



Nightingale House Hospice
Hospis Tŷ'r Eos

Job Description:

Job Title	Medical Director
Line Manager	Chief Executive
Contracted Hours	30 hours
Primary Location	Nightingale House Hospice
Job Summary <p>To provide strong leadership and senior medical support, ensuring the hospice delivers high quality palliative care to patients and their families. To play a major role in shaping future hospice and end of life care services across Northeast Wales.</p> <p>To work as part of the Executive Management Team, to influence and have responsibility for the organisation's strategic direction, working alongside the Chief Executive, Director of Clinical and Patient Services and the wider team to ensure that the best interests of our patients and their families are at the heart of our strategy. Therefore, will attend Board meetings, Committee and Sub Committee meetings throughout the year.</p> <p>To manage the hospice medical team, setting and maintaining high standards, and ensuring that governance is embedded and continuously improved. To work closely with other members of the multidisciplinary team, providing clinical support and guidance to colleagues, patients and their families. You will predominantly support the Inpatient Unit but will also be responsible for the medical input across Outpatient Services. The Medical Director will provide a visible, accessible and authoritative approach to whom staff, patients and family members can turn to for assistance, advice and support.</p> <p>This role will involve close working with the local Health Board and be responsible for developing new innovative partnerships to share knowledge and best practice.</p> <p>The main emphasis of this role will be on sustaining services safely and develop new innovative approaches to future services which are pioneering and forward thinking but also safe and tailored to local needs.</p>	

Key Stakeholders /Relationships

Internal

- Speciality Doctors
- Advance Nurse Practitioners
- Director of Clinical and Patient Services
- Clinical and Patient Services PA
- Pharmacist
- Chief Executive Officer
- Executive Management Team
- Board of Trustees
- Patient Flow Team
- Clinical Supervisor
- Ward Management
- Registered nurses and Health Care Support Workers
- Allied health professionals and the wider multi-disciplinary team

External

- Supportive Care UK (Consultant Cover)
- Health Education and Improvement Wales
- Hospital and community clinical teams
- Specialist Palliative Care Team
- GPs and district nurses working in the community
- University staff and students

Key Responsibilities

Management and Leadership

- Be registered with HIW as The Registered Manager for Nightingale House Hospice alongside the Director of patient and Clinical Services (shared role).
- To uphold and promote Nightingale House values, preserving the excellent reputation of the clinical care provided by the hospice.
- Lead and direct the Nightingale House Hospice medical team to provide effective medical services across Nightingale House Hospice working closely alongside Supportive Care UK and accepting their advice, input and expertise where appropriate.
- Responsible for the management and support of the on-site Nightingale House Pharmacist, working closely with them to develop best practice in Medicines management and address any incidents/ near misses.
- Have management responsibility for the medical team including recruitment, development and to organise external appraisals of medical staff to ensure that they meet the criteria for revalidation.

- Oversee the workloads of medical staff, ensuring these are manageable and that any staffing issues are managed effectively.
- Ensure the co-ordination of annual leave, study leave and other absences of medical staff, ensuring these are managed appropriately.
- Ensure any performance or conduct issues within the medical team are dealt with promptly and in line with HR policies.
- Regularly review medical policies and procedures, ensuring these are updated in line with clinical guidance and evidence-based practice.
- Provide professional advice to the Chief Executive and Board of Trustees relating to general medical services and professional standards and the specialty of palliative medicine.
- In conjunction with the Director of Clinical and Patient Services, ensure any clinical incidents or complaints are investigated appropriately and that actions are taken to prevent recurrence.
- Lead on clinical strategy development for the hospice alongside our Director of Clinical and Patient Services and working with Supportive Care UK Consultants.
- Work in partnership to oversee all systems of clinical governance and participate in clinical audit programme.
- As a member of the executive team, contribute to the overall leadership and management of the hospice and contribute to the continual improvement of services.
- Contribute fully to the ongoing development of the hospice and to the delivery of the vision to provide excellent and compassionate care for everyone affected by a life-limiting illness.
- Maintain effective professional management and leadership of the hospice medical staff, motivating them to work to the highest possible standards and continually develop their knowledge and skills in a manner that supports quality, flexibility and innovation across the hospice's clinical, educational, audit and research functions.
- Provide professional advice to the Chief Executive on general medical professional standards and the specialty of palliative medicine
- Share responsibility with the Director of Clinical and Patient Services and Chief Executive for maintaining a culture which embeds all aspects of clinical quality, governance, and effectiveness at the hospice.
- To attend and actively contribute Board meetings, Clinical Committees and other Committee and Sub Committee meetings throughout the year.
- Work in partnership with the Director of Clinical and Patient Services to monitor all aspects of medicines management at the hospice.

- Directly manage medical staff on contract to the hospice, ensuring that both external clinical appraisals and internal performance reviews are carried out for these staff annually.
- Develop a medical workforce plan which is regularly reviewed to ensure clear succession planning is in place
- Represent the hospice and participate in public speaking or engage in fundraising activities to support the charitable status of the hospice.
- Take a role in the development of specialist palliative care in the locality and represent the Hospice at strategic meetings, networking events and working groups.

Clinical Duties

- Have overall clinical responsibility and accountability for the delivery of Hospice medical services across all areas, working closely with the Director of Clinical and Patient Services and other members of the multi-disciplinary team.
- The clinical commitment will include regular senior support for the Inpatient Unit, Outpatient, and community services with some medical input to Day Services (particularly when other medical colleagues are on leave).
- Have daily clinical oversight with senior clinical input and provide guidance to the Hospice doctors, ANP's and nursing staff when required.
- Promote and participate in multidisciplinary team meetings, Board rounds and Ward Rounds providing medical input as required.
- Confirmation and certification of death in line with Hospice protocol, liaising with the Coroner's Office where required by law and local practice and ensuring all required documentation is completed.
- Keep appropriate records in order to comply with General Medical Council requirements for Revalidation.
- Perform additional duties in exceptional circumstances to ensure the continuity of patient care such as weekend cover in the event that cover can't be organised within the Medical Team
- Organise Admissions to the Inpatient Unit and plan their care in collaboration with the multidisciplinary team.
- Ensure any medical/clinical incidents are reported promptly in line with Hospice policy.

Education, Research and Audit

- To be responsible for supporting and supervising the junior medical staff working at the hospice.
- Organise training programme for junior doctors and specialty posts at the Hospice in partnership with Supportive Care UK Consultants.
- Named in the educational contract of junior staff as the person responsible for overseeing their training and as an initial source of advice in their developing careers, where necessary.
- Contribute to the teaching and supervision of medical students who spend time at the hospice during their training and other specialty trainees or GP registrars who may arrange clinical attachments at the hospice.
- Along with the Director of Clinical and Patient Services, CEO and hospice Executive Management team, ensure that the Hospice complies and where possible exceeds the HIW standards
- Regularly review the medical care provision, ensuring it is in line with best practice.
- Whilst not expected to undertake research, encouragement is given to develop relevant collaborative projects approved by the Board of Trustees.
- To contribute to the development of, and take part in, the hospice clinical audit, governance, and risk programmes.
- Develop medical teaching events within the hospice programme of internal and external teaching, facilitating the participation of the senior medical staff at the hospice in these events as appropriate.

Resources Available

Support staff: The Medical Director is supported by a wide-ranging team who will be available to help deliver on key aspects of the post, as necessary.

Conditions of service

The post is subject to pre-employment checks such as criminal records bureau clearance (DBS), occupational health, visa clearance (where applicable) and satisfactory references.

The Medical Director must be registered with the General Medical Council throughout the duration of employment and to comply with and abide by the relevant code of practice.

It will be essential that the Medical Director has appropriate personal medical indemnity that Nightingale House will reimburse.

Continuing Professional Development

- To keep up with Continuing Professional Development (CPD) in accordance with Royal College of Physicians /Royal College of GP's criteria and maintain full registration with the General Medical Council.
- Appropriate study and professional leave may be taken in accordance with the prior agreement of the CEO and based on the needs of the Hospice at the time.
- Participate in the annual appraisal and 5 yearly revalidation processes in line with professional registration requirements.

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.....



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Person Specification: Medical Director

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none">- GMC Registration with a Current Licence to Practice	<ul style="list-style-type: none">- Master's Degree or other further degree in a relevant subject- Teaching qualification- Qualification relevant to management- Inclusion on the GMC Specialist Register for Palliative Medicine, or an alternative relevant specialty E.G General Practice, Geriatric Medicine, Respiratory Medicine	CV
EXPERIENCE	<ul style="list-style-type: none">- Experience of managing & leading staff- Proven experience of leading organisational change- Experience working in palliative care	<ul style="list-style-type: none">- Experience of working at Senior Management level	CV & Interview

SKILLS	<ul style="list-style-type: none"> - Evidence of teaching experience and skills - Willingness to acquire and maintain proficiency in educational and clinical supervision of GP trainees - Strong persuasive, influencing, negotiating and interpersonal skills - Excellent written and verbal communication and language - Can take responsibility, show leadership and make decisions and exert appropriate authority 		CV & Interview
KNOWLEDGE	<ul style="list-style-type: none"> - Excellent knowledge of palliative and end of life care - Knowledge and understanding of the hospice sector 	<ul style="list-style-type: none"> - Understanding of NHS and independent hospice 	CV & Interview
PERSONAL QUALITIES <i>(Demonstrable)</i>	<ul style="list-style-type: none"> - Willingness to support and be approachable - Ability to inspire and develop others - Able to communicate clearly and confidently on complex subjects - Empathetic and caring - Work co-operatively with others of the same or different profession or discipline - Open and non-defensive - Flexibility and Resilience 		CV & Interview
OTHER RELEVANT REQUIREMENTS		<ul style="list-style-type: none"> - Possession of full UK driving licence and own car 	CV

Prepared by: Lauren Emberton

Date: May 2025

Employee's Name and Signature: ☐

Date: