

ROWANS HOSPICE JOB DESCRIPTION

Job Title:	Locally Employed Doctor (FY3 equivalent)
Department:	Palliative Medicine
Location:	Rowans Hospice Charity
Accountable to:	The Medical Director, Rowans Hospice Charity and through her to the Hospice Chief Executive and The Board of Trustees
Reporting to:	The Ward Consultant/ Specialist Doctor for day to day clinical activities
Responsible for:	Day to day medical care of ward inpatients.
Summary of the Post:	This is a 1.0 WTE/plus on-call post in Palliative Medicine based in an in-patient hospice. It is a temporary post, ideal for those wishing to gain experience in Palliative Medicine prior to applying for their next training post or a Specialty Doctor role. The post is for 6 months with the option to extend to 12 months by mutual agreement. Together with the current Specialty Doctors and Residents, the post holder will be responsible for the day to day medical care of in-patients at Rowans Hospice as part of the specialist multi-professional ward team. The post holder will provide non-resident first on-call duties to the in-patient ward supported by a senior doctor. The post holder will receive education as part of the in-house medical teaching programme to which they will be expected to contribute. As part of this programme one half day protected study time a week and external study leave are provided. This post is employed by Rowans Hospice, an independent charitable organisation. The terms and conditions of the post will be in accordance with, but not subject to, the conditions you would expect in the NHS. The on-call commitment for the post is 1 in 5 non-resident with prospective cover. The post holder will be first on-call with Consultant or Specialist doctors providing remote supervision. Cover for annual and study leave is arranged internally by medical staff.
Times of Duties:	08:55 – 17:15 Monday to Friday 09:30 – 17:00 Saturday 09:30 – 17:00 Sunday } When On-Call for the weekend (approximate timings) Often the hours on site at weekends are less than the approximate timings given above. Hours of work are monitored.
On-call Duties:	Non-resident: Emergency sleeping arrangements are provided but the post holder must remain within 1 hour's travel time from the Hospice when working off site. Remote supervision is available from Consultant or Specialist at all times. 1 in 5 weeknights (17:15 – 08:55) including 1 in 5 Friday nights 17.15-09:00 1 in 5 weekends (Saturday 09:00 – Monday 08:55) 1 in 5 Bank Holidays (09:00-08:55)

Contact with others, Internal and external

Internal:

Patients, carers and relatives. All Hospice staff and volunteers.

External:

All stakeholders to include:- patients, carers and relatives, Care Quality Commission, Local Intelligence Network, NHS provider services, Commissioners, Contractors, General Public, Educational Establishments, other Hospices and Charitable organisations, Nursing Homes, Social Care Services, Emergency Services, Funeral Directors, Medical Examiner, Coroner.

Main areas of responsibility

Key Accountabilities	Tasks
Clinical	Hospice-based (Rowans Hospice) The post holder's duties will dovetail with those of the other doctors to ensure daily support to the inpatient unit. Formal ward rounds will be conducted through the week to provide an opportunity for in-service training and to optimise patient care. Duties include: 1. Day to day medical care of in-patients. 2. Managing admission of new patients to the hospice and arrangements for discharge. 3. To liaise with the other medical staff over the management of Hospice in-patients and to conduct joint ward rounds with them. 4. To receive and deliver full and effective handover between doctors on the team and within the multi-professional team. 5. To liaise with the community and hospital palliative care support teams and other community services to facilitate the smooth admission and discharge of patients under their care. 6. To meet relatives and/or carers of patients and provide support where appropriate, necessary and possible. 7. To develop and maintain effective working relationships with other members of the multidisciplinary hospice team. 8. To take part in the medical out of hours on-call rota for the hospice as outlined above. Senior medical cover will be provided. 9. To comply with all Hospice clinical policies and procedures.
Administrative Duties	1. To maintain up to date and accurate patient medical records (predominately electronic records). 2. To liaise with the patient's General Practitioner and other doctors about patient care, on discharge or death when on the ward and following assessments in the hospital and community. 3. To provide prompt typing and sending of discharge and assessment summaries to general practitioners and other medical staff regarding the transfer, discharge or death of patients. 4. Prompt completion of death certificates, cremation forms and associated paperwork. The post holder will have desk space in an office shared with the other Doctors. Computers in the room provide desktop Internet access. Secretarial support is provided within the hospice secretariat.

Training and Continuing Professional Development	This is a service post within a training environment. Induction will be provided as appropriate to the duties of the post. Training will be provided in the IT systems required for the conduct of the post's duties. Clinical audit is encouraged and supported and an annual event showcases quality improvement work, the post-holder will be supported in completing a project and presenting the results within the showcase. The post holder will: 1. At the commencement of the post meet with line manager to agree KPIs for the post. These will be reviewed 2 monthly to ensure the needs of the individual and service are being met, with a Hospice Appraisal if the post extends beyond 6 months. 2. Be encouraged to attend in-house education activities and local palliative medical CPD events, in liaison with other medical staff and ensuring coverage of the in-patient unit is maintained. 3. Contribute to Rowans Hospice doctors' education programme. 4. Be expected to keep abreast of developments in medical practice. 5. Participate in research and audit projects as relevant to the post. 6. Be given one programmed activity of personal study time per week except on those weeks when the trainees and other specialty doctors are on leave. 7. Have paid study leave relevant to training needs as indicated in the development plan. 8. Engage with Appraisal processes if appropriate for the duration of the post.
Communication	1. Demonstrate and promote a consistent level of courtesy and consideration in all communication. 2. Observe the principles of good clinical communication, accessing the support of other colleagues, non-medical and medical, promptly in the event that information or opinion is requested which you are unable to provide. 3. Develop and maintain effective working relationships with Hospice employees including volunteers. 4. Promote the aims and ideals of the Hospice service to the general public.
Health & Safety	1. In conjunction with the Associate Director of Quality ensure compliance with all Health and Safety regulations especially Accident Prevention, Fire Safety, Manual Handling and Food Hygiene Practice. 2. In conjunction with the Associate Director of Quality ensure that any equipment used is used correctly and has been maintained in safe working order. 3. Act at all times to promote the safety and wellbeing of everyone. 4. Ensure that any observed actual or potential Health & Safety hazards are reported to the Associate Director of Quality through prompt identification of the hazard to the ward coordinator. 5. Ensure that Mandatory Training is up to date.

Work Programme	The table below outlines the proposed timetable for the post. The timetable is flexible and will be reviewed regularly to ensure the needs of the post-holder and the service are met. Most in-patients are reviewed daily Mon-Fri, including on Bank Holidays.
-----------------------	---

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Arrive 0855 (weekends later)	9-9.45 MDT handover	9-9.30 Ward team handover	9-9.30 Ward team handover	9-9.15 Nurse coordinator handover	9-9.30 Ward team handover	0930 handover	0930 handover
morning	Senior Doctor ward round	Ward work with other doctors	Ward work with other doctors	Review patients Full MDT meeting 1100-1245	Senior Doctor ward round	Ward round	Ward round
1240	Lunch break	Lunch break +/- medical education	Lunch break	Lunch break 1330 multi-disciplinary education	Lunch break	Liaise with senior doctor as necessary	
Early afternoon	Admissions / ward work	CPD – can be off-site	Admissions / ward work [GPST has CPD]	From around 1445: admission / ward work	Admissions / ward work	Finish unless admissions	Finish unless admissions
Around 5pm	Handover / Check with medical & nurse colleagues before leaving (except on afternoons off)					Admissions will be discussed/ reviewed as necessary by senior doctor	
	With Specialty Doctors, GPST, Regs					1 in 5 rota, 9am Sat-Mon	

Data Protection Act 1998

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerised or manual, is kept secure at all times. This includes data relating to patients and other members of staff. Data must not be disclosed to any unauthorized person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Safeguarding Children and Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. All staff and volunteers have a responsibility to report any circumstances where they feel vulnerable adults or children are being subjected to abuse to a senior clinician or the 'Safeguarding Lead'.

Confidentiality

The post holder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorised person. Any such instance would result in dismissal.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder. A more detailed description can be agreed, within the overall terms of the job description, once the post holder is in post.