

**INFORMATION PACK
AND
JOB DESCRIPTION
FOR
MEDICAL DIRECTOR:
CONSULTANT/ASSOCIATE SPECIALIST
(PENDLESIDE HOSPICE)
Community & Integrated Care Division**



Some facts about us:



We are in the HSJ/Nursing Times list of the top 100 places to work



On average 98% of our patients would recommend us to their Friends and Family



We're rated as 'better than average' or above in 24 categories out of 32 of the national NHS staff satisfaction survey



We are in the top 20% of Trusts for effective staff engagement



We are in the top third of all Trusts in terms of openness, transparency and learning from mistakes, being rated as 'good'



Our young patients have rated us as the fourth best childrens' in-patient service in the country



We routinely meet our cancer targets and mortality rates are within expected levels. Our performance against all other targets is generally good.



Our Foundation Training Programme has been the highest rated in the North West Region

INTRODUCTION

East Lancashire Hospitals NHS Trust is a large, integrated healthcare organisation.

With over 7800 staff and 970 in-patient beds, we are a large provider of Acute District General and Specialised Hospital services, as well as Community Services and Childrens Mental Health Services.

Our two main hospital sites, The Royal Blackburn Teaching Hospital and Burnley General Teaching Hospital have been rated "GOOD" in 2016 by the Care Quality Commission.

Our Board is professional, ambitious and capable.

Our vision is '**To be widely recognised for delivering safe, personal and effective care**'.

Quality and safety are at the heart of everything we do and we are committed to providing harm free care. Our fabulous, highly trained staff are key to our growing reputation as a great place to receive treatment, as well as a great place to work.



EAST LANCASHIRE HOSPITALS NHS TRUST

East Lancashire Hospitals NHS Trust provides a caring service to a population of 550,000 in the Pennine Lancashire area. Services are provided from our two main sites, the Royal Blackburn Teaching Hospital and Burnley General Teaching Hospital and from our community rehabilitation wards at Pendle Community Hospital, Accrington Victoria Hospital and Clitheroe Community Hospital. Our current five-year clinical strategy 'Fit for the Future' provides a robust clinical platform to ensure we deliver safe, personal effective services in the community and in our hospitals.

We treat almost 700,000 patients every year in our hospitals and community settings, using state-of-the-art equipment and facilities. We provide a full range of acute hospital and adult community services and we are a specialist centre for hepatobiliary, head and neck and urological cancer services, robotic assisted surgery, specialist cardiology services and we are also a network provider of Level 3 Neonatal Intensive Care. We are a nationally accredited Centre for Endometriosis and Uro-Gynaecology Surgery.

Our Blackburn site is the centre for all acute services in East Lancashire other than Obstetrics and Gynaecology. The Emergency Department at Blackburn is the only ED for East Lancashire and is a Trauma Unit in the Lancashire Trauma Network working closely with the Trauma Centre at the Royal Preston Hospital. The ED is supported by Urgent Care Centres at Blackburn and Burnley and a Minor Injuries Unit at Accrington. We have day and night Air Ambulance helicopter landing facilities.

Burnley General Teaching Hospital is the site for the East Lancashire Women's and Newborn Centre and is the largest in-patient consultant led obstetric unit in the North West. There is also a midwife-led birthing unit off the Hospital site in Blackburn.

In 2012 the Royal Blackburn Teaching Hospital was designated as one of the Lancashire Vascular Centres and is one example of our specialist services.

The Trust also has close links with a number of Tertiary Centres in Manchester and Liverpool for both adult and children's services.

ROYAL BLACKBURN TEACHING HOSPITAL

The hospital is situated just off Junction 5 of the M65. It is our main hospital site receiving most emergency patients. Other than for obstetric emergencies, all blue light ambulances attend this site.

Services at the Royal Blackburn Teaching Hospital site include:

A busy Emergency department, with 8 bedded resuscitation area, and a co-located Urgent Care Centre and ambulatory care facility

- ITU, HDU and POCCU facilities.
- Radiology including MRI and CT seven days per week, as well as isotope scanning
- Acute Surgical Services (General Surgery, Vascular Surgery, Urology, T&O, ENT, Maxillofacial and Surgical Triage Unit)
- 11 Operating Theatre complex with integrated Day Case Unit, 24 hour Emergency Theatre, Angiography Suite

- Endoscopy Unit providing a 24/7 Upper GI bleed endoscopy service
- Acute Medical beds, Medical Assessment Unit and Fast Flow wards.
- Cardiac Unit (a CCU, specialist cardiac ward and 2 Cath Labs)
- Generalised and Acute Paediatric services
- Learning & Development Centre
- Research Centre
- We are also now planning the build of a primary care access centre at our ED front door as part of our redesign programme.



BURNLEY GENERAL TEACHING HOSPITAL

Services at this site include:

- Lancashire Women and Newborn Centre including 5 Operating Theatres, Consultant led maternity unit, midwife led birthing centre, Level 3 Neonatal Intensive Care Unit, general, emergency and specialist gynaecology services
- Urgent Care Centre: A new purpose built building with a children's assessment and observation area, and an on-site GP unit
- Elective Orthopaedic Centre (28 beds and 5 operating theatres)
- Endoscopy Unit
- Paediatric Day Surgery Unit
- Radiology services including CT
- Ophthalmology Unit and dedicated Ophthalmology Theatres
- East Lancashire Breast Unit and Breast Screening Service
- Recently opened elective care centre incorporating facilities for day case surgery and short stay surgery, two theatres one of which is laparoscopic theatre and a procedure room. This facility will eventually include chemotherapy suite and enhanced endoscopy facilities.



COMMUNITY SERVICES

East Lancashire Hospitals NHS Trust also employs a variety of community based staff covering the population of East Lancashire. This includes community nursing services, allied health professionals including occupational therapy, physiotherapy and dietitians, and an Intensive Home Support Service. These services see people in clinic settings or in their own homes.

SPECIALIST PALLIATIVE CARE TEAM

The Specialist Palliative Care Team employed by East Lancashire Hospitals NHS Trust provides support to patients and healthcare professionals throughout East Lancashire community settings, and all of the acute and community hospitals within the Trust. The service provides direct care involving expert assessment, advice, care and support to patients with complex palliative needs, and also support and advice to staff caring for patients with palliative and end of life care needs. The team delivers a large amount of education and training, and participates in work within and outside of the trust to develop and improve palliative and end of life care more widely.

The team consists of four Consultants in Palliative Medicine, band 6 and 7 specialist nurses, an Advanced Clinical Practitioner and an end of life/bereavement team. The community and hospital teams are fully integrated. The Consultants also provide Specialist Palliative Medicine input into the three local hospices, East Lancashire Hospice, Pendleside Hospice and Rossendale Hospice, and community support to Blackburn with Darwen, as well as East Lancashire.

TEACHING AND RESEARCH AND INNOVATION

Across all our sites we pride ourselves on our teaching and for providing a great experience for trainee doctors. We have received excellent feedback from medical students, foundation year doctors and specialty trainees. One of our respiratory consultants was awarded "Teacher of the Year" by Manchester Medical School students. Our Obstetrics and Gynaecology specialty trainee feedback and evaluation rated us the highest in the North West.

Since 2016, we have entered into a strategic alliance with University of Central Lancashire, a fast-growing medical school, as their main provider of clinical placements and teaching. Our medical student intake is increasing year on year, with students from several medical schools, both locally and internationally.

We have a thriving community of research in the Trust and we contribute to a wide range of national and international studies, with a high number of patients entering clinical trials.

Our clinical staff continue to develop the range of services offered by the Trust. We provide robotic-assisted urological surgery. We are a Lancashire centre for Head and Neck surgery, maxillofacial and orthognathic surgery, regional dermatology including vulval dermatology specialist services.

We are an accredited centre for Vascular surgery, Uro-Gynaecological Surgery and Endometriosis.

MEDICAL UNDERGRADUATE EDUCATION & TRAINING

The Trust is one of the largest teaching hospitals in the North West of England. It has an excellent reputation and is the main provider of medical undergraduate clinical education and training for The School of Medicine at the University of Central Lancashire, with whom it has a strategic alliance, with the aim of achieving University Teaching Hospital status by 2020.

It is also a teaching hospital for Lancaster University medical students and The American University of the Caribbean. Lastly, it provides a Work Place Programme for sixth formers in East Lancashire applying to medical school which supports Widening Participation and has been commended by Sir Keith Pearson, Head of Health Education England.

The Department of Undergraduate Education [DUE] oversees the development, implementation, delivery and quality assurance of medical student clinical training and reports to the Education Directorate Strategic Board. It has an excellent administration team and as well as being innovative it has a philosophy of multi-professionalism underpinning its approach.

There are a wealth of opportunities to get involved with medical undergraduate education and training including year placement and specialty leads, mentoring, tutorial delivery, lecture based and bedside teaching. There are also more strategic positions in the form of leadership roles. Furthermore, the various educator roles are recognised by honorary titles from the relevant university.

If you need any further information please contact Professor Damien Lynch, Director of Undergraduate Education [damien.lynch@elht.nhs] or Mrs Laura-Jane Lloyd, Undergraduate Manager [laura-jane.lloyd@elht.nhs.uk]

LOCAL AREA/POPULATION

The Trust's catchment area is co-terminus with the local districts of Blackburn with Darwen, Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale. Together, these localities represent the area known as "Pennine Lancashire". Each of the locality districts contains substantial rural areas including parts of the West Pennine Moors, the Ribble Valley, the Forest of Bowland, Gisburn Forest and Pendle Hill; some of the most outstandingly beautiful countryside in Northern England. The local town of Whalley has been voted one of the top 50 places to live in the UK

The district is well served by road and rail and is within reach of the Universities of Manchester, Lancaster, Liverpool and Leeds, including UCLan with which ELHT has forged strong links. As well as being close to many urban centres, Blackburn and Burnley are also within easy distance of the Lancashire Coast, the Lake District and the Yorkshire Dales.

The district itself is well provided with leisure activities, for both spectators and participants. There are well developed parks, sports grounds and sports centres in the urban community. There are excellent schools in the locality, both state and fee paying. The housing in the area is both to a high standard and is reasonably priced. The local population looks to the district's health services for most of their health needs.

In comparison with England and Wales as a whole, the Trust has a higher proportion of the population between the ages of 0-14 and a lower proportion of the population between the ages of 15-64. This trend is set to increase with projected increases of about 5% in the population between 0-14. From census data, when compared with the rest of the region, this district has the third highest proportion of households where the head of the household was born in the New Commonwealth or Pakistan.



Townley Hall, Burnley

PENDLESIDE HOSPICE



Pendleside Hospice was founded as a charity in 1988 and is one of the principal providers of palliative and end of life care services to adults in Burnley and Pendle. Pendleside is widely known throughout the area of Burnley and Pendle and is held in deep affection by the local community. It is highly regarded by partners and the public as a well-run charity eager to grow and develop.

All our care is free of charge to the patients and their families/carers but, of course, it isn't free to provide and most of it is funded through the generosity of the local community in which we serve. In the last financial year, it cost over £4.5 million to run Pendleside Hospice of which over £3.5 million needs to be raised through voluntary donations. We also hold a good rating with the Care Quality Commission and our aspiration is to be outstanding.

Pendleside is an award-winning organisation, having been awarded Pendle Business Award 2018: Making a Difference, Lancashire Red Rose Award 2018: Not for Profit Organisation, Lancashire Red Rose Award 2019: Health and Care Business Award, BIBAs 2019: Third Sector Business of the Year and BIBAs 2021: Community Business of the Year award for work undertaken during the pandemic.

We are immensely proud of our services, as demonstrated by the way we have responded to the challenges of the pandemic in the last two years. Our teams have adapted quickly, been innovative, flexible and mutually supportive, maintaining resilience and effective service as we have embraced even closer integrated working with our local health and social care system partners to deliver the best possible palliative and end of life care for patients and families in all settings.

OUR MISSION:

Pendleside exists to enhance the quality of life for people living in our community with advancing long term and life limiting illnesses, through to end of life and in bereavement.

OUR VISION:

Every adult with advancing long term and life limiting illnesses and those most important to them within our community will receive timely and equitable access to high quality services, delivered by appropriately trained staff and volunteers.

PHILOSOPHY OF CARE:

Pendleside endeavours to promote and enhance quality of life for people with advancing long term and life limiting illnesses and those important to them. It does this by delivering specialist and holistic palliative and end of life care, which addresses each person's individually assessed physical, psychological, social and spiritual needs.

Our care is planned and continually monitored to ensure appropriateness as needs may change. Effective communication with the people we serve is fundamental to our relationship with them. Their confidentiality, privacy, dignity and choice are respected at all times.

Our multi-disciplinary approach facilitates integrated support in our inpatient, outpatient, day service, community and family support services.

Care is underpinned by relevant research, best practice guidance and professional codes of practice.

OUR AIM:

To provide the highest quality services possible to our local community, which are easily accessible to all who need them.

To achieve this through the five pillars of Pendleside: -

Proud to be Pendleside: our people identify Pendleside as a good place to work/volunteer and we are the health care organisation of choice to work/volunteer for

Community collaboration: to build a compassionate community involving, influencing and working in partnership with all stakeholders to enhance palliative and end of life care

Care delivery: to reach out to as many people as possible who need our care

Governance: the Hospice meets its regulatory requirements and manages risk effectively

Sustainability: services are sustainable in the changing external environment

OUR VALUES:

Our values underpin everything that we do:

- **Care**
We ensure a professional standard of high quality care provision delivered with kindness, dignity and respect

- **Compassion**

We ensure that a compassionate and a non-judgemental approach remains central to the delivery of our services

- **Support**

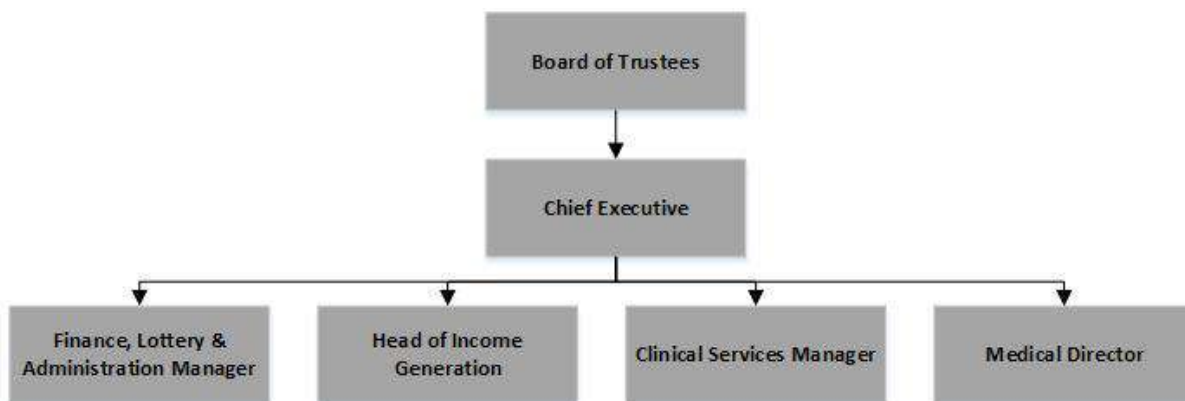
We ensure that people are listened to, their contribution valued and that necessary support is provided according to each individual need.

OUR PEOPLE:

Pendleside is governed by a Trustee Board that takes overall responsibility for its work and managed by a Senior Management Team.

The Board of Trustees is made up of volunteers with particular skills and expertise in a variety of fields and led by a Chairman.

The Senior Management Team is led by the Chief Executive and has four other members with specific responsibilities including this role.



Pendleside currently has 130 employees across the organisation which equates to approximately 90 whole time equivalent (WTE). In addition, we have several staff work under a practising privileges agreement and the Hospice has a Bank of Registered Nurses and Auxiliary Nurses.

Volunteers are an integral part of the Hospice Team with over 600 active volunteers, each one playing an invaluable role either within the Hospice and/or our local community.

OUR SERVICES:

Pendleside cares for over 1200 people each year, across a number of services. These include:

- Inpatients
- Hospice at Home
- Health, Wellbeing and Rehabilitation Services
- Outpatients
- Family support

- Spiritual Care
- Rehabilitation
- Complementary therapy
- Psychological support
- Bereavement support

Clinical services are available to adults, 18 years and over. In exceptional circumstances patients between the age of 17 and 18 will be allowed to access Hospice services. This will be assessed on an individual basis and only agreed when access to external children's services is not appropriate.

The Family Support and Bereavement service provide support to children, adolescents and adults.

Services are supported by Pendleside's Catering and Domestic, Maintenance, Finance and Administration, Fundraising and Retail teams.

JOB SUMMARY

THE POST

Medical Director: Consultant or Associate Specialist Doctor in Palliative Medicine

We are delighted to be introducing the new role of Medical Director at Pendleside, working alongside our senior management team and trustees, medical team and wider Hospice team.

Employed by ELHT but with an Honorary contract with Pendleside, you will provide governance, leadership and specialist palliative care input into all clinical services at the Hospice, whilst also working collaboratively with the four consultants in palliative medicine to ensure the delivery, continuity and development of specialist palliative care for the population of Pennine Lancashire.

You will be able to demonstrate excellent leadership and change management skills and maintain consistently high standards of individualised care, compassion and bereavement support. Our aim is to make living with dying better for patients and their families.

The post is advertised as full time (10PA) but candidates wishing to work flexibly including less than full time or job share are welcome to apply. This also includes participation in the out of hour's medical rota. Flexibility will be essential to apply your skills along with positivity and enthusiasm, you will have the communication and interpersonal skills that enable you to thrive in a friendly working environment.

At Pendleside Hospice, you will find a fantastic team spirit and a commitment to workforce development.

This appointment is a crucial one for the Hospice. Should you wish to know more, we warmly welcome you to arrange an informal visit to the Hospice.

DUTIES AND RESPONSIBILITIES

The primary aim of this role is to provide medical leadership and strategic input into Pendleside Hospice.

The post holder will:

- Provide a specialist palliative medicine service to the patients of Pendleside Hospice, working as part of a multi-disciplinary team of doctors, nurses and allied health care professionals
- Take medical responsibility for patients admitted to the Inpatient Unit, and for the medical care delivered by the hospice medical team in other areas covered by the hospice
- Lead, manage and develop the Hospice medical team, ensuring that care is given in accordance with Hospice, Regional and National best practice guidance
- Alongside the Senior Management Team and Trustees, take an active role in developing the organisations strategic plan for clinical care delivery, working collaboratively with key stakeholders internal and external to the organisation
- Alongside the Clinical Services Manager have responsibility for ensuring strong clinical and medical governance, ensuring regulatory compliance
- Liaise with health and social care professionals both internal and external to the Hospice, acting as a source of specialist palliative care advice
- Contribute to the delivery of education to all staff groups and act as a clinical supervisor to doctors and advanced clinical practitioners in training
- Participate in weekly Specialist Palliative Care Multi-disciplinary team meetings
- Attend relevant meetings internal and external to the Hospice and participate in the development of policies, procedures and standards pertaining to the clinical activity of the Hospice
- Working collaboratively with the Hospices, four consultants in palliative medicine and specialist palliative care team across Pennine Lancashire to ensure the delivery, continuity and development of specialist palliative care for the population of Pennine Lancashire.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measurement
Qualifications	<p>Full GMC registration</p> <p>Primary medical qualification e.g. MBChB</p> <p>MRCP(UK) or (I), MRCGP or FRCA</p> <p>Fully subscribed member of a recognised medical defence organisation</p> <p>At least 6 years experience in palliative care (Associate Specialist position only) or Entry on the GMC Specialist Register for Palliative Medicine via CCT or CESR or have a proposed CCT date within 6 months of interview (Consultant Position only)</p>	<p>Higher Medical Degree (MD or MSc)</p> <p>Post graduate qualification in palliative medicine/care</p>	CV and application form
Experience	<p>Effective knowledge and experience in palliative care and application to acute, community and hospice settings</p>		CV and application form Interview
Management Skills	<p>Participation in clinical audit</p> <p>Good knowledge/understanding of Clinical Governance</p> <p>Effective leadership and organisational skills</p> <p>Effective negotiating and influencing skills</p> <p>Basic IT skills</p>	<p>Attended management training</p>	CV and application form Interview
Research	<p>Awareness of basic research methods</p> <p>Familiarity with evidence- based practice</p>	<p>Evidence of peer reviewed publications</p>	CV and application form Interview

Teaching	Evidence of teaching the multi-professional team	Attendance at courses in teaching, appraisal and mentorship	CV and application form
Other Skills	<p>Advanced communication skills</p> <p>Commitment to working as part of a clinical team</p> <p>Ability to work within a multidisciplinary team – regardless of grade or discipline</p> <p>Ability to recognise, understand and respect organisational differences and boundaries</p>		<p>CV and application form</p> <p>Interview</p> <p>References</p>
Personal	<p>Resident within 45 minutes of the Hospice</p> <p>Medically fit to fulfil all aspects of the post</p> <p>Ability to be on call and work weekends/evenings</p> <p>Able to work flexibly according to the needs of the service</p> <p>Full UK driving licence and use of own car</p> <p>Assertive, tactful and diplomatic</p>		<p>CV and application form</p> <p>Interview</p> <p>Occupational Health</p>

THE DEPARTMENT

Description of Hospice Services

- Inpatient Unit** – Pendleside Hospice has a 10 bedded inpatient unit for the short term assessment of patients for symptom management, end of life care and rehabilitation for those with palliative care needs. The IPU provides care for patients residing in Burnley, Pendle and Rossendale. The unit is supported by a multi-disciplinary team and holds daily medical handovers, weekly discharge planning and MDT meetings. The unit accepts planned weekday admissions and crisis admissions 7 days per week. In 20/21, the IPU admitted 197 patients of which 80% had a cancer diagnosis. The medical team is currently supported by Consultants in Palliative Medicine employed by East Lancashire Hospitals Trust and the following employed staff in addition to the Medical Director role:
 - ELHT Consultants in Palliative Medicine

- Dr Anna Macpherson (4 sessions: 2 ward rounds, 1 clinic and 1 SPA and 1 in 5 weekend on call)
 - Dr Alison Thorpe (1 session: outpatient clinic and 1:5 weekend on call)
 - Hospice Physician 1.9 WTE (x4 Staff)
 - Dr Chris Ainsworth
 - Dr Sam Golding
 - Dr Ferheen Umer
 - Dr Khurran Hassan
 - Advanced Nurse Practitioner 1.4 WTE (x2 Staff)
 - Alice Thompson
 - Gill Isherwood
 - On call Hospice Physician (GP working 1 in 10 weekends)
 - GP Trainee (6 month rotation)
 - FY1 (4 month rotation)
- **Hospice at Home** – The service is one of the largest Hospice at Home services in the NW region, with a caseload of c. 100 patients and approx. 550 referrals per year. The team consists of specially trained Registered and Auxiliary Nurses who provide palliative and end of life care to patients residing in Burnley and Pendle localities. Services include specialist Nursing assessment, emotional support, respite care, night sits and extended service (24hr care for patients in the last days of life who's PPC is home). The H@H service is also the single point of access for the co-ordination of District Nurse fast track applications and co-ordination of Marie Curie and domiciliary care night sits.
 - **Health, Wellbeing and Rehabilitation** – The multidisciplinary team provides support to patients with palliative and rehabilitative needs. **The service provides care to over 500 patients and carers per year.** Services are offered either within the community, as an outpatient or by attending group sessions within the Day Services unit. Groups include Living with Dementia, Breathlessness, Fatigue Management, Exercise sessions, creative therapies, peer support, specialist palliative sessions. Complementary Therapy treatments are also available for patients and their carers.
 - **Family Support** – The Family Support team provide pre and post bereavement counselling to adults and Children residing in the Burnley and Pendle localities. Sessions are either individual or through specialist groups.

Consultant led Medical Outpatient Clinics – these are currently delivered twice a week by Palliative Medicine Consultants employed by East Lancashire Hospitals NHS Trust

Example Job Plan

The job is full time (10 PA) (although applications are welcome for part time e.g 8 PA). This includes 7 Direct Clinical Care PA (DCC), (of which 1 PA is allocated for predictable on-call commitment) and 3 Supporting PA (SPA). The actual job plan and timetable will be negotiated with the successful candidate within three months of appointment. Additional sessions may be negotiated where appropriate to fulfil the duties of the post.

East Lancashire Hospitals NHS Trust									
Job Plan Date: Name:		EXAMPLE							
	Start	Finish	Bas e	Work	Category				
					DC	SPA	Add	Ext	Total
Mon	09:00	12.30	PSH	IPU Ward Round	1				1
	12.30	13.00		Lunch					
	13:00	17:00	PSH	Core SPA		1			1
Tues	09:00	12.30	PSH	0.5 SPA – line management and development of hospice medical team 0.5 SPA – Strategic, Management and Governance Meetings and associated work		1			1
	12.30	13:00		Lunch					
	13:00	17:00		Half day					
Wed	09:00	12:30	PSH	MDT – Hospice based IPU Support	1				1
	12:30	13:00							
	13:00	17:00	PSH	Enhanced Palliative Care Hub	1				1
Thur	09:00	12:30	PSH	IPU Ward Round	1				1
	12:30	13:00							
	13:00	17:00	PSH	Health & Wellbeing (Clinic, develop non-malignant support)	1				1
Fri	09:00	12:30	PSH	Clinical Admin, Referrals,	1				1
	12:30	13:00							

	13:00	17:00	PSH	0.5 core SPA 0.25 SPA – external meetings and associated work 0.25 SPA – clinical supervisor		1			1
Sat									
									0
Sun									
									0
Additional agreed activity to be agreed flexibly									0
Predictable emergency on-call work				1 in 5 weekends oncall and on night per week oncall	1				1
Unpredictable emergency on-call work									0
Total PA's					7	3	0	0	10
ROTA	One In 5			Category B		Supplement	2		%

IPU Ward Round example:

- 09:00hrs IPU Medical handover from Nurse in Charge, joint decision with Nursing staff on admission capacity, allocate medical team to review patients
- 09:30hrs MDT Referrals meeting, all referrals reviewed and MDT decision to accept, request further info. Decision on IPU admissions
- 10:00hrs Ward reviews including joint reviews with ANP, Medical Students, Hospice Physician
- Clinical advice to Hospice at Home and Health, Wellbeing & Rehabilitation service as required

12:30hrs Lunch

Health, Wellbeing & Rehabilitation (HWR) – The Medical Director will be involved in the setting up of a new Health and Wellbeing clinic in partnership with the Health, Wellbeing and Rehabilitation team. This will include providing

clinical advice and symptom control for patients attending the HWR service either within a clinic setting or joint reviews with the clinical team

Enhanced Palliative Care Hub - This is a new initiative currently in development and includes the step up and step down of palliative patients in the community to support their individual needs as their condition deteriorates or following discharge from Hospital/Hospice. It is envisaged that the Medical Director will provide clinical advice and symptom control in relation to the management of patients, supporting them to be cared for in their preferred place of care. This may be in the format of virtual ward rounds, joint reviews with Hospice at Home team or ANPs and will be defined in partnership with the Medical Director and the community specialist palliative care team.

SPA Time

Within the 3 SPA, 1.5 core SPA is allocated for activities including professional development, professional activity to support revalidation including appraisal, personal job planning, mandatory training and participating in audit. In addition 1.5 SPA are included in the work plan to support the role of medical director, which includes but is not limited to line management of the medical team, strategic planning including of clinical audit and participation at governance and other meetings.

Flexibility with SPA is required due to variations in meeting calendars, external meetings and staff annual leave.

ON CALL

For the foreseeable future the appointee will participate in the Pendleside Hospice on call rota with a 1 in 5 first on call weekend commitment and weekly weekday oncall. This situation could change as the medical workforce develops and as training posts are established across the locality. The provision of 24 hour, 7 day a week consultant second on-call cover is desirable and options are currently being explored.

The current on call commitment is to provide cover for the hospice inpatient unit which includes a daily ward round at weekends and over Bank Holiday periods. Telephone advice may at times be requested from other clinicians but the locality 24hr advice line is based at East Lancashire hospice and is not currently covered by this on call rota.

A PA has been allocated for predictable and un-predictable work out of hours. This is based on an average, however, if this allocation is exceeded then time can be taken in lieu of exceeded hours following discussion with line manager or additional payment can be made.

You will also receive an On Call availability allowance of 2% to reflect the 1 in 5 Category B rota. This payment will be remunerated on top of your PAs to reflect your availability to be called.

TERMS AND CONDITIONS OF SERVICE

This post is subject to the New Consultant Contract 2003.

The appointee will be required to live within 45 minutes travel time by car of their base which is Pendleside Hospice. The Trust will reimburse certain expenses relating to removal and relocation when required; the expenses refunded shall reflect the actual costs involved but will not exceed £8,000.

A satisfactory medical examination is a condition of employment for Medical and Dental staff in the NHS.

Candidates are requested to note that any person recommended for appointment in connection with this post will be referred to the DBS (Disclosure & Barring System) for their clearance.

Please note:

In line with other NHS organisations in the North West Region, the Trust is now passing the charge for undertaking a DBS check on to candidates in the event they are successfully appointed into the post for which they have applied. Candidates can choose whether to pay this over 1-3 months as a deduction from the monthly salary. By applying for this vacancy you are agreeing to this undertaking in the event you are successfully appointed.

TEACHING

We have a very active learning and development centre and we teach an increasing number of medical students and all grades of medical trainees. We actively encourage all relevant consultant staff to undertake teaching and educational supervision roles, following the appropriate training. Teaching is a fundamental part of our continuing improvement culture. We rate amongst the highest in the North West in the evaluation of our teaching programmes. The post holder will be expected to keep up to date with developments within medical education and his/her own specialty by attending appropriate conferences and study courses.

RESEARCH

There are ample opportunities and facilities for research, which is supported locally through the Research and Development Committee. There is also active support from the Universities of Lancaster, Central Lancashire and Manchester, with which there are collaborative projects.

CONTINUING CARE

The appointee will be responsible for the continuing care of patients in his/her charge and for the proper functioning of his/her department.

SECRETARIAL SUPPORT

Secretarial support is available from the shared Hospice Administration team.

OFFICE ACCOMODATION

The post holder will have access to a shared office space located at Pendleside Hospice, with fixed telephone, mobile phone and computer facilities.

MANAGEMENT RESPONSIBILITY

The role of Medical Director will include participating in Pendleside Hospice Executive Board Meetings, Senior Management and Clinical Management Meetings.

The role will also include attending relevant palliative and end of life care meetings both locally and regionally, and include project and development work across Pennine Lancashire.

Regular consultant meetings will be held between all Palliative Medicine Consultant to progress joint working and for peer support.

MENTORING

The Medical Director will have access to Mentoring programme facilitated by ELHT and additional support through the Lancashire and South Cumbria Hospice Collaborative and Lancashire and South Cumbria Clinical Advisory Board.

STANDARDS OF CONDUCT

The post holder will conduct duties with regard to the Trust's Vision and Values and Pendleside Hospice mission, vision and values detailed within this Job Description.

GOVERNANCE

i) CONTINUING PROFESSIONAL DEVELOPMENT

The appointee is expected to undertake CPD activities, in accordance with the relevant College's and Trust's requirements. There is a funded study leave allocation of 30 days/3 year cycle. The funding for this is as per the trust guidelines.

ii) APPRAISAL AND REVALIDATION

The post holder, in common with all posts in the Trust, will participate in the Trust's appraisal and revalidation process. As a designated body, Pendleside Hospice also have a service level agreement with the Trust to provide Responsible Officer and revalidation for their medical team to ensure that they comply with the License to Practice and GMC Revalidation Regulations.

iii) SAFE AND EFFECTIVE CARE FOR PATIENTS

The Trust and Pendleside Hospice are committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for Medical staff that enables them to report quickly and confidentially, concerns about the conduct, performance or health of medical colleagues (Chief Medical Officer 1996).

All Medical staff practising in the Trust and at Pendleside Hospice should ensure that they are familiar with the procedure and should apply it.

iv) RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust and Pendleside Hospice, that they fulfil a pro-active role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

v) TRUST POLICIES AND PROCEDURES

All staff should ensure that personal action and conduct comply with Trust and Pendleside Hospice's Policies and Procedures which are aligned, e.g. Infection Control, Health and Safety, Fire Procedures, No Smoking Policy, Equal Opportunities, Confidentiality, etc.

RECORDS MANAGEMENT/DATA PROTECTION ACT

As an employee of the Trust with an honorary contract with Pendleside Hospice, you have a legal responsibility for all records, including patient health, financial, personal and administrative, that you gather or use as part of your work within the Trust and at Pendleside Hospice. The records may be paper, electronic, microfiche, audio, video tapes, x-ray images etc. You must consult your Manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with Management to enable the Trust and Pendleside Hospice to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust or Hospice undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

You are required to uphold the confidentiality of all records held by the Trust and Pendleside Hospice, whether patient records or Trust/Hospice information. This duty lasts indefinitely and will continue if you are no longer employed by the Trust.

All the information which identified individuals in whatever form, paper, picture, electronic data, images or voice, is covered by the Data Protection Act 1988 and should be managed in accordance with this legislation.

EQUAL OPPORTUNITIES

The Trust and Pendleside Hospice provide a range of services and employment opportunities for a diverse population. You are required to treat all patients, customers, visitors and work colleagues with dignity and respect irrespective of their background.

SAFEGUARDING

All employees have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults. Our induction programme covers essential requirements and further guidance can be sought from your Line Manager. The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competence of the post holder. The Job Description, from time to time, may be subject to review and change following consultation with the post holder.

For further information, please contact:

ELHT:

Name	Dr Charles Thomson
Position	Divisional Director
Contact details	Tel no: 01254 734029 or Email: Charles.Thomson@elht.nhs.uk
Name	Dr Anna MacPherson
Position	Community and Hospice Consultant
Contact details	Tel no: 07966 418 799 Secretary: 01254 736 428 Email: anna.macpherson@elht.nhs.uk

Pendleside Hospice

Name	Helen McVey
Position	Chief Executive
Contact details	Tel no: 01282 440104 or Email: helen.mcvey@pendlside.org.uk
Name	Anne Huntley
Position	Clinical Services Manager
Contact details	Tel no: 01282 440111 or Email: anne.huntley@pendlside.org.uk

