

PILGRIMS HOSPICES – JOB DESCRIPTION

CONSULTANT IN PALLIATIVE MEDICINE

Pilgrims Hospice is the lead provider of specialist palliative care in East Kent. This post is an exciting opportunity for a colleague to join a restructured and expanding senior clinical leadership group.

We have inpatient units in Canterbury, Ashford and Margate, each hosting up to 12 inpatient beds, a community team, a therapy centre with well-being services and all associated specialist palliative care services.

Pilgrims Hospices serves a population of over 800,000 spread across a geographical area of over 700 square miles of a largely rural area with main urban population in Ashford, Folkestone, Canterbury, Dover, Margate, and Ramsgate.

Employing around 360 staff and supported by more than 1,200 volunteers, Pilgrims Hospices is one of the largest hospices in the UK.

Pilgrims provides palliative care for adults approaching the end of life not limited to any one disease group. There is an increasing overlap and collaboration with other care providers in East Kent, for example frailty services.

Care is provided in the three inpatient units, in out-patients and in patients' homes. Care of families and carers are equally important. Pilgrims well-resourced multidisciplinary team includes consultants, other doctors, nurses, counsellors, social workers, complementary therapists, chaplains and other dedicated therapy staff. A hospice at home service staffed by senior Healthcare Assistants serves the whole area caring for people in the last hours or days of life. Each site runs a Pilgrims Therapy Centre, staffed by Well-being Practitioners running full days and programmes of activities with support from other members of the MDT. On-site administrative support to our Consultants and other in-patient unit staff is available in each hospice from our Patient Administration Coordinators and appropriate IT resources are in place to allow our Consultants to work effectively on-site and remotely as required.

To keep delivering care to those who need it most, Pilgrims has to raise in excess of £15 million each year. The majority of this comes from our local community. Pilgrims Hospices has its own lottery and a chain of shops in east Kent. The people of East Kent do a wonderful job in supporting us and we strive not to disappoint them.

For those applicants not familiar with the local area, it offers some beautiful scenery, lovely beaches and places of interest, often described as the 'Garden of Eden'. There are excellent comprehensive and grammar schools in East Kent and high speed train provide links to central London and continental Europe.

MEDICAL STAFFING

CONSULTANTS

Dr Pia Amsler - Director of Medicine
Dr Andrew Thorns
Dr Pauline Dand

Board approval has been granted for the employment of three new Nurse Consultants and two further medical Consultants to develop and pioneer a true multi-disciplinary senior clinical leadership team

Non Consultant Medical staff and Advanced Clinical Practitioners

The medical team consist of several Speciality doctors and Advance Clinical Practitioners who work across the whole of the organisation in the inpatient units and in the community. In addition do we have local GPs who are offering sessions to the hospice. We are training doctors on each of our three sites (Specialist registrars, GP VTS trainees and FY2 trainees) and Advance Clinical Practitioners each year.

The hospice hosts medical students on attachment from Kings and St George's Hospital Medical School as well as from the new Kent and Medway Medical School.

MAIN PURPOSE AND SCOPE OF THE JOB:

Consultants are expected to practice at an advanced level and are able to demonstrate the following:

An expert practice function. The Consultant must be able to deliver high quality care to patients, enable other practitioners to maintain professional expertise, and to be able to demonstrate a high degree of professional autonomy within their role of a specialist within palliative care.

The Consultant will develop or maintain an area of specialist interest and support the Medical Director and the wider executive team with the realisation of the Pilgrims Hospices' clinical strategy.

This includes the development of clinical policies, standard operating procedures and guidelines; collaboration with relevant external stakeholders and specialists in that topic and the development and support of working parties and champions at the hospice.

Specialist interests might include non-malignant conditions and widening access to minority groups.

Education, training and development function. The Consultant will contribute to the training and education of others, establishing formal links with local education providers. They should also contribute to the development of an education plan for

both internal and external staff to encourage learning and to support income generation.

Professional leadership and consultancy function. The Consultant should be able to demonstrate leadership skills which will support and motivate others, in order to continuously improve quality of care and standards of practice. They should be a source of expertise and knowledge for others in their specialist fields. Nurse Consultants will work aligned with the Medical Consultants and their job description will mirror each other except for areas where legal distinctions such as supervision of colleagues in training, prescribing of medication and similar, become relevant. The medical consultants are expected to act as clinical Supervisors for medical trainees and become Educational Supervisors for trainees of higher training grades (SpRs).

Practice, service development, research and evaluation. Consultants will contribute to development of professional practice, through the promotion of evidence-based practice and audits of standards of care. They will support research within the hospice and evaluation of practice within their specialist fields.

Quality assurance. This role is multi-factorial and has the CQC five standards at its heart. That is to ensure a safe, effective, caring, responsive and well-led patient-centred service provision. The Medical Consultants, alongside the Nurse Consultants will lead on creating an environment where standards of care provision are outstanding across the clinical services – working with all staff to support quality improvement programmes.

POSITION IN ORGANISATION

Medical Consultant reports to:
Medical Director

Medical Consultant is Line Manager for:
Middle grade doctors ('Speciality doctors') working at that specific PH site
Trainee FY2 and GP VTS doctors

Nurse Consultant reports to:
Medical Director with Professional accountability to Head of Nursing

Nurse Consultant is Line Manager for:
Advanced Clinical Practitioners and Trainee Advanced Clinical Practitioners

Both The Nurse and Medical Consultants will lead and or be a core member of:

- Medical and Nurse Consultant leadership Group and will attend a monthly Consultant business meeting
- Medicine Management Group
- can be members of varying other groups at the hospice, such as education or research

DUTIES AND KEY RESPONSIBILITIES

Expert Clinical Practice

- To be professionally accountable for all work undertaken and to practice at an advanced level of professional autonomy in line with local/national policy and guidance
- To work as a Consultant using advanced clinical reasoning and diagnostic skills, prescribing, planning, and evaluating interventions for patients with complex presentations.
- To be an authoritative expert assessor/advisor on pain and symptom management , psychological /spiritual/ social /practical and ethical decisions at the end of life and to work in partnership with a range of health professionals to improve their skills in these areas.
- Develop and conduct skilled medical intervention with patients with palliative care needs, assessing and addressing issues such as quality of life, futility, prognosis, withdrawing and withholding treatment and end of life decision making within an ethical framework.
- To undertake complex and sensitive holistic care assessments and plan, implement and evaluate care utilising advanced communication skills.
- To improve access to medication through the support and implementation of independent Nurse prescribing.
- Demonstrate negotiation and diplomacy skills and partnership working across the multi-disciplinary team
- To be in collaboration with the multidisciplinary team, with regards to safe, effective, timely admissions and discharges of patients.
- To identify areas for improvement and development which will enhance the palliative care provision for patients and carers.
- To work with the other clinical leads within the hospice in undertaking service improvements as identified.
- To act as a resource locally and nationally on issues related to palliative care.
- Take an active role in continuing to embed the outcome data to provide safe, responsive and effective care to the people we see in the community.

Leadership

- It is expected that the consultant will spend up to 60% of their time in direct patient contact using a combination of face to face, video and telephone consultations, supporting and clinically supervising the ACP team.
- 40% of the time will be spent in developing services in line with the hospice's clinical strategy and education
- To provide expert clinical leadership alongside the Nurse Consultants across the organisation
- Working with other clinical leads to develop and implement the Hospice's strategic clinical plan.
- Be involved in the hospice governance process, influencing service provision and standards within the Hospice and the locality.
- To identify areas for service improvement, working with stakeholders, including service users, and propose changes as they are needed.

- To project manage change to services, as required.
- Provide support to the clinical teams in their development and learning, driving change as needed.
- To provide consultancy to other stakeholders involved in specialist palliative care provision and be recognised in the locality for having expertise in the field.
- Develop mechanisms to ensure regular feedback from stakeholders and respond to any informal or formal feedback.
- Collaborate with key stakeholders to develop policy in line with local services and to ensure best practice.
- Report on prescribing activity governance to enable safe prescribing practice.
- To represent the hospice in relevant groups and at meetings where an expert nurse is required.
- To maintain patient statistics and comprehensive patient records, providing data and reports as required ensuring effective and efficient service delivery.
- Utilise audit to improve quality of care and evidence areas for service improvement.
- Manage complaints, as requested to do so.
- Support the selection and recruitment of new staff and development of new roles.
- Assess risk and minimise threat to personal safety
- Be a core member of the Local Management Team
- Encourage formal/informal teambuilding
- Chair meetings effectively
- Be responsible for continuing to embed iPOS and other outcome measures, using data to show the effectiveness of these tools.

Education

- To work with the Clinical Leadership Team to develop and implement educational strategies for the development of palliative care within the hospice and locally.
- To be competent in delivering education and training sessions at all levels for a variety of key stakeholders, patients and their carers.
- Utilise experiential learning methods and reflective practice.
- Demonstrate competence in lecture and discussion-based teaching.
- Mentor new staff and clinical placements.
- Consistently draw on research and literature to influence specialist palliative care teaching
- Write articles for publication, deliver at conferences, and produce posters for presentation as required
- Ensure that service developments are evidence based and supported by research activity.
- Participate in research locally or nationally where appropriate.
- With the Clinical Education lead, identify training needs of the clinical teams. Participate in the hospice-training programme and staff induction.

- To participate in the development of clinical standards within the total quality and audit framework of the Hospice and participate in clinical audit, as required.

Personal Responsibilities

- To recognise indications of staff stress and to facilitate staff support.
- To undertake staff personal development reviews annually and one to one meetings every 6-8 weeks with direct reports
- To facilitate regular team meetings
- To recognise the value of volunteer contribution and play an active part in their support & development where appropriate.
- To ensure there is a valid indemnity insurance in place which will be partly refunded by the hospice
- Supported by Pilgrims Hospices, to work with the Responsible Officer and through the ePreP system to ensure timely revalidation and appraisal, delivered from within a number of trained Appraisers, in line with the RCP and revalidation guidelines.

Personal Development

The Medical Consultants will be supported by Pilgrims Hospices to continue their Professional Development as outlined by the Royal College of Physicians. Appropriate time will be allocated to CPD and funding is available to support CPD activities.

1:1 counselling /mentoring is financially supported by Pilgrims Hospices and the mentoring and support of newer Consultants is available regionally from those with more experience working in Palliative care services. Opportunities to network and develop with Consultants from other hospices are available and personal counselling is available through the (in-house) counselling and support team.

Development is a shared responsibility and the Consultant will need:

- To devise with the a personal development plan in line with the Hospice objectives and personal needs.
- To maintain and increase personal, clinical and project management skills.
- To work at all times within the policies and guidelines of the Hospice and act within GMC guidelines at all times.

On-call

Medical consultants in Palliative Medicine provide 2nd on-call support for a seven day period as part of a regional rota, which includes Medical Consultants from Pilgrims Hospices, East Kent Hospitals University Foundation Trust (EKHUFT) and other hospices based in Kent. The exact number of postholders across the on-call system can vary, however, frequency is expected to be approximately one-in-nine and is not expected to exceed one-in-seven.

GENERAL RESPONSIBILITIES

Corporate Governance –

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Data Protection –

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

Code of Conduct –

The post holder is required to observe the following principles:

- Make the care and safety of patients his/her first concern and act to protect them from risk
- Respect the public, patients, relative, carers, staff and partners
- Be honest and act with integrity
- Accept responsibility for his/her own work and the performance of the people the post holder manages
- Show commitment to working as a team by working effectively with team members and the wider community
- Take responsibility for own learning and development
- In all actions undertaken have regard for the hospices reputation

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.

PILGRIMS HOSPICES – PERSON SPECIFICATION

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

Title of Post: Consultant in Palliative Medicine

Mandatory Requirements	Essential	Desirable	Assessment Method
1. Qualifications	Professional qualifications Full GMC registration Holds CCT or Specialist Registration in Palliative Medicine or will obtain within 6 months of interview date CESR or European community Rights. Holds MRCP or equivalent. Has experience in a leadership role or studied leadership at a higher level	An appropriate Higher degree (MD, PhD, diploma in palliative medicine or equivalent). Worked as a consultant in palliative medicine	Application form/CV
2. Clinical/ Technical expertise	Significant Experience within a Specialist Palliative Care Environment Experience of working within palliative care at an advanced practice level Possesses range of clinical knowledge, skills & information technology expertise. Concerned to maintain & develop this knowledge. Displays sound professional judgement Exercises sound clinical risk management		Application form/CV Interview References

	Sees patients within a holistic context		
3. Intellect and Education	<p>Shows an approach based on critical enquiry and evidence-based care</p> <p>Embraces evidence-based practice & audit</p> <p>Interest in research & development</p> <p>Shows breadth of awareness & a range of problem-solving skills</p> <p>Encourages ongoing learning & an educative culture, both for self and others</p>	<p>Experience in research</p> <p>research development</p>	<p>Application form/CV</p> <p>Interview</p> <p>References</p>
4. Organisation & planning (both personal & departmental)	<p>Able to operate effectively in a committee; contributes to strategic decision-making.</p> <p>Understands the issues of risk management & of operating within a litigious & complaints culture</p> <p>Shows self-discipline eg record-keeping & legibility Able to juggle a large number of demands by setting priorities & planning effectively</p> <p>Able to manage conflicting & unpredictable demands</p>	<p>Displays management & financial competence</p> <p>Experience of working in a leadership or strategical role</p>	<p>Application form/CV</p> <p>Interview</p> <p>References</p>

<p>5. Communication & Interpersonal Skills</p>	<p>Strong leadership & coordination skills with ability to direct & organise teams.</p> <p>Able to communicate clearly, avoiding jargon, with a range of different people.</p> <p>Builds strong & effective relationships with patients, families & colleagues with the ability to gain their trust & confidence.</p> <p>Ability to manage periods of high workload and pressure as well as to adapt to constant change & new demands.</p> <p>Demonstrates energy, enthusiasm & initiative in pursuing innovation and the highest standards for patients, juniors, others, colleagues & the organisation.</p> <p>Demonstrate excellent negotiating skills when collaborating with internal and external stakeholders</p>	<p>Experience of leading clinical teams</p> <p>Studying leadership at a higher academic level</p>	<p>Application form/CV</p> <p>Interview</p> <p>References</p>
<p>6. Teaching skills</p>	<p>Willing to supervise juniors, spots talent & nurtures it.</p> <p>Evidence of teaching experience.</p> <p>Able to operate within a teaching/training culture.</p>	<p>Postgraduate teaching qualification.</p> <p>Experience as clinical or educational supervisor.</p>	<p>Application form/CV</p> <p>Interview</p> <p>References</p>

7. Ability to operate within wider NHS context	<p>Understands the NHS system: nationally, regionally & locally.</p> <p>Aware of the issues affecting current & future NHS practice.</p> <p>Understands the concepts & principles of clinical governance.</p>	Experience of a lead role in governance or strategy	Application form/CV Interview References
8. Decisiveness and Accountability	<p>Is able to justify decisions.</p> <p>Recognises clinical constraints & the realities of rationing of care.</p>		Application form/CV Interview References
9. Partnerships with Patients	<p>Works with patients as individuals & not purely as a collection of symptoms.</p> <p>Able to manage patient expectations.</p> <p>Able to negotiate treatment plans with patients.</p>		Application form/CV Interview References
Specialty Specific Requirements	Essential	Desirable	Assessment Method
10. Ability to work as part of multidisciplinary team	Ability to work as part of multidisciplinary team.	Experience of developing and leading a multidisciplinary team	Application form/CV Interview References
11. Understanding of voluntary hospice funding and organisation	Understanding of voluntary hospice funding and organisation	Experience on leadership in a voluntary hospice	Application form/CV Interview References

Other Requirements	Essential	Desirable	Assessment Method
12. Transport	Possesses the ability to travel between sites and to domiciliary visits.		Application Interview

Date Written: 13th March 2024, Dr Pia Amsler and Wendy Hills

JOB PLAN - Consultant in Palliative Medicine, full time

This post is 10 PAs: 7.5 DCC, 2.5 SPA

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am	PH: DCC 8.45 Community and ward board rounds 10.00 -1300 Pilgrims WR	PH DCC 8.45 – 10.00 Community and ward board rounds 10.00 – 13.30 Community clinic / home visits	PH DCC 8.45 – 10.00 Community and ward board rounds 10.00 – 13.30 Community clinic / home visits	PH DCC 8.45 – 10.00 Community and ward board rounds 10.00 – 13.30 Community clinic / home visits	PH: DCC 8.45 Community and ward board rounds 09.30-1300 Pilgrims WR		
pm	PH: DCC 13:30 – 17:00 Ward supervision or urgent community assessments	PH : 13:30 – 15:00 Clinical governance/audit 12:00 – 17:00 quarterly K&M CPD event	13:30 – 14:30 Weekly medical CPD or business meeting 14.30 – 17:00 Supporting professional activity	PH: DCC 13:30 – 17:00 Supporting professional activity	PH: 13:30 – 17:00 Education/CPD/appraisal		

Travel time will be included in job plans but distance varies depending on the sites. Clinical sessions will be based in one location to reduce travel time.

Pilgrims run outreach clinics at Deal and Lydd and if attending these travel time will be built in

Out patient clinics usually have 3 patients with an hour for each

Working days can be negotiated

Additional PAs delivered out of hours (by exception), maybe paid in addition or taken back as time in lieu (TOIL)

For reference: Pilgrims Hospices support approximately 3000 new referrals per annum to our services, with 950 becoming admissions to one of our three inpatient units every year. Workload is shared across our Multi-disciplinary team depending on working days and need of the patients.

PH = Pilgrims Hospices, **DCC** = Direct clinical care, **WR** = ward round