



PAY BAND: NHS Consultant Pay scale

DEPARTMENT/DIVISION: 5

BASED AT: John Taylor Hospice and Birmingham St Mary's Hospice

REPORTS TO: Medical Director, Hospice Charity Partnership

LAST UPDATED: September 2021

JOB PURPOSE:

This is an opportunity for a 0.8 WTE post holder, applications from those wishing to work less than 0.8 WTE will still be considered.

All responsibilities should be assumed and will be confirmed at the point of final job planning.

The post will be hosted as an NHS post by University Hospitals Birmingham Foundation Trust (UHBFT) with their terms and conditions. The post holder will be based on one Hospice site, but there may be requirement to carry out clinical duties across both Hospices according to clinical service need. There will be a focus within the job plan on work to medically support the Specialist Community Palliative Care Team.

The post holder will join a telephone advisory 2nd on call rota, coordinated across Birmingham and Solihull, with colleagues from John Taylor Hospice, Birmingham St Mary's Hospice, Marie Curie Hospice West Midlands and University Hospitals Birmingham Foundation Trust (UHBFT). This responsibility is approx. 1 in 12 and attracts a 3% availability supplementation to annual salary. Given the low intensity, time off in lieu of on call is not routinely offered

The Hospice Charity partnership (THCP)

In August 2021, the Hospice Charity Partnership was formed through merger of two well established independent Hospices, Birmingham St Mary's and John Taylor Hospice. Together these teams now deliver the biggest majority of specialist palliative care across Birmingham and Solihull. They also provide inpatient and some outpatient services to patients in neighbouring Sandwell.

THCP has an established medical team, with Consultants, Nurse Consultant, Advanced Nurse practitioners, substantive specialty doctors and trainees in both General Practice and Palliative Medicine all working alongside each other. Both Hospice sites have their own 1st on call rota and are supported by the regional consultant 2nd on call.

Peer support will be provided by Dr Debbie Talbot, Dr Christina Radcliffe Dr Molly Bird and Dr Nadia Khan, as consultant colleagues.

John Taylor Hospice (JTH)

This Hospice has provided care in Birmingham for four generations. A group of clinicians at the Birmingham and Midlands Women's Hospital led by Dr Mary Darby Sturge, anaesthetist and Bourneville GP founded the Hospice in 1910. The Hospice takes its name from Professor John Taylor a pioneer of clinical and family care for women with gynaecological cancers. JTH is the oldest non-denominational Hospice in the UK and since the war, have been based at The Grange in Erdington which was gifted to the new NHS in 1948.

As well as community services working out of this site, there are 11 specialist beds, up to 3 nurse led CHC beds, 2 non specialist 'Home from Home' beds (for Sandwell and West Birmingham) and a vibrant day facility, The Living Well Centre. Physicians work as an integral part of the MDT with; Specialty doctors, GPs, care assistants, clinical pharmacists, occupational and physiotherapists, counsellors and spiritual care workers, specialist nurses and family workers.

Birmingham St Mary's Hospice

St Mary's Hospice opened its doors in 1979. It was the first hospice in the Midlands established as part of the modern-day hospice movement. It is situated in pleasant surroundings in Selly Park, 4 miles south of the city centre and close to QEH and the University of Birmingham.

There is a 16 bedded in-patient unit and an integrated Community team which includes Clinical Nurse Specialists, day Hospice plus Urgent Response and Hospice at Home registered nurses and health care assistants.

Education and Research forms an essential part of service delivery for the Hospice Charity Partnership and the Education team are based out of St Mary's. The Hospice clinical teams are actively involved in pre- and post-graduate education across disciplines and the teaching of palliative care to; primary care, community health and social care teams, nursing homes, acute sector staff and private healthcare providers.

University Hospital Birmingham Foundation Trust (UHBFT)

University Hospitals Birmingham NHS Foundation Trust (UHB) is one of the largest teaching hospital trusts in England, serving a regional, national and international population.

It includes Birmingham Heartlands Hospital, the Queen Elizabeth Hospital Birmingham (QEH), Solihull Hospital and Community Services, Good Hope Hospital in Sutton Coldfield and Birmingham Chest Clinic. They also run a number of smaller satellite units, allowing people to be treated as close to home as possible.

More than 2.2 million people are treated every year across these sites

UHBFT is a regional centre for cancer, trauma, renal dialysis, burns and plastics, HIV and AIDS, as well as respiratory conditions like cystic fibrosis. They also have expertise in premature baby care, bone marrow transplants and thoracic surgery and have the largest solid organ transplantation programme in Europe.

Teams provide a series of highly specialist cardiac, liver and neurosurgery services to patients from across the UK.

The trust has over 20,000 members of staff and is committed to investing in their development and their health and wellbeing.

KEY WORKING RELATIONSHIPS:

Internal

The Hospice Charity Partnership

Director Team

The Director team is led by the Chief Executive and includes the Medical Director, Director of Care, Director of Finance, IT and Facilities, Director of Income Generation and the People Director.

Senior Clinical Team

The senior clinical team comprise Medical Director, Director of Care, Head of Governance and Head of Care Services.

Each inpatient unit has a senior ward manager and dedicated multidisciplinary team. The Triage and Urgent Response clinical lead heads up a vibrant community team which is supported by community based consultants, specialty doctor, community palliative care nurses, social work, therapists, counsellors and pharmacy colleagues. The Hospices also work closely with a well-established cohort of GP colleagues, who contribute to the provision of out of hours 1st on call medical support on the unit

Volunteer workforce:

There are a large cohort of volunteers who support both the clinical and non-clinical work of the Hospice. These include; volunteer counsellors, drivers, fundraising volunteers as well as support in the day services and the Inpatient Unit.

External:

In addition to service users, there are a wide variety of External Stakeholders with whom the post holder will be required to engage. These include (not an exhaustive list):

Sandwell and West Birmingham Hospitals NHS Trust
GPs and District Nurses
Other regional and National Specialist Palliative Care teams
Health Education West Midlands
Local Universities
Hospice UK
Association of Palliative Medicine
Royal College of Physicians

MAIN DUTIES & RESPONSIBILITIES:

This post is designed to support clinical teams across THCP and to promote collaboration amongst the wider Birmingham and Solihull Palliative Care teams. The post holder will join the Medical Director and other existing consultants in providing senior Medical input across all service areas, with a particular focus on community care. As part of the HCP Consultant team they will be invited to participate in regular Hospice education meetings and receive clinical supervision and peer support as needed. There will also be a rich variety of CPD and consultant induction and mentoring support available through UHBFT.

Out of hours, the post holder will work alongside Consultant colleagues at THCP, Marie Curie and UHBFT to provide a consultant telephone advisory service to Birmingham and Solihull Hospices, Community and Hospitals.

The successful candidate will be expected to provide senior clinical leadership, alongside the Medical Director and other consultants, senior nursing, therapy and pharmacy colleagues to the Hospice teams. They will medically support, as required, community and hospital MDTs, medical domiciliary visits and Palliative Medicine outpatient clinics.

Involvement in specialty doctor and trainee doctor training and MDT teaching sessions will be expected as part of the hospice's commitment to internal learning and development.

Duties and Responsibilities

Clinical

- To participate in all aspects of specialist palliative care in and out of hours, across inpatient, day hospice, community and hospital settings
- To provide leadership and to work with the multi-professional team, ensuring

the delivery of high quality palliative care to patients.

- To conduct specialist inpatient unit ward rounds, participate in multidisciplinary team meetings (Hospital and Hospice) and to undertake out-patient consultations and domiciliary visits as required.
- To be committed to good clinical governance and maintaining and improving quality of care via audit, monitoring patient satisfaction, outcome measurement, team reflection etc.

Managerial

- To support the development and implementation of THCP strategy
- To support in all other areas of Healthcare Governance, working as part of the clinical leadership team to drive the development of good practice and management of risk.
- To be an active member of the medical team, ensuring that care is given in accordance with Hospice, Hospital, Network and National Guidelines. To support the senior management team and participate in strategic planning and implementation of service improvement, in line with regional and national ambitions for end of life care.
- To provide Educational Supervision, Clinical Supervision and line management for colleagues such as specialty doctors, doctors in training and allied health professionals

Teaching and Research

- Deliver internal and external teaching when requested to do so
- To encourage the teaching of junior doctors and other health and social care professionals, across the wider health economy
- Active participation in research

Job Plan Timetable (Appendix 1)

A sample job plan is included. This is negotiable according to applicants' working patterns and interests.

CPD/Revalidation

The Trust and THCP support the requirements for continuing professional development as laid down by the Royal College of Physicians and are committed to providing time for these activities. Study will be funded by THCP

Medical revalidation is supported by UHBFT and the responsible officer is their Medical Director, Prof Simon Ball.

The Trust has the required arrangements in place, as laid down by the Royal College of Physicians, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process.

Consultant appraisal will be conducted by an approved UHBFT Consultant appraiser and it will be the responsibility of the appraisee to make timely arrangements for the appraisal meeting and engage with the UHBFT e-portfolio system (Medic@Work)

Secretarial and Office Support

Shared office facilities, with PC access, will be provided by THCP. The Medical team are supported by a medical secretary and PA to the clinical directors

Hospital IT access will be arranged as part of induction

Both Hospices use an electronic patient health record (System1) and IT training for use of the Hospice clinical IT system will be provided as part of Hospice induction.

Line management and supervision

The post holder will be directly line managed by the Medical Director, Dr Debbie Talbot

Clinical supervision is provided by a dedicated team member at THCP

Peer support will be provided by the well-established THCP consultant team

There is the potential to identify a formal Consultant mentor, either within THCP or through the wider Midlands network, dependent on individual preference and requirements of the new post holder.

The post holder will undertake other duties as may be required to achieve the Hospice's objectives, commensurate with the grading of the post.

GENERAL INFORMATION:

TRUST VISION AND VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; **To Deliver the Best in Care**. Our values apply to every member of staff. They are to treat all with **respect**, to take personal and team **responsibility**, to look to improve the way we do things (**innovation**) and to act with **honesty** in all we do.

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's and the Hospice's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY*

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust's Equal Opportunities in Employment Policy is implemented and that staff under his/her control are aware of their equal opportunities responsibilities.

HEALTH AND SAFETY *

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

As a Manager/supervisor the post-holder is accountable for implementing and ensuring compliance, across his/her own area of responsibility, with the Trust's and the Hospice's Health and Safety Policies and Procedures. This includes responsibility for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts in the service activities.

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them.

Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust and Birmingham St Mary's Hospice. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

FLU PANDEMIC OR MAJOR INCIDENT

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

NO SMOKING POLICY

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust or Hospice premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

PUBLIC SERVICE USER AND CARER INVOLVEMENT

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING

The Trust and the Hospice are committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the

Hospice/Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

Name of Post Holder:

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Signature of Post Holder: Date:

Name of Manager:

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Post Title of Manager:

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Signature of Manager..... Date:

PERSON SPECIFICATION

Post: Consultant in Palliative Medicine	Division: 5
Location/Department: The Hospice Charity Partnership	Date: September 2021

All candidates will be considered on their ability to meet the requirements of this person specification.

	Criteria Please state if essential (E) or desirable (D). <small>(Only essential criteria will be considered when undertaking the job evaluation process)</small>	How Identified <small>e.g. Application Form/Interview/Presentation/Test</small>
General Education and Qualifications <small>e.g. G.C.S.E, N.V.Q., G.N.V.Q., A/O Levels</small>	<ul style="list-style-type: none"> Medical Degree (E) MRCGP or equivalent (E) Full GMC Registration with licence to practice (E) Evidence of annual appraisal (E) 	A
Professional Qualifications <small>e.g. CIPD, AAT,RGN, Degree, Masters, PHD</small>	<ul style="list-style-type: none"> Entry on the GMC Specialist Register (E) via <ul style="list-style-type: none"> CCT (proposed CCT date must be within 6 months of interview) CESR or European Community Rights Diploma or Masters in Palliative Care, Medical Education or other relevant discipline (D) Management and Leadership training (D) 	A
Experience <small>e.g. writing business plans, budget management experience, significant clinical experience</small>	<ul style="list-style-type: none"> Excellent clinical skills in palliative medicine (E) Knowledge of evidence-based practice and quality improvement (E) Excellent communication skills (E) Proven ability to manage patients effectively with complex physical, psychological and social problems (E) Extensive experience of teaching and clinical audit (E) High level of clinical leadership skills, including the ability to promote excellent standards of clinical governance (D) Background in Palliative Medicine research (D) 	A/I
Skills/Abilities <small>e.g. Report Writing, Minute Taking, Shorthand</small>	<ul style="list-style-type: none"> Good interpersonal skills and ability to gain confidence and trust (E) Ability to lead and manage a team (E) Ability to work collaboratively with a multidisciplinary team (E) 	A/I
Knowledge <small>Depth and extent of knowledge E.g. Technical, Financial</small>	<ul style="list-style-type: none"> Demonstrable clinical knowledge across all aspects of Palliative Medicine (E) 	A/I
	<ul style="list-style-type: none"> Ability to cope with pressure and clear strategies for 	A/I

Personal Attributes e.g. Reliable, Punctual	promoting resilience (E) <ul style="list-style-type: none"> • Ability to respond to change(E) • Awareness of own limitations(E) • Commitment to continuing personal/professional development and medical education (E) • Strong interest in IT and its use as a clinical tool (E) 	
Other Factors e.g. ability to work shifts, ability to drive, etc	<ul style="list-style-type: none"> • Criminal Records Disclosure check at Enhanced Level (E) • Driving Licence and use of a vehicle for business purposes (E) 	A/I

Appendix 1

Sample Job Plan

Monday	Tuesday	Wednesday	Thursday	Friday
Day Off	SPA (Audit and Research)	Community MDT	SPA (CPD and ed supervision)	Community caseload review or education
Day Off	Domiciliary visits	Outpatient clinic	Outpatient clinic	Domiciliary visits