

# JOB DESCRIPTION



<b>Job title:</b>	Specialty Doctor in Palliative Medicine
<b>Department:</b>	Medical
<b>Responsible to:</b>	Medical Director
<b>Grade:</b>	Specialty Doctor

## Job Purpose

As part of Palliative Care Multi-Disciplinary Team, the post holder will deliver high quality professional care to patients and relatives within the Hospice and Community as needed. You will work closely with the Clinical Team to ensure we offer the highest standards of care, developing services to meet the changing needs of our patients.

## Main Duties and Responsibilities

### Responsibilities

- To work with the Consultants in Palliative Medicine to deliver high quality palliative care.
- Undertake medical assessment, diagnosis and management of patients in hospice / community.
- Initiate appropriate medical care and prescribe appropriately in line with policies and guidelines.
- Assess new planned and emergency admission patients and work with MDT to initiate appropriate investigations and treatment.
- Any other medical duties in emergency situations.
- Communication with patient's relatives and carers regarding clinical condition and management plan. To be involved in family meetings as required.
- To work as part of the MDT and communicate clearly with colleagues. To attend weekly Specialist Palliative Care MDT meeting.
- Communicate unexpected changes in patients' condition to Consultant in charge and, when required, to on call medical staff.
- To generate a weekend handover medical report at end of week.
- Participate in the St Michael's 1/5 non-resident first on-call rota on call rota with on-call consultant support.
- Record clinical notes in a timely and accurate fashion.
- Review and update drug records, working with the Pharmacist. Completion of TTO prescriptions and patient-held drug record cards.
- Completion of death certificates and cremation certificates when required.
- Co-ordinate with referrers and other healthcare professionals to ensure continuity of care.
- Provide advice and teaching to members of the MDT and visiting professionals.
- Participate in education events, in particular medical events.

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- To meet requirements of appropriate Royal College for CPD with involvement in CPD appropriate to speciality: Keeping up to date with medical developments, new drugs, treatments and medications, including complementary medicine relevant to palliative care.
- Participate in annual appraisal and job plan review and revalidation process.

## Personal and professional development

The post-holder will be required to keep himself/herself fully up-to date in their relevant area of practice and to be able to demonstrate this to the satisfaction of the Royal College of Physicians and the GMC. The post-holder will receive an annual appraisal by a Consultant in Palliative medicine as required by the GMC and fulfil the requirements necessary for Revalidation. Professional or study leave will be granted at the discretion of St. Michael's Hospice, in line with the prevailing Terms and Conditions of Service, to support appropriate study, postgraduate training activities, relevant CPD courses and other appropriate personal development needs. Support and guidance is available on site from the Consultant and colleagues, and through involvement in the training and development of clinical staff, the post holder will gain personal development opportunities. Regular clinical supervision will be provided.

## Proposed job plan

Work sessions are based on 'P.A.s' of 4hrs. The job plan will be reviewed regularly to ensure it still meets the need of both the service and the post holder. There is overlap between medical staff to ensure continuity of care and effective communication. A Consultant is always available for advice and support, in addition to regular patient rounds. The role will provide the post holder opportunities to work in the hospice, the community and in the hospital to gain experience of palliative medicine across a range of settings.

This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>am</b>	Hospice IPU	MDT	Hospice IPU	SPA	Hospice IPU
<b>pm</b>	Hospice IPU	Hospice IPU	Community	Community	Hospice IPU

## Clinical governance

The post-holder will be expected to participate actively in clinical governance activities, including clinical audit, educational activities and quality improvement activities.

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## General Responsibilities

- Work to maintain the values, vision and aims of St. Michael's Hospice.
- Additional Duties – In discussion with the line manager undertake work, as and when required, in support of St. Michael's Hospice as an organisation.
- Public Relations – Represent St. Michael's Hospice in the community and public domain as appropriate.
- Undertake all statutory and mandatory training, as required.
- Be conversant with and adhere to St. Michael's Hospice Policies and Procedures.
- This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder.
- Take responsibility for own personal safety and of others whilst at work. You will take appropriate action or report any concerns to address any health and safety issues that you or members of your team may be aware of.
- This job description is an outline of the role and responsibilities. From time to time, due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

<b>Reviewed by:</b>	Dr Jemma Storrar	<b>Date:</b>	March 2023
<b>Signed by employee:</b>		<b>Date:</b>	