



Marie Curie Job Description

Job title:	Consultant in Palliative Medicine
Department:	Medical
Location	Marie Curie Hospice, Edinburgh
Reports to:	Medical Director, Marie Curie Hospice, Edinburgh
Accountable to:	Operationally - Medical Director, Marie Curie Hospice, Edinburgh Professionally – Executive Medical Director, Marie Curie
Hours of work:	Part time, 7 PAs. Plus, on call-commitment
Start date:	1 st April 2020

Summary

Marie Curie Hospice Edinburgh is looking to appoint a part-time consultant. This is a new substantive post (7 PAs) and will be available from 1st April 2020. The successful applicant will provide senior medical support and leadership to ensure the hospice delivers high-quality, flexible, responsive and person centred palliative care to patients with specialist palliative care needs, and their families /carers.

The post holder will work as part of a wider multidisciplinary team to support palliative care provision in both the hospice in-patient unit and the community. Responsibility for either the hospice in-patient ward or the community service will be shared on a rotational basis with the 2 other hospice consultants. The post holder will provide a visible, accessible and authoritative presence to whom staff, patients and carers can turn to for assistance, advice and support

The post holder will provide clinical leadership for the day therapies unit in the hospice and take an active role in developing an early intervention model. The post holder will also participate in the out of hours palliative medicine on call service.

The role also involves participation in the training and education work of the hospice, e.g. undergraduate and postgraduate teaching programmes, clinical supervision of junior medical staff, internal and external health care professional colleagues).

The post holder will also be expected to engage with management, clinical governance, research and service development activity of the service.

Opportunities exist for the post holder to develop links with two well established palliative care research teams and the University of Edinburgh.

The successful appointee will have access to IT facilities and office accommodation.

The post holder must be registered with the GMC and hold a License to Practise and be on the Specialist Register for Palliative Medicine or eligible (via CCT, CESR or EC rights) within 6 months from date of interview

This job description is not exhaustive and will be accompanied by an agreed prospective job plan for the position of Consultant in Palliative Medicine. The job plan will be reviewed and agreed with the post holder on an annual basis detailing specific activities of SPA session (s).

Key Relationships:

- The post holder will join the Hospice medical team and develop key relationships with:
 - Medical director (1.0 WTE)
 - 2 Consultants (0.9 WTE, 0.2 of which are academic sessions) and (0.6.WTE)
 - 4 specialty doctors (2.9 WTE)
 - Training fellowship specialty doctor - annual placement (1.0 WTE)
 - FY2 doctor (1.0 WTE) – rotational 4-month placement
 - Doctors on call, including consultants, palliative medicine trainees and GPSTs
- Internal relationships
 - Registered nurses and HCAs
 - Allied health professionals and the wider multi-disciplinary team
 - Hospice senior management team
 - Marie Curie Executive team
- External relationships
 - Lothian palliative medicine consultants
 - Hospital palliative care teams
 - GPs and district nurses working in the community
 - Commissioning bodies
 - University of Edinburgh staff and students

Main Duties and Responsibilities

a) Clinical duties and responsibilities

- Responsible for ensuring the delivery of the highest possible standard of medical care to all patients in all settings, taking account of their physical, psychological, social and emotional needs and involving them in care planning and decisions
- Together with consultant colleagues, ensure the medical care of patients is sensitive, prompt, and in line with best practice at national and international level
- Use advanced clinical assessment for planning, implementing and evaluating programmes of care and prioritising patient care requirements
- Provide effective education for individual patients and their families
- Act as a resource to primary and secondary health professionals providing essential specialist knowledge and clinical advice
- Provide assistance and advice regarding appropriate treatment and investigations to relevant specialists including non-acute pain services, oncology services and those caring for patients with long term conditions
- Promote and support integrated team working across all disciplines and care settings

- In conjunction with the other members of the consultant team, supervise the day to day clinical care provided by: the specialty doctors working within the hospice, the training fellowship specialty doctor and the rotational FY2 doctor
- When on-call, supervise the out of hours clinical care provided by the doctors participating in the first-call rota: Specialty trainees, specialty doctors, training fellowship specialty doctor and rotational GPSTs and FY2 doctors
- Ensure the effective use of resources
- Participate in an in-patient unit (IPU) based/community based rotation with the other hospice consultants:
 - IPU rotation: responsibility for one of two wards (between 8 and 12 beds) with clinical oversight of the remaining ward when colleague is on leave. Average monthly bed occupancy of >80%. New admissions accepted each day depending on bed availability.
 - Community rotation: consultant input and oversight of team of community specialist palliative care nurses including clinical advice, patient review, multidisciplinary discussions and improving links and education with community colleagues
- DTU/early intervention: Consultant input and oversight of multidisciplinary day therapies team and patient caseload including MDT discussions, patient review, clinics and clinical leadership of early intervention development.
- Participate in consultant on call rota to provide specialist palliative care telephone advice (and review when required) for hospice, hospital and community patients in Lothian and telephone advice only to the Borders
- Participate in regular Lothian palliative medicine consultant meetings to discuss clinical issues and matters relating to service development and delivery
- Take responsibility for the interpretation and implementation of policies and guidelines within the clinical arena guided by national and local policies and guidelines.

b) Management and Leadership

As part of the senior medical team, the post holder will be expected to:

- Deliver effective and open medical leadership which supports and develops a motivated and integrated multidisciplinary team
- Attend external meetings (including regional and national) as agreed with the Medical Director; attend internal meetings appropriate to the post.
- Develop links with community teams to improve access for patients to hospice services
- Work collaboratively with colleagues to enhance palliative care provision for patients with non-malignant disease.
- To participate in local palliative care strategy groups and networks to ensure awareness and recognition of the contribution of the activities within the service and to identify future development opportunities
- In association with other senior colleagues, to be responsible for project management in specified areas to improve the delivery of care
- Together with colleagues, and the Hospice Manager, strategically represent Marie Curie Hospice Edinburgh.

c) Education and Training

As part of the senior medical team, the post holder will be expected to:

- Provide clinical teaching as part of everyday working within multi-professional teams
- Identify and respond to the specialist palliative care educational needs and requirements of both health and social care professional colleagues
- Engage with the local palliative medicine training programme by providing clinical or educational supervision for trainees.
- With colleagues, participate in the planning and delivery of education to undergraduate / postgraduate medical and multi-professional groups.
- Participate in the weekly medical teaching programme
- Engage with formal education sessions, presentations, group teaching and on a 1 to 1 basis with medical students, junior doctors, registrars from other disciplines, acute and primary care staff and other health and social care professionals
- In conjunction with the other members of the consultant team, ensure there are systems in place to ensure the effective review of the development of all junior medical staff.
- Hold a Recognition of Trainer certificate, (or be working towards this within the first six months of being in post) and demonstrate on ongoing commitment to revalidation responsibilities.
- Where possible teaching should be in accordance with the Scottish Palliative Care Guidelines and be in keeping with up-to-date evidence based practice

d) Appraisal and revalidation

Marie Curie supports the requirements for continuing professional development as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities. Marie Curie has its own Responsible Officer arrangements in place. However, Marie Curie Hospice Edinburgh has an arrangement with NHS Lothian whereby all Lothian based Marie Curie employed doctors are appraised within NHS Lothian via Medical Appraisal Scotland (SOAR). This includes access and use of NHS Lothian Responsible Officer. This system supports all doctors to have an annual appraisal with a trained appraiser and fully supports doctors through the revalidation process.

- The post holder will be expected to maintain the requirements for continuing professional development (as indicated by the Royal College of Physicians) by engaging with the annual appraisal and quinquennial medical revalidation process.

e) Clinical governance

As part of the senior medical team, the post holder will be expected to:

- Play a key role in the Marie Curie Clinical Governance Programme at both a national and local level
- In collaboration with service leads, to support and deliver all elements of good clinical governance, including risk management, multi professional clinical audit, incident reporting and other aspects of quality improvement
- Attend relevant governance meetings e.g. Medicines Management group, Quality

Assurance meetings

- Undertake all work in accordance with Marie Curie policies and procedures and all external regulatory requirements.
- Promote evidence based practice, respond to external guidance and to change own practice and others practice in response to new clinical developments and organisational priorities

f) Research

- Work closely with the local Marie Curie research lead to promote the research agenda and outputs from the within Edinburgh hospice
- Support a positive approach to research and the continued development of evidence based palliative medicine
- To participate in, and support research within Marie Curie, at both a national and local level
- To support collaborative research approved by the hospice research governance group

f) Communication

As part of the senior medical team, the post holder will be expected to:

- Develop and maintain robust systems to ensure effective communication between patients, carers, nursing staff, allied health professionals, volunteers, the wider multi-professional team, community and hospital teams and other primary care services
- Participate in weekly MDT meetings, ensuring effective patient management including timely discharge
- In co-operation with senior colleagues, develop systems to support user feedback
- Ensure effective record keeping and documentation
- Promote an open and honest culture
- Demonstrate an ability to empower and motivate staff and positively influence colleagues.

g) Resources available

- A dedicated clinical administrative team supports the consultant team.
- The post holder will have a desk in a shared, well equipped office
- Information technology (IT) facilities include lap top, desk top based computer, smart phone, access to electronic patient systems including EMIS, TRAK, SCI gateway
- Regular 1-1 sessions with line manager (Edinburgh hospice Medical Director)
- Regular clinical supervision with an external supervisor on a 1 to 1 basis is available

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the service at any time after discussion with the post holder.

Marie Curie

Marie Curie is a UK charity, dedicated to the care of people with cancer and other terminal illnesses. There are more than 2,000 Marie Curie Nurses and Healthcare Assistants across the UK and nine Marie Curie Hospices (Belfast, Bradford, Edinburgh, Glasgow, Hampstead, Liverpool, Newcastle, Penarth and Solihull). Care and support for both patients and families is free of charge and is provided at home or in the hospice.

Please see www.mariecurie.org.uk for more information.



Marie Curie Provisional Job Plan

Job title: Consultant in Palliative Medicine

Principal place of work: Marie Curie Hospice, Edinburgh

Contract: Part time

Programmed activities: 7 PAs

Extra Programmed activities: 0

Availability supplement: 5% on call supplement for 1 in 8.5*

The suggested weekly job plan for a part time post is shown below. This is an example of when the consultant will be undertaking the IPU based rotation of the role. When the consultant is undertaking the community rotation, IPU sessions will be replaced by community sessions.

*Please see Terms and Conditions for further information

DAY	TIME	TYPE OF WORK	DCC	SPA	EPA	Total
Monday	9 – 1	Bed meeting followed by ward round	4			7
	1-2	Associated clinical admin	1			
	2-4	SPA		2		
Tuesday						
Wednesday	10 – 11	SPA		1		4
	11-12	DTU support	1			
	12 – 1	Consultant conference call	1			
	1 -2	Weekly doctors meeting		1		
Thursday	9 – 1	Bed meeting followed by ward round	4			8
	1-2	Associated clinical admin	1			
	2-4	In-patient unit MDT meeting	2			
	4-5	Clinical work including family meetings	1			
Friday	9-9.30	Bed meeting and weekly drug review meeting	0.5			8
	9.30-10.30	DTU MDT	1			
	10.30 –12.30	DTU clinical work	2			
	12.30- 5	Clinical work and associated admin	4.5			
Saturday						
Sunday						
		Out of hours work	1			1
		Total Hours	24	4		28

There is flexibility within this job plan and timings / daily activities will be agreed with the successful candidate.



Marie Curie Person Specification

Job Title: Consultant in Palliative Medicine

		Essential	Desirable
Qualifications and training			
1.	Higher Medical Qualification: FRCP; MRCP; FRCA; MRCGP	√	
2.	GMC registered medical practitioner with a licence to practise	√	
3.	Be on, or be eligible within 6 months from date of interview for inclusion on, the GMC Specialist Register for Palliative Medicine (via CCT, CESR or EC rights).	√	
4.	An appropriate higher degree (MD, PhD or equivalent)		√
Experience/Skills/Knowledge			
1.	Experience of palliative care in a wide range of settings	√	
2.	Excellent communications skills	√	
3.	Demonstrable person centred, compassionate leadership skills	√	
4.	Ability to take on full responsibility for independent management of patients and running a service	√	
5.	Evidence of role in development of clinical service		√
Teaching, audit and research			
1.	Committed to formal and informal teaching and training of registrars, junior doctors and medical students	√	
2.	Participation in audit, quality improvement and quality assurance projects	√	
3.	Previous experience of teaching and designing and effecting audit programmes	√	
4.	Evidence of teaching qualification or learning		√
5.	Research interest		√
Motivation			
1.	Committed to patient focussed care, learning and continuous professional development, effective and efficient use of resources	√	
2.	Desire to develop services for patients and families	√	
Personal attributes			
1.	Ability to work as part of a multidisciplinary team and with colleagues in other disciplines	√	
2.	Able to organise time efficiently and effectively	√	
3.	Able to motivate colleagues	√	
4.	Previous managerial training and experience		√
5.	Able to demonstrate strategies for self-care and sustainability	√	

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities



Marie Curie

Terms and Conditions

Job title:	Consultant in Palliative Medicine
Reporting to:	Medical Director, Marie Curie Hospice Edinburgh
Location:	Marie Curie Hospice Edinburgh
Type of contract:	Permanent
Working hours:	7 Programmed Activities (PA's) per week (6 DCC: 1 SPA)
On-call commitment:	1 in 8.5 consultant on call (Level 2) However, it is likely that this will change in the coming year to 1 in 9.5 with the appointment of other consultant posts. This would change the availability supplement as listed below.
Availability supplement:	5% availability supplement. Would reduce to 3% availability supplement if and when additional consultant posts changed the on-call frequency to that of 1 in 9 or less.
Salary scale:	NHS Pay Circular PCS(DD)2019/2
Salary:	£82,669 to £109,849 per annum pro rata. Placement on the salary scale is dependent on experience
Pension:	The post holder will be able to continue with the NHS contributory pension scheme (subject to eligibility)
Annual leave entitlement:	30 days (pro rata) increasing to 32 days (pro rata) after 7 years as a consultant plus 10 bank holidays (pro rata)
Study leave:	30 days of study leave every 3 years (pro rata if also employed by another body).
Disclosure Check	PVG Scheme Membership - Enhanced with Adults Barring
Notice period	3 months

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems