



Jersey Hospice Care
your care, your choice, your time

JOB DESCRIPTION

Job Title:	Staff Grade Doctor
Reports to:	Consultant in Palliative Medicine
SPA's	10 programmed activities per week
Department:	Medical Team
Contract Type:	Permanent
Core Hours:	40 Hours, Monday to Friday, 9.00am to 5.30pm
Other Cover:	Requirement to participate in the out of hours telephone on call on a rota basis 5pm – 9 am Monday – Friday, 5pm to 9 am Friday - Monday

General

Jersey Hospice Care is an independent charity which provides palliative care services within a range of settings including the community, inpatients, outpatients and the 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 will benefit from working within an extended multidisciplinary team who are committed to delivering high quality specialist care.

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.

Working as part of the medical team within Jersey Hospice Care the post holder will assist in the provision of specialist palliative care across all areas of care, including contributing to an out-of-hour telephone on-call service.

Job Context

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 Clinical Lead 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 on 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 General Medical Council.

The post holder would have access to 24/7 telephone advice from the Palliative Care medical team in Southampton.

Nature and Scope of Role

The post holder will be accountable to the Consultant in Palliative Medicine and Director of Palliative Care Services.

The Medical Director of Health Care Jersey is the Responsible Officer.

The level of supervision will be according to personal competence and agreed accountability arrangements of all aspects of the role.

As per the General Medical Council standards, 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 his or her professional conduct in any care provided.

The accountabilities of the role will include but are not limited to supporting the multi-disciplinary team members at Jersey Hospice Care as appropriate in the following areas:

1. **Clinical practice**
2. **Leadership**
3. **Quality Assurance and Governance**
4. **Management and Self Development**
5. **Relationships and Partnerships**
6. **Education, Training and Research**

7. Job Planning and Timetable

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

Clinical Practice

Main Responsibilities

- The post holder will work as part of the medical team, providing support to the inpatient unit at Hospice, as well as the Specialist Palliative Care service in the hospital, community and Hospice well-being services.
- As well as admitting patients to the inpatient unit, the role will involve undertaking medical reviews of patients across the various areas of the service, attending ward rounds and participating in MDTs.
- Working collaboratively with other key partners the post holder will attend to the needs of individual patients, their families and/or carers, attending family meetings and case conferences as required.
- Working flexibly and on occasion at short notice when required across sites.
- With development (if necessary), the role will contribute to the Specialist Palliative Care out of hours telephone advice service for professionals, from home. This service is supported by a senior medical on call rota and does not require face to face attendance.

Leadership

- Work as an independent practitioner, accountable and responsible for acts or omissions in line with the General Medical Council.
- Contribute to the organisational development of Jersey Hospice Care and its key partners.
- In conjunction with the medical team, contribute to the national development of Hospice care through engagement with other stakeholders across Jersey.
- Undertake appropriate Continuing Professional Development and revalidation activities in accordance with the requirements of the Royal College of Physicians.

Quality Assurance and Governance

- Keep accurate, professional, and contemporaneous records.
- Ensure that all prescribing is in accordance with JHC/Jersey General Hospital policy and statutory requirements.
- Support with all clinical governance systems with active participation in order to secure high standards of patient care.
- Contribute to a culture of care in the hospice which embeds Clinical Quality and Governance and monitors the effectiveness of care.
- Promote and foster high standards of education and evidence-based practice for all staff involved in patient care.
- Help design, monitor, review and respond to measures of patient experience and outcomes.
- Assist in the development of the Hospice's clinical policies where appropriate.
- Assist with the management of serious incidents, with responsibility for identifying and sharing related organizational learning.

- Contribute to the safe management and use of all controlled drugs issued to the hospice and/or its patients.
- 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.
- Report incidents and accidents in line with JHC/JGH policies

Management and Self Development

- Support nursing and medical staff, encouraging them to develop as individuals and as a team to provide excellent palliative care.
- Take responsibility for own medical appraisal.
- Assume responsibility for own continuous professional development and update and maintain own clinical skills as required for the role.

Relationships and partnerships

- 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 community.
- Proactively work closely with partner organisations and teams.
- 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.
- 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.

Education, Training and Research

- Participate in education, clinical and audit.
- Work with the wider hospice team to participate in teaching events as appropriate.
- Work 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.
- Ensure timely revalidation with the General Medical Council through the appraisal and revalidation process and renewal of local professional registration as required.
- Attend fortnightly mentorship/supervision sessions with Southampton Consultant as part of the medical team's support system.
- Complete all statutory and mandatory training in line with JHC policy.

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. PAs will be separated into:

- 9 Direct Clinical Care (DCC)
- 1 Supporting professional activities

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 will be agreed prior to appointment and will be reviewed on a regular basis to ensure the needs of the service are being met.

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 Level 3 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 Appendix A 'fair processing statement'.

Equal opportunities statement - Jersey Hospice Care is committed to eliminating discrimination and encouraging diversity amongst our workforce. 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		
Staff Grade Doctor, Hospice/Jersey General Hospital		
Essential Criteria for selection		Desirable Criteria for selection
Qualifications and Training	• Medical degree • Full GMC registration with licence to practice • Member of a recognised medical defence union • Commitment to the continuing professional development of self and others	• MRCGP, MRCP or Equivalent • Diploma or degree in Palliative Care
Knowledge and Experience	• Significant experience post GMC registration • Proven relevant postgraduate training within a speciality programme. • Clinical experience in medicine in a variety of settings	• Palliative care experience • Specific interest in Palliative Medicine, with a desire to develop skills further
Technical abilities	• Ability to prioritise. • Excellent organisational skills • Able to work as part of a multidisciplinary team. • Interest in teaching healthcare professionals with varied knowledge and skills • Current driving licence	• Teaching Course, previous experience in teaching • Understanding of independent hospice funding / organisation
Personal attributes	• Excellent communication & language skills • Excellent interpersonal skills	• Completion of an advanced communication skills course • Good IT skills

	• Able to use a non-judgemental approach to patients & colleagues. • Empathy, understanding, listening skills, patience, social skills appropriate to different contacts. • Honesty, integrity, appreciation of ethical dilemmas • Punctuality, attendance, sense of responsibility • Reliable work record	
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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 specialist 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.

Living Well team – works in partnership with other providers to support patients and families from the point of diagnosis. They are based in the community and hospital and support with physical challenges such as pain or fatigue, emotional or psychological support. Signpost and support with social or financial worries, support with spirituality and help patients and families plan for the future in whatever way matters most to them.

Out of hours telephone on call – operates 5pm- 9am Monday to Friday then 5pm Friday to 9am Monday morning. Is staffed by specialist nurses and staff grade doctors and provides on island telephone advice to health professionals.

Kings Centre - The King Centre provides wellbeing services based on a rehabilitative approach that support patients affected by life limiting illnesses to enable them to live life as fully as possible, alongside their illness. The King Centre Team offers a comprehensive range of day services, including day hospice, physiotherapy, and complementary therapies. These services are provided by skilled practitioners through individual and group activities and are based upon the personal priorities, goals and needs of each patient.

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.