



Jersey Hospice Care JOB DESCRIPTION

Job Title:	Clinical Fellow/ Staff Grade Doctor in Palliative Medicine
Reports to:	Lead Consultant in Palliative Medicine
Department:	Jersey Hospice Care In Patient Unit (IPU)
Hours:	10 programmed activities per week
Working Pattern:	40 Hours, Monday to Friday, 9.00am to 5.30pm
Contract Type:	12 months Fixed Term

General

Jersey Hospice Care is an independent charity which provides specialist palliative care services within a range of settings including community, inpatients, outpatients and Jersey General Hospital.

Clinical services based at Jersey Hospice Care are regulated and inspected by the Jersey Care Commission and benefit from a well-resourced multiprofessional team, with the skills and expertise in palliative and end of life care who operate under the clinical leadership of a Lead Consultant in Palliative Care and a Director of Palliative Care Services. These services are provided at no cost to the patient.

Jersey Hospice Care is committed to continuous professional development and is supported by an onsite education team.

Job Summary

The post holder will assist in the provision of specialist palliative care services at Jersey Hospice Care (JHC), working alongside other members of the medical team and also provide supervision and support for the Clinical Nurse Specialists/Independent Prescribers. The medical care of patients on IPU is led by the islands Lead Consultant in Palliative Medicine and shared between the GP's and JHC's medical team so close partnership working with the patient's GP is essential.

The post-holder will demonstrate a high standard of care applying their expert knowledge and skills to identify, assess, diagnose, treat and manage patients with specialist palliative care needs. They will exercise complex levels of judgment, discretion and decision making in clinical care. In conjunction with the Lead Consultant in Palliative Medicine, the post holder will help to monitor and improve standards of care through goal setting, use of advanced care planning and other best practice tools and measurable outcomes. They will make appropriate use of the

latest evidence to inform their practice, audit clinical care, and teach and support professional colleagues.

The post holder will bring a proactive influence to multidisciplinary team meetings and be expected to champion innovative practice within the field of Hospice and end of life care.

The post holder, working as an independent practitioner, is accountable and responsible for their own actions or omissions in line with the GMC.

Job Context

The post holder will be based at Clarkson House, Mont Cochon. Core working hours are 9.00am to 5.30pm, although flexibility will be required

The post-holder will also participate in the telephone on call service out of hours on a rota basis, covering weekends and Bank and Public Holidays. The team adopt a multidisciplinary approach to ensure that it provides complex symptom management and holistic care in order to provide patients with the optimum quality of life possible.

Nature and Scope of Role

The accountabilities of the role will include but are not limited to supporting the Jersey Hospice Care In Patient Unit and Specialist Palliative Care Team across the following areas:

- Manage a clinical caseload within JHC, including clerking admissions and carrying out minor medical procedures as appropriate.
- Contribute to the delivery of end-of-life care in JHC
- Engage in key relationships and partnerships that help the organization meet its aims particularly with general practitioners
- Operate in line with the JHC values and principles
- Practice within GMC guidance and adhere to all relevant professional, legal and regulatory guidelines.
- Assumes responsibility for own continuous professional development and update and maintain own clinical skills as required for the role.
- Promote and foster high standards of education and evidence-based practice for all staff involved in patient care.
- Works collaboratively to develop an integrated approach to palliative care education, contributing to the education and training programme currently being delivered across the island by JHC.
- Oversee the quality of care and support provided, including audit activity
- Participate in the Doctor's appraisal and revalidation process.
- Acts as a role model professionally and behaviourally.

In addition, the post holder is required to operate in adherence to Jersey Hospice Care Culture Pathway, Vision, Mission, Values and Behaviours.

1. Clinical

- To clerk patients on admission to IPU as required
- In conjunction with medical colleagues, carry out daily management of patients on IPU ensuring they receive appropriate medical assessment and care
- To review patients on IPU regularly with medical colleagues and other members of the multidisciplinary team and agree a management plan liaising closely with the patient's GP
- To participate in multidisciplinary ward team meetings and carry out ward rounds as required
- To attend to the needs of individual patients, their families and/or carers, attending family meetings and case conferences as required
- To liaise with, and provide advice to, General Practitioners, and other members of the Primary Healthcare Team in assisting in the support of patients in the community and when referral for admission to the inpatient unit is being considered
- Provide medical cover to the hospital and follow up outpatient consultations for colleagues as required
- To ensure the keeping of accurate, professional and contemporaneous records
- To ensure that all prescribing is in accordance with JHC policy and statutory requirements
- To liaise with other health professionals in a variety of contexts to plan and review care required
- Support the medical team including any independent prescribers with clinical and educational supervision
- To provide guidance on ethical issues emerging in relation to patient care
- To maintain standards of infection prevention and control

2. Leadership

- Working as an independent practitioner, to be accountable and responsible for their own actions or omissions in line with the GMC
- To contribute to the organisational development of JHC and its key partners
- In conjunction with the medical team, to contribute to the national development of Hospice care through engagement with other stakeholders across Jersey
- To undertake appropriate Continuing Professional Development and revalidation activities in accordance with the requirements of the Royal College of Physicians

3. Quality assurance and governance of care

- To support with all clinical governance systems with active participation in order to secure high standards of patient care
- To contribute to a culture of care in the hospice which embeds Clinical Quality, patient safety week
- and monitors the effectiveness of care through clinical audit
- To support other staff within the Hospice in their work to improve and maintain a high quality of care on the part of the hospice
- To help design, monitor, review and respond to measures of patient experience and outcomes
- To assist in the development of the Hospice's clinical policies where appropriate
- To be involved in the management of clinical complaints, particularly those relating to medicines/care
- To help manage serious incidents, with responsibility for identifying and sharing related organizational learning

- To contribute to the safe management and use of all controlled drugs issued to the hospice and/or its patients
- To contribute to a comprehensive clinical audit programme for the hospice, helping also to implement the programme and supporting all staff in their efforts to undertake audit

4. Management

- To support the Hospice nursing and medical staff, encouraging them to develop as individuals and as a team to provide excellent palliative care
- To be responsible for own medical appraisal and take part in peer review (relevant training will be provided if required)
- To be appraised by the Lead Consultant in Palliative Medicine as part of the hospice's internal processes

5. Relationships and partnerships

- To engage with senior management about the work of the Hospice and ways in which we can work together to meet the needs of the local population
- To actively work closely with partner organisations and teams
- To proactively work with new partners where hospice has identified a need to establish a relationship to improve the delivery and experience of receipt of care at local level
- To work closely with colleagues in hospital teams to identify ways in which we can work together to increase the seamlessness of transfer of care between settings

6. Education, training and research

- To participate in education, clinical and audit
- To work with the wider hospice team to participate in medical teaching events as appropriate
- To participate in the delivery of an island wide palliative care education programme
- To ensure timely revalidation with the GMC and renewal of local professional registration as required

7. Job planning and timetable

The working week for a full-time doctor will be made up of ten Programmed Activities (PAs) with a timetabled value of four hours each:

- 10 Direct Clinical Care (DCC)

DCC includes all administrative work associated with clinical care (such as telephone calls, letters, reviewing results, etc.). SPAs are reserved for continuing medical education and professional development, training and education, audit, research and other similar activities.

A draft job plan has been included and will be reviewed on appointment and on a regular basis to ensure the needs of the service are being met.

Proposed job plan – to be agreed on appointment to role					
	Mon	Tue	Wed	Thu	Fri
Morning	Ward round (DCC)	Ward work (DCC)	Ward work (DCC)	MDT and ward round (DCC)	Ward work and hospital liaison (DCC)
Afternoon	Ward round and IPU MDT (DCC)	Ward Work (DCC)	Ward Work (DCC)	Quality Improvement/SPA	Ward work (DCC)

On-call responsibilities

There is the potential for the postholder to participate in an out-of-hours telephone on-call service, which covers the hours of 5pm- 8am Monday to Friday and for the 24-hour periods of weekends and bank holidays. This is supported by 24/7 telephone advice from the Palliative Care medical team in Southampton.

Responsibility and Accountability

The post holder will be responsible to the Lead Consultant in Palliative Care as Responsible Officer. They will work in partnership with the Associate Specialist at operational level but will be professionally accountable to the Medical Director of Primary Care. The level of supervision will be according to personal competence and agreed accountability arrangements of all aspects of the role. As per GMC standard, every doctor is expected to work within the limitations of their competence regardless of whether they are or are not on the specialist register. All doctors remain personally accountable for their professional conduct in any care provided.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Jersey Hospice Care are expected to comply with the general duties detailed below:

Infection Prevention and Control - Maintain a clean, safe environment, ensuring adherence to Jersey Hospice Care's standards of cleanliness, hygiene and infection prevention and control.

Safeguarding - Jersey Hospice Care is committed to safeguarding and promoting the welfare of adults, children, and young persons. All employees are therefore expected to behave in such a way that supports this commitment.

Foundation Level Safeguarding Training will be provided to all non-clinical employees and all clinical employees will be required to attend Safeguarding training in line with the Intercollegiate Document recommendations (RCN, 2018).

Information Governance - Jersey Hospice Care has undertaken to ensure that it meets its obligations to comply with the Data Protection (Jersey) Law 2018 and other guidance and standards of confidentiality and information security.

All employees have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with policies and procedures and to ensure Jersey Hospice Care meets its legal, regulatory and accountability requirements.

Governance - Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health & Safety - Ensure a safe working environment and be aware of responsibilities under the Health and Safety at Work (Jersey) Law 1989, taking appropriate action in the event of an accident to patients, employees, self, or any other person in the work area.

To co-operate fully in discharging the policies and procedures with regard to health and safety matters.

Whilst the aim of Jersey Hospice Care is to promote a co-operative and constructive view of health and safety concerns in the organisation, all employees must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Volunteers – All employees have an individual responsibility to recruit, train and support volunteers as appropriate, to achieve Jersey Hospice Care objectives, making best use of volunteers and to minimise costs.

OTHER INFORMATION

Data Protection - Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 12 months from date of receipt at which point they will be destroyed. The application of the successful candidate will be kept on their personnel file for three years post termination of employment. For further explanation see our Data Processing Notice here: [Jersey Hospice Care Data Processing Notice | Jersey Hospice Care](#)

Equal opportunities statement - Jersey Hospice Care is committed to eliminating discrimination and encouraging diversity amongst our workforces. We demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Jersey Hospice Care operates a strict no smoking policy.

NB: Although this is a comprehensive job description, you may be required to undertake other duties assigned by Jersey Hospice Care in response to organisational or service demands.

PERSON SPECIFICATION

Clinical Fellow/Staff Grade Doctor

	Essential Criteria for selection	Desirable Criteria for selection
Qualifications and Training	<ul style="list-style-type: none"> • Medical degree • Full GMC registration with license to practice • Member of a recognised medical defence union 	<ul style="list-style-type: none"> • MRCGP, MRCP or equivalent • Diploma or degree in Palliative Care
Knowledge and Experience	<ul style="list-style-type: none"> • Completed the Foundation Training programme • Completed one year as Clinical Fellow • Clinical experience in acute or general medicine • Ability to work as an effective member of a multi-disciplinary team • Demonstrates honesty, probity and integrity and operates within an ethical framework, upholding the standards set out within Good Medical Practice (2013; GMC) • Understanding and experience in all aspects of clinical governance, including clinical policy and guideline development, and clinical audit • Ability to take responsibility and make decisions appropriate to the post • Analytical and lateral thinking skills; a creative problem solver 	<ul style="list-style-type: none"> • Palliative care experience
Technical abilities	<ul style="list-style-type: none"> • Specific interest in Palliative Medicine, with a desire to develop skills further • Multidisciplinary team working skills • Ability to communicate clearly and sensitively with patients, families & colleagues • Sensitive to patients' psychological and spiritual needs • BLS • Interest in teaching healthcare professionals with varied knowledge and skills 	<ul style="list-style-type: none"> • Advanced communication skills training • Teaching Course, previous experience in teaching
Personal attributes	<ul style="list-style-type: none"> • Can identify with and promote the Hospice's Vision and Values • Agreement with and commitment to the principle of equal opportunities • Commitment to the continuing professional development of self and others • Conditions must be met as set out within 'Conditions of Employment' • Meets professional health requirements 	<ul style="list-style-type: none"> • Current driving licence

	<ul style="list-style-type: none"> • Undertakes pre-employment health screening 	
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JERSEY HOSPICE CARE BACKGROUND

Specialist Palliative Care Team – The Specialist Palliative Care Team works collaboratively with all healthcare professionals island wide to ensure patients and their families receive expert advice and support in relation to palliative and end of life care in all community settings whether this is at home, in nursing and residential care homes or in hospital. The team will adopt a multidisciplinary approach to ensure that it provides complex symptom management and holistic care in order to provide patients with the optimum quality of life possible.

In Patient Unit – The In-Patient Unit comprises of twelve single en-suite bedrooms and provides specialist 24-hour, individualised care with the aim of maintaining independence and dignity in a caring and supportive environment. Care is delivered by experienced, specialist Registered Nurses and Health Care Assistants, working with other members of the multi-disciplinary team, to ensure a holistic approach to the care of patients and their families.

Bereavement & Emotional Support Service – The Bereavement & Emotional Support Service offers free, confidential counselling and support to anyone in the community who has suffered a loss, regardless of the nature of the bereavement. Both life limiting illness and grief following a loss can have a huge emotional impact. Our service is made up of a small team of qualified and experienced counsellors and trained volunteer bereavement support workers.

Education, Learning and Development Team - The Education, Learning and Development Team co-ordinate a broad range of academic and competency-based education programmes to support our employees irrespective of which department they work in to ensure competence and confidence in their roles. We also deliver external education across Jersey’s health and social care community which focus on the principles and practice of palliative and end of life care. The overall aim is to achieve Island wide excellence in standards from a single point of education delivery.

Retail - There are two Jersey Hospice Care shops; a town shop in St Helier and a country shop in St Ouen, both operated by Jersey Hospice Care Retail Limited a wholly owned subsidiary trading company of Jersey Hospice Care. The shops are important sources of income, as well as providing a vital contact with the Island community.

Income Generation team - Are responsible for generating efficient, effective sustainable income for now and for the future. Notable key fundraising events are Million Pound Lottery, Dragon Boat Festival, 5000 Club and Christmas Tree collections.

Volunteers - Jersey Hospice Care depends on the generous support of a large body of volunteers who assist in a wide range of roles across all areas of the charity. These include helping in the shops, Day Hospice, In Patient Unit, Community Bereavement Service, fundraising and garden.

Support Services - The Support Services’ employees are responsible for: People activities and support; administration tasks and projects; accounts management; reception; housekeeping; and our catering services. They provide support to Council, the Executive Team, and Senior Management, and are the first point of call for those ringing or calling at Jersey Hospice Care. They are vital to the smooth running of the charity.