys and feedback.
7. Participate and input in the hospice clinical governance issues in line ~~with~~with the Quality and Safety Meeting, including clinical incidents and complaint investigation when appropriate.

Audit and Research responsibilities

1. Demonstrate ongoing personal and professional development in accordance with both organisational and professional appraisal process.
2. Contribute to work on evidence-based care and audit of provision to ensure care of the highest quality.

3. Make appropriate use of the latest evidence base to teach and support professional colleagues and to provide skilled leadership to clinical decision making.
4. Actively participate in research and audit within the service.
5. Ensure data collected from research-based applications; contribute to data collection for clinical observations and test results.
6. Initiate and lead research and audit activities to promote improvements in Specialist Palliative and End of Life care.
7. Recommend and implement research-based recommendations that are expected to improve care.
8. Acts as a resource and support to the multi-disciplinary team.
9. Supports quality improvement initiatives and evidence based in service development plans / projects wherever possible.
10. Participates in maintaining the profile of Nightingale House Hospice through the presentation of quality improvement initiatives at Local, regional and National conferences.

Education responsibilities

1. Participate in teaching and supervision of junior medical staff and students.
2. Provide palliative care education and training programmes for staff of all disciplines and levels, contributing to related strategy and evaluation of such programmes.
3. Participate in the review and development of clinical policies and identifies improvements to service provision.
4. Supports the implementation and monitoring of clinical practice guidelines including standards, policies and protocols in line with national directives.
5. Facilitates and participates in reflective reviews of palliative care.
6. Aware of professional responsibilities and comply with all appropriate policies, standards and guidelines.
7. Aware of one's own continuous professional development needs and maintain an annual personal development plan.
8. Actively contributes to the delivery of the hospice education programme.
9. Take part in the Clinical Audit Programme of the Hospice, which will be monitored by the Clinical Effectiveness Committee. On completion of any audit the results should be presented to the Clinical Effectiveness Committee for discussion and action.

Professional Development

To ensure good medical practice is maintained. The specialty doctor will be given every opportunity to attend continuing professional development activities.

This role will be encouraged to develop an area of special interest with the department. He/she will be expected to attend regular meetings of the department, which includes audit and training

The post holder will participate in the Hospice Statutory and Mandatory training programme, continuing professional development and maintain good standing with the relevant Royal College (or other body by arrangement)

Individual Development needs will be drawn up through appraisal and professional development plans and the post holder is expected to participate fully in this process.

The post-holder will be supported in achieving the annual required CPD for the Royal College of Physicians.

Management Responsibilities and Support

The post holder will be expected to participate in management or administrative activities as requested, within the department.

The post holder will be provided with office accommodation and clerical support to meet the needs of the post. Access to email and internet is available. The post is based at Nightingale house Hospice together with medical, therapy and specialist nursing colleagues.

Review of performance is through appraisals by the Head of Clinical Patients Services. Appraisal will be taken annually but more frequent informal reviews will be on an ongoing basis.

Progression through the speciality doctor pay scale is not automatic and will be subject to satisfactory participation in annual appraisal, job planning and contribution to personal and service objectives. This will require demonstration of increasing development of specialist knowledge and skills and increasing independent practice.

Job Plan

This will depend on the training and experience of the doctor appointed. A final job plan will be developed on appointment in agreement with the line manager.

Communication

1. Engage with families and carers of patients, in particular those with complex needs, using advanced communication skills to identify their needs, respond to them and engage other professionals as appropriate
2. Serve as an authoritative expert in specialist palliative care, advising colleagues, within and external to the hospice on issues relating to the

speciality including advanced symptom control, ethical issues at the end of life and complex packages of care

3. Have a wide range of knowledge in approaches to communicating and managing patient care.
4. Able to communicate effectively with colleagues, peers, senior managers and clinical leads within the organisation and with partners.
5. Able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
6. As part of a Multidisciplinary Team, exercise complex levels of judgement, discretion and decision making in clinical care.

Duties in Common with Other Members of Staff:

Training and Education, Health and Safety Policies and Procedures: Equal Opportunities

- To report accidents recording the incident in the relevant book
- To adhere to Fire and Health and Safety regulations and maintain a safe working environment at all times
- To ensure cost-effective use of resources, to be responsible for managing the relevant budget, and to co-operate with your line manager in the response to regular financial reporting
- To be an ambassador for the charity
- To maintain the best appearance of your immediate working area
- To develop training of staff and volunteers
- To be responsible for liaison with the Head of Clinical and Patient Services regarding your own development needs
- To deliver wider training initiatives and promotional activity in the best interests of the organisation.
- To take responsibility for being up to date with current policies, legislation and procedures and to adhere to these
- To treat everyone with whom you have contact through your work with equal dignity and respect regardless of race, colour, gender, marital status, creed, religion, disability, age, or any other factor that could be

used in a discriminatory manner

General Requirements

This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook

Competence You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager / supervisor.

Risk Management

It is a standard element of the role and responsibility of all staff of the Hospice that they 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. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

Health and Safety Requirements of the Hospice

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and also to report any hazardous situations or defective equipment.

Data Protection and Confidentiality

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice's disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

Records Management

As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in

the light of changing circumstances, following consultation with the post holder.

The post is subject to an enhanced disclosure check with the Disclosure and Barring Services (DBS).

Signed.....Date.....

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • 3 years post registration experience, including 1 years relevant experience in allied specialities (e.g., GP, general medicine) 	<p>Palliative care or hospice experience</p> <p>Experience in safeguarding</p> <p>Experience in practical procedures</p>
Qualification	<ul style="list-style-type: none"> • <u>Medical Degree MBChB equivalent</u> • Full GMC Registration 	<p>MRCP, MRCPGP</p> <p>Diploma in palliative medicine or equivalent</p> <p>Masters degree experience in research and / or MSc</p> <p>Membership of special interest group</p>
Skills/Abilities	<ul style="list-style-type: none"> • <u>Computer literate</u> • Excellent communication skills • Commitment to patient involvement in the design of service improvements • Ability to plan undertake clinical audit and research • Ability to demonstrate a commitment to team and multi-professional working • Ability to work with groups of staff from a variety of professional backgrounds in a collaborative manner • Ability to demonstrate reasoning skills to address challenge • Ability to organise self and 	

	others	
Knowledge	<ul style="list-style-type: none"> • Knowledge of Clinical Governance • Audit experience 	
Personal qualities	<ul style="list-style-type: none"> • Self-motivated • Able to meet the travel/health requirements of the job • Effective time management skills • Flexibility • Open honest approach • Able to drive and ability to drive 	