

Job Description

Job Title:	Consultant in Palliative Medicine
Base:	Great Western Hospital
Grade:	Consultant
Reporting to:	Clinical Lead for the department
Relocation expenses	Included as standard, applicants can claim up to £8,000 in relocation expenses (subject to eligibility, policy available on request).

Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are. We will expect your values and behaviours to reflect the STAR Values of the organisation:

Service	We will put our patients first
Teamwork	We will work together
Ambition	We will aspire to provide the best service
Respect	We will act with integrity

Visiting or Questions

We thoroughly recommend any interested candidates to visit the Trust or to get in touch to ask any questions that you might have as well as opportunities of flex in the job plan. To discuss the role or arrange a visit, please contact Dr Natasha Wiggins on natasha.wiggins1@nhs.net. Shortlisted candidates are encouraged to visit the Trust and meet senior members of staff and management teams. Details will be shared following shortlisting.

Summary of the role & Department overview

This role is a new substantive post within the department of Palliative and End of Life Care reflecting the value the Trust is placing on ensuring we are delivering the best care for our patients and their loved ones in their last years of life. Please note that as a Trust, we place high importance on staff wellbeing, you will be offered a wide variety of support to help you maintain your wellbeing and to help colleagues maintain theirs. The Health and Wellbeing team has won a National Award for the work they have done locally.

The multi-disciplinary Palliative and End of Life Care (P&EOLC) Department sits within the Integrated and Community Care division as the Trust spans both Community and Secondary care. The team's focus is to provide an integrated holistic service that wraps care around the patient and their loved ones as well as being a great department to work and volunteer in.

The P&EOLC team provides specialist palliative care and care of the dying to the acute Trust and Swindon Intermediate Care Centre (SwICC) which also sits on the acute site. The team provides specialist advice, support and training with a focus at the front door. The team have a great relationship with the Emergency Department as well as the Intensive Care Unit and receive an average of 150 new referrals each month. The role would expect to see approximately 4 patient reviews per DCC alongside advising within the team, to other teams and offering emotional support to colleagues.

The P&EOLC service is provided Monday to Friday 08:30 – 16:30 with out of hours advice offered via a telephone helpline to Prospect Hospice – our local independent hospice. The hours of the role can be flexible depending on personal circumstances and will be based at the acute Trust providing support to the local hospice and community services if required.

The department is dynamic with opportunities to get involved in regional and national work. If quality improvement drives you, the Trust has an Improving Together ethos and there are opportunities to make real and lasting changes – big and small.

The Trust has a thriving and respected 'Academy' providing undergraduate education to Bristol, Kings and Oxford medical students. As well as supporting our two palliative care clinical teaching fellows, there are opportunities to be involved in specialist and general undergraduate education and support with financial remuneration.

The department is actively involved in a variety of sized research projects, some local and some multi-site and regularly publish and present work in peer reviewed journals and at national conferences. There is a hugely supportive and knowledgeable research department and, if interested, the successful candidate would be encouraged to undertake research projects.

The appointee will have access to a shared office, with a desk and mobile DECT phone and a personal laptop at the Great Western Hospital. They will have secretarial support and full remote IT access is available for home SPA working.

The main Hospital has a lovely lake with outdoor seating and excellent travel links. It is located on the edge of Swindon, next to a country park with access to a variety of outstanding areas to live which include both urban and village areas with short commutes to the site. Staff all easily commute from Oxford, Bristol, Bath and Maidenhead and flexibility in working hours to reflect individual requirements can be discussed.

This post currently has no on call however there is likely to be an expansion to a 6-day or 7-day service with an expected 1 in 5 second on call (category B with a 3% supplement) commitment covering the hospital and hospice.

We will help you achieve your goals

Continuing Professional Development and Continuing Medical Education:

The department prides itself on focussing and supporting each individual to identify what matters to them, what makes them happy in their working life and how we can work together to support that.

We also have a weekly departmental education session, team journal club and take part in a weekly Southwest wide journal club and education session. In addition you will be given a minimum of 1 SPA within your job plan for CPD, where you can prepare for revalidation, undertake personal study, attend educational meetings, undertake QI/Audits, complete appraisals, mandatory training and support basic teaching sessions. In addition, there are a variety of roles that attract additional SPA, such as being an Appraiser, taking on lead roles, chairing meetings, rota leads and educational supervision.

Lifelong learning is vital to the maintenance of a safe, patient focused, effective service and we expect all team members to participate in academic development of our department. We actively offer a range of medical education opportunities to our colleagues, including collaborative educational sessions with primary care colleagues in our PCN.

The post holder will be given access to the Trusts Consultant Mentoring scheme which aims to support new consultants in the transition from trainee to consultant and moving to a new hospital. Your mentor will be allocated from outside of your own speciality enabling a more open conversation, they will be an experienced consultant who has received training in mentoring.

Clinical Excellence Awards:

The Trust actively participates in an annual Clinical Excellence Awards process and encourages consultants to apply and achieve National Clinical Impact Awards.

Any spare CEA funding is allocated collaboratively with our LNC, in previous years this has been transferred to the study leave budget enabling all consultants access to additional funding supporting a constant strive for excellence.

Leadership support:

Having capable leaders is a key element in striving for future excellence, our executive team are personally committed to supporting our staff and developing leaders. There are a range of packages available to help individuals fulfil potential as a leader, these include a monthly leadership forum with a variety of speakers and additional training for those that wish to develop this aspect of their career.

Equal Opportunities:

The Trust is a progressive organisation, we pride ourselves on having a collective Equality, Diversity and Inclusion strategy that is more than just words. We use this to translate principles into real practise across the organisation, with tangible outcomes. This together with multiple groups and committees enables all voices to be heard and all groups to be represented, ultimately improving the working experience for all trust staff.

The Trusts EDI strategy can be viewed on the following link:

https://www.gwh.nhs.uk/media/2913/equality_and_diversity_strategy.pdf

Main duties of the role

The Duties outlined below are not definitive and may be changed in accordance with the needs of the service. Please read the below with the understanding that we feel people bring their best selves when they are doing what inspires, challenges and brings them joy.

Clinical Duties:

1. Work as a member of the GWH Palliative and End of Life Care Team.
2. Provide Consultant care, advice and support across the acute hospital care settings with occasional foray into the local hospice and community settings.
3. Provide specialist advice, support and information to patients and carers through direct consultations.
4. Provide hospital inpatient reviews throughout the week and outpatient reviews as required.
5. Lead multidisciplinary team meetings across clinical settings.
6. Contribute as a senior member of the team, liaising with the other consultants, and other service department managers to ensure a seamless and integrated service for patients and families.
7. Develop close working relationships with hospital clinical teams, providing remote clinical advice, undertaking clinical reviews and assessments.
8. Attend the GWH Palliative and End of Life Care MDT meeting.
9. Contribute to medical audit, service improvement and integration initiatives.
10. Support the Departmental and Trust clinical risk management policies and procedures including reviewing patient safety incidents.
11. Take a supportive and / or leadership role in multi-professional palliative care teaching and research to ensure a sound evidence base for palliative care practice.
12. Participate in undergraduate and postgraduate medical education and examination, and to carry out teaching duties as required.
13. Play a role in ensuring continuing professional development and post graduate training in palliative care.
14. Ensure to maintain their own professional development.
15. Share responsibility for data protection arising out of the use of computers.

16. Comply with all relevant Trust Policies and Procedures.
17. Provision of cover for Consultant colleagues' periods of leave in accordance with arrangements agreed within Trust policy.
18. Conducting suitable duties in cases of emergencies and unforeseen circumstances.
19. There are currently no on call requirements however as part of the likely service development to 6-day or 7-day working there will be a future expectation of an out of hours consultant rota.
20. The post holder will work with their colleagues to ensure the head and neck cancer, respiratory, CUP. Upper GI, colorectal and haematology MDTs have senior palliative attendance.

The post holder is expected to participate in the Trust's clinical effectiveness activities, and to maintain and foster improvements in the quality and standards of clinical services. The post holder will lead the safeguarding of high standards of care by participating in the creation of an environment in which excellence in clinical care will flourish.

The post holder will have an annual appraisal, annual job plan review and participate in activities required by the Trust for revalidation to renew their license to practise every 5 years. The purpose of this is to assure patients and the public, employers and other healthcare professionals that licensed doctors are up to date and fit to practise. Each appraisal summary is reviewed by the Responsible Officer for the Trust who is the Medical Director, Dr Jon Westbrook. The line manager is the Clinical Lead for Palliative and End of Life Care Dr Natasha Wiggins.

Management and Leadership Responsibilities:

All staff in each Division are managerially accountable through their Lead Clinician to the Associate Medical Director, who has overall responsibility for the services within the Division. Consultants are key members of the Division and are accountable and responsible for leading changes to service that will improve the patient experience.

21. To support the Clinical Lead in policy and strategy development as a senior member of the Division Management Team.
22. To contribute to the leadership and development of Services under the direction of the Clinical Lead and Associate Medical Director and in line with the Trust's business plans.
23. The post holder will ensure effective communication and involvement of staff across the Division including support to the Divisional Director to achieve their objectives.
24. Work in partnership with colleagues in other Divisions within the Trust.
25. As part of the Division Management Team, assist in the cost-effective utilisation of resources, including pay and non-pay items such as equipment and drugs, within budgets.
26. Work within the Trust's framework for Clinical Governance and Risk, including the development of clinical policies and adherence to standing orders, standing financial instructions and financial procedures.
27. Undertake direct supervision of junior colleagues and participate in departmental/trust wide teaching programmes.
28. Undertake investigations and report writing for incidents and participate in clinical risk management
29. Appointed candidates will embody the STAR values and use the principles of the NHS Constitution for England to guide decisions.

Clinical Governance and Audit

All consultants are expected to participate in clinical effectiveness activities. They are expected to maintain and foster improvements in the quality and standards of clinical services. Consultants lead the safeguarding of high standards of care by participating in the creation of environment in which excellence in clinical care will flourish.

Consultants are expected to support the Clinical/Medical Leadership teams within their division to achieve the following:

30. Production of a Division annual clinical governance plan.
31. Production of a Division quality strategy.
32. Production of a Division quarterly report to the Trust's Clinical Governance and Risk Committee.
33. Ensuring targets within the plan are met, including:
 - Adoption of evidence-based practice including compliance with government guidance, e.g. NICE.
 - Establishment and implementation of a Division clinical audit programme.
 - Completion of risk assessments as required and compliance with the Trust's risk management policies and strategies including controls assurance standards.
 - Encouraging research and development.
 - Ensuring, through the Divisional Director, in association with the Division of Workforce and Education, that Division staff meet the education and training targets agreed within the Trust's annual plan.
 - Ensuring through the Divisional Director that complaints management is timely and effective including implementing action plans relating to individual complaints.
 - Contributing to work force planning to ensure timely availability of appropriate clinical skills to maintain excellence in patient care.

Salary and conditions of service

- The appointment is made subject to the national Terms and Conditions for Consultants as amended from time to time, most recent version is available here: [https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/consultants-and-dental-consultants/consultants-and-dental-consultants-tcs-handbook/consultant-contract-\(2003\)](https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/consultants-and-dental-consultants/consultants-and-dental-consultants-tcs-handbook/consultant-contract-(2003))
- All participants of on call rotas are required to be able to attend the hospital within 30 minutes when on call.
- Consultants are expected to provide cover for each other during annual leave, study leave and sick leave, including supervision of the junior staff, supporting them in patient management.
- All Trust employees are expected to abide by local Trust policies.
- Due to the nature of the work in these posts, they are exempt from the provision of section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975).

Applicants are therefore not entitled to withhold information about convictions, including those, which, for other purposes are "spent", under the provisions of the Act, and are required to disclose convictions, including those pending, to the Trust. Failure to disclose such information may result in dismissal or disciplinary action.

- The appointments are subject to standard pre-employment checks including references and a satisfactory medical examination.
- The post holders will have a broad base of training in Palliative Care and must hold full registration with the General Medical Council and have CCT (or equivalent for non-UK applicants of equivalent status), or be accredited (or equivalent), and be on the GMC Specialist Register in the specialty appropriate for this consultant post at the time of taking up the consultant appointment. Alternatively, candidates can hold or be within 6 months of their CCT at interview.
- The person specification attached to the job description reflects the requirements for both experienced consultants and those Specialty Registrars who have recently attained their CCT.

Other aspects of the post

Safeguarding

The Trust is a safeguarding employer committed to the safeguarding and promotion of welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment.

What the patients can expect from Staff

Patients can expect to be treated with courtesy and respect when they meet Trust staff. They can expect confidential information about them not to be disclosed to those who have no need to know. Patients can also expect staff to respond constructively to concerns, comments and criticism.

What the Trust expects of individuals

The Trust expects individuals to act with honesty, integrity and openness towards others. Individuals will show respect for patients, staff and others. Individuals are expected to learn and adapt the use of information technology where relevant, in order to transform the way we respond to patients. Staff should be helpful to patients and their visitors at all times, should respond constructively to criticism and praise, and should work to foster teamwork both within the immediate team and across the Trust.

What individuals can expect from the Trust

Individuals can expect to be trained for the job they are employed to do. Individuals can expect to be given feedback on their performance and to be encouraged and supported in their personal and professional development. Individuals can also expect to be treated with respect by others including those who manage them. Individuals can expect that issues of cultural diversity are treated tactfully and with respect by all who work within the organisation. The Trust will provide appropriate office space, secretarial support, and access to IT.

Policy Statement

It is the policy of the Trust that neither a member of the public, nor any member of staff, will be discriminated against by reason of their sex, sexual orientation, marital status, race, disability, ethnic origin, religion, creed or colour. Individuals can expect to have their views listened to, particularly when they are raising legitimate concerns about the quality of the service provided. The Trust is committed to the spirit of as well as the letter of the law, and also to promotion of equality and opportunity in all fields.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be co-operative and flexible in developing the role with initial and on-going discussions with the designated manager in accordance with the needs of the Trust.

Job Plan

1. Post Details

Specialty	Palliative and End of Life Care	
Clinical Division	Integrated Community Care	
Nature of Contract	Part Time	
Number of programmed Activities	Contracted (10 or less)	Additional
	6	

2. On-call Availability Supplement – not relevant to this post currently but there may be an opportunity for this in the future.

3. Supporting Resources

Facilities and resources required for delivery of duties and objectives
1. Study / Professional Leave (30 days over a 3 year cycle)
2. Access to shared secretarial support
3. Access on the Palliative Care Formulary Online via Trust intranet

4. Objectives

Objectives and how they will be met:
1. Participate in an annual job planning process using the Trust's electronic system.
2. Participate in an annual appraisal process.
3. Keep up to date with mandatory training.
4. Manage and support junior staff within the department.

Programmed Activities

This Job Plan may include the following elements, it is an example of what would be subject to review and agreement of final Job Plan following recruitment:

Day	Time	Location	Type of Work	Categorisation	No. of PAs	
					DCC	SPA
Monday	AM 08:30 – 12.30		Off			
	12.30 – 13.30		Off			
	PM 13.30 – 16.30		Off			
Tuesday	AM 08:30 – 12.30		Morning meeting Front door acute patient reviews		1	
	12.30 – 13.30		Discharge MDT		0.25	
	PM 13.30 – 16.30		Ward reviews		0.75	
Wednesday	AM 08:30 – 12.30		Off			
	12.30 – 13.30		Off			
	PM 13.30 – 16.30		Off			
Thursday	AM 08:30 – 12.30		Shared contemplation Palliative & EOLC team MDT Specialist referrals		1	
	PM 12.30 – 16.30		SPA			1
Friday	AM 08:30 – 12.30		Colorectal, CUP & UGI MDT Surgical/gastro patient reviews		1	
	12.30 – 13.30		Undergraduate teaching		0.25	

	PM 13.30 – 16.30		Ward reviews		0.75	
Saturday			Off			
Sunday			Off			

Programmed activity	Total Number
Direct clinical care	5
Supporting professional activities	1
TOTAL PROGRAMMED ACTIVITIES	6

Person Specification

Job Title:	Consultant in Palliative Medicine
Base:	Great Western Hospital

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Fully registered with the GMC ▪ CCT/CESR (or equivalent for non-UK applicants of equivalent status) and be on the GMC Specialist Register in Palliative Medicine at the time of taking up the consultant appointment. ▪ MRCP or equivalent 	<ul style="list-style-type: none"> ▪ Higher degree (e.g. MA, MSc, PhD, MD) ▪ Advanced communication skills ▪ Certificate / Diploma in Palliative Care ▪ Postgraduate teaching qualification
Clinical Experience	<ul style="list-style-type: none"> ▪ Clinical training/experience equivalent to that required for gaining UK CCT/CESR or within 6 months of obtaining CCT/CESR ▪ Expertise in full range of Palliative Medicine conditions ▪ Ability to lead a multi-professional team and take full and independent responsibility for clinical care of patients ▪ Ability to undertake palliative care assessments in a variety of settings including hospice, outpatient clinics, hospital wards and community ▪ Ability to provide palliative care advice and support via telephone to other healthcare professionals in the hospice, hospital and community settings 	<ul style="list-style-type: none"> ▪ Sub-specialist interest
Leadership & Management	<ul style="list-style-type: none"> ▪ Demonstrable ability to manage priorities ▪ Demonstrable multi-disciplinary team leadership skills ▪ Experience of effective management ▪ Flexible approach to work organisation ▪ Evidence of leadership skills training ▪ Intermediate to Advanced level IT skills ▪ Understanding of current agendas within the NHS which have a bearing on the strategic vision of Specialist Palliative Care. ▪ Understanding and experience of all aspects of Clinical Governance 	<ul style="list-style-type: none"> ▪ Experience of leading a project team
Teaching & Research	<ul style="list-style-type: none"> ▪ Ability to teach clinical skills to trainees and multi-disciplinary teams ▪ Interest in leading multi-professional education ▪ Publications in peer reviewed journals ▪ Experience of research and ability to apply outcomes to clinical practice 	<ul style="list-style-type: none"> ▪ Ability to supervise post-graduate research ▪ Experience of large research studies ▪ Experience organising educational events ▪ Evidence of design and delivery of undergraduate education ▪ Evidence of design and delivery of postgraduate education
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to work in a multidisciplinary team ▪ Enquiring, critical approach to work ▪ Caring and empathetic attitude to patients and colleagues ▪ Ability to communicate effectively with patients, relatives, GPs, hospital staff and other agencies. ▪ Commitments to Continuing Medical Education 	<ul style="list-style-type: none"> ▪ Evidence of MDT feedback on team working ▪ Has undergone personal coaching

	<ul style="list-style-type: none">▪ Willingness to undertake additional professional responsibilities at local, regional or national levels▪ Car Driver with access to a vehicle for work purposes▪ Clinical integrity with an open and honest approach with patients, clinical colleagues and the MDT▪ Personal integrity, trustworthiness and honesty▪ Personal and professional values and behaviours must reflect the STAR Values of the organisation - Service, Teamwork, Ambition & Respect	
Other Job-Related Requirements	<ul style="list-style-type: none">▪ Willing to work in other areas of the Trust or Trust-wide as and when required to do so, and as directed by the department Clinical Lead▪ Responsibility to promote the welfare of all children, young people and adults and to keep them safe and to practise in a way that protects them from potential harm or abuse▪ To have knowledge of, and follow local policies and procedures regarding acting appropriately to protect vulnerable adults and children at risk	