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**Job Description**

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| **1. JOB DETAILS** |
| **Job Title** | Medical Director and Palliative Care Consultant |
| **Department** | Clinical Services |
| **Grade** | Consultant |
| **Responsible to:** | (Operationally) Chief Executive(Clinically) Responsible Officer  |
| **2. AIM** To provide senior medical and clinical leadership to support the continued delivery of Hospice care services and support to community based palliative care practitioners. The post-holder will contribute to the on-going development of specialist palliative care services, excellent clinical governance arrangements at St Cuthbert’s Hospice and the development of educational and research initiatives.The post holder will play a key role in the delivery of palliative care services within the community, acute and hospice settings, employed by and based at St Cuthbert’s Hospice.  |
| **3. ORGANISATIONAL CHART**CEO Medical Director(Operational responsibility)Responsible Officer(Clinical responsibility)Palliative Care ConsultantMedical Team(3 Doctors) |
| **4. KEY RESPONSIBILITIES****Communication and relationships*** Via membership of the Hospice Senior Management Team, contribute to the overall effective development and management of the Hospice
* Via membership of the Senior Clinical Leadership Team (CEO, Head of Clinical Services and Deputy CEO, and Medical Director) support the Head of Clinical Services to lead and manage outstanding clinical services.
* Effective and sensitive communication with patients, carers, all staff and volunteers is an essential component of this role to ensure smooth delivery on a day to day basis of all clinical services.
* A particular aspect of the role will also be maintaining effective working relationships with the clinical staff based within the Hospice and externally, including the Consultants employed by County Durham and Darlington Foundation Trust, GP’s and other primary, secondary and tertiary care teams
* Provide expert opinion and advice to local healthcare partners and community based palliative care practitioners e.g. GPs, District Nurses, Marie Curie Rapid Response team Paramedics and Community Palliative Care Clinical Nurses and to be part of a day-time on-call rota during the week.
* Support the work of a Clinical Practice Development Nurse
* Provide clinical leadership to the MDT meetings of the Hospice
* Work collaboratively with and provide daytime cover for other consultants within the County and out of hours
* Work co-operatively with colleagues and to respect and value their contribution to patient/client care.

**Analytical and judgement skills*** Responsible for specialist assessment and management of patients requiring specialist palliative care interventions for complex symptom control and end of life care
* Contribute to quantitative and qualitative analysis of the impact of specialist palliative care interventions using validated tools that measure care outcomes

**Planning and organisational skills*** Improving service planning and strategic development in the Hospice and with Commissioners and other service providers
* In collaboration with the Head of Clinical Services lead development of Hospice care services based upon rehabilitative approaches to living well with life limiting illness.
* As a member of the Senior Management Team, contribute to the development and implemetation of the organisation’s Strategic Plan
* Work with colleagues to ensure that processes are lean and effective, optimising productivity of the service

**Physical skills*** Standard keyboard skills

**Patient/Client Care**

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| * Support individualised care planning, giving consultant input into guidance, policy and education around the planning to optimise patient choice of care within the resources available
* Be available to patients, their families and carers to provide information and support as appropriate and in accordance with good professional practice.
* Provide clinical leadership to medical colleagues directing the provision of excellent specialist palliative care services.
* Provide the patient and their family with support, information and choice at the end of life using advanced communication skills. Contribute to the provision of seamless continuity of care between hospice, hospital and home including the provision of indirect care by supporting other healthcare professionals.
* Responsible for the maintenance of the highest possible standard of medical care for patients
* Encourage a holistic response to the care of patients and their families, taking social, psychological and spiritual as well as physical factors into consideration and to work closely with member of other disciplines.
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**Policy and Service Development*** In collaboration with service leads: provide leadership in the development and delivery of clinical multi-professional and medical audits to promote evidence based practice, keep under regular review medical procedures and prescribing, be actively involved in risk management and quality assurance.
* In collaboration with service leads, support a positive approach to research and the continued development of evidence based palliative medicine; to be involved in relevant research in the field of palliative medicine.
* Lead on the development and review of medical policies in collaboration with the Head of Clinical Services
* Familiarise self and act in accordance with clinical and non-clinical Hospice policies and procedures
* Actively participate in critical and untoward incidences, accidents and significant event analysis and report to Head of Clinical Services as appropriate
* Participate in the Hospice’s clinical governance systems and ensure continuous improvement in quality at both an individual, team and service level and actively participate in and encourage clinical incident reporting and safeguarding of adults at risk and children where appropriate.
* Contribute to the Hospice’s Quality Account and its Operational Planning process

**Financial and Physical Resources*** Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building is met

**Human Resources*** Participation in of undergraduate and postgraduate medical and nurse training programmes
* Responsible Officer for Palliative Care Consultant and Hospice Doctors
* Manage medical training programmes
* Manage the delivery of pharmaceutical services
* Identify and respond to the specialist palliative care educational needs and requirements of both health and social care professional colleagues.
* Provide clinical teaching as part of everyday working within multi-professional teams and actively participate in the provision of more formal teaching where appropriate. Internal training may also include support for nurse independent prescribers and staff undertaking physical assessment modules.
* Encourage teaching and support the development of doctors in training posts.
* Clinical supervision of junior medical staff as a shared responsibility with other consultant colleagues.
* Participate in the annual appraisal process and comply with any requirements necessary for revalidation; including undertaking an annual appraisal review, maintaining a portfolio of appraisal evidence and submitting completed appraisal paperwork including PDP to the Responsible Officer’s office.
* Satisfy mandatory training requirements

**Information Resources*** Ensure effective record keeping and documentation
* Responsible for maintaining the security of access to computerised systems e.g. Smart Card
* Contribute to the general administrative responsibilities that are required to ensure the effective working of service, including timely appropriate advice and correspondence to external agencies.
* Fulfil the role of Caldicott Guardian.

**Research and Development*** Continually look for ways to improve the quality of the service provided to patients and carers
* Critically appraise the outcomes of relevant research, evaluations and audits and appropriately apply them to improve practice.
* Undertake applicable clinical research
* Undertake such continuing educational activities as are necessary for the post holder to remain accredited by the Royal College of Physicians.
* Support St Cuthbert’s Hospice to develop its vision of becoming a research active hospice

**Freedom to Act*** Able to act autonomously, take responsibility and accountability for personal proactive decision making, and to review outcomes in order to refine and develop clinical practice
* Work within policies and procedures but to use own initiative when non-routine situations arise
* Project a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of St Cuthbert’s Hospice
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| **EFFORT & ENVIRONMENT****Physical*** Physical skills required occasionally to manage complex patients with advanced progressive diseases

**Mental*** Required to concentrate on occasions for long periods of time e.g. assessing complex clinical situations, evaluating audits
* Ability to assimilate and reflect on complex psychological issues professionally and personally

**Emotional*** Frequent exposure to distressing or emotional circumstances with occasional exposure to highly distressing circumstances
* Recognise difficulties in relation to dealing with situations within palliative care in self and other colleagues and to engage and encourage other colleagues to participate in clinical supervision for support
* Ability to deal with distressing and emotional circumstances

**Working Conditions*** Flexible approach across all clinical areas in order to meet the changing needs and for the improvement of service delivery and care

**Data Protection and Confidentiality*** All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
* All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice policies and procedures

**Health and Safety*** The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

**Safeguarding*** All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory and mandatory training and take appropriate action as set out in the Hospice’s policies and procedures.

**Infection Control**All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by: * Attending mandatory training and role specific infection prevention education and training
* Challenging poor infection prevention and control practices
* Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedures.

**Equal Opportunities*** The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
* Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.
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**Note:** This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

The Hospice supports the requirements for continuing professional development (CPD) as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.

The Hospice is a Designated Body and has the required arrangements in place, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process. The Hospice has a service level agreement with the County Durham and Darlington Foundation Trust for the provision of Responsible Person oversight and governance.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some flexibility in the hours worked will be essential at times to meet demands placed on our service. The Hospice operates a Time off in Lieu (TOIL) policy.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

**JOB DESCRIPTION AGREEMENT**

**Signature of Post holder: ……………………………………… Date: ……………**