

## Phyllis Tuckwell Hospice Care

### JOB DESCRIPTION

**Job Title:** Consultant in Palliative Medicine with Education

6-10 PAs

**Salary Range:** £88,364 to £119,133 per annum

**Base:** Phyllis Tuckwell Hospice, Farnham

**Accountable to:** Medical Director

#### Job Summary

This post is for a Consultant in Palliative Medicine. As a full time post it comprises of 10 Programmed Activities (PAs). Part time applicants would be considered. Direct clinical care (DCC) will be delivered on the In-Patient Unit initially. Over time there will be an expectation to rotate the clinical component of this job to the community team. The post will also include supporting professional activity (SPA) time dedicated to the development and delivery of educational activities to the organisation's multidisciplinary team and external colleagues.

The appointee will be an employee of Phyllis Tuckwell Hospice Care (PT).

#### Background

The post has become available through the resignation of an established consultant from the team.

#### Main Duties & Responsibilities

##### Clinical

- To provide Consultant-led care to the In-Patient Unit or in the community team.
- To provide high quality clinical care supported by current clinical knowledge/evidence based practice as part of a Specialist Palliative Care Team.
- To contribute to the multi-disciplinary review and decision making around referral, treatment and discharge for patients with advanced disease, or terminal diagnoses through attendance at the weekly multi-disciplinary team meetings.
- To work in partnership with patients and their families/carers as a member of the multi-disciplinary Specialist Palliative Care Team.
- To participate in on call rotas with Specialist Palliative Care Consultant colleagues to provide 7-day, 24-hour advice.
- When required by the service, to provide care and medical management to patients in their own home and in care homes by working with the Clinical Nurse Specialists

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and primary care colleagues and undertaking domiciliary visits, outpatients and providing telephone support.

- To adhere to and review clinical standards of care including NICE, ICS guidelines and inhouse guidance and further contribute to the development of clinical guidelines within the locality and regions as appropriate.
- To help review, where appropriate, clinical processes, policies, protocols etc., in order to deliver the highest possible quality of care.
- To support the collection of accurate clinical data using PT's databases including EMIS and sentinel.

### **Education and Training**

- Work with the Education manager and the team to influence the development, implementation, and monitoring of PT's education strategy.
- To work with the Learning and Development team to deliver education to external colleagues including physicians' associates, paramedics, General Practitioners, pharmacists, and community nurses both at undergraduate and postgraduate level.
- To provide both formal and informal teaching/education in Palliative Medicine to multi-disciplinary health care professionals across care settings in collaboration with local Specialist Palliative Care colleagues.
- To establish and develop, along with other key members of PT, effective links with other educational institutions such as medical schools and universities who are involved in the provision of Specialist Palliative and End of Life Care education and training.
- Support the work of maintaining and developing university accreditation of PT-delivered education and training.
- To act with others as clinical supervisor for training grade doctors and specialty doctors. This would include involvement in their induction, supervision and assessments during their rotation to us and liaising with their education supervisors as necessary.

### **Management**

- To undertake clinical service development/evaluation projects as required to support the implementation of the clinical strategy.
- Assist the Medical Director by leading on agreed and delegated management responsibilities across PT.
- To maintain accurate and contemporaneous record keeping and data collection in accordance with guidelines.
- To participate in regular appraisal, continuous professional development in accordance with PT's processes for revalidation.
- To establish a process for obtaining clinical supervision/mentoring from a peer Consultant in Palliative Medicine or suitably trained external clinical supervisor

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- To abide by PT's procedures, policies and guidance in relation to operational issues, health and safety, data protection, clinical governance and confidentiality.

#### **Quality, Clinical Governance and Research**

- To be involved in Clinical Governance activities including audit, medicines management, learning from deaths, incident investigation etc.
- To participate in quality improvement activities
- To conduct baseline assessment against best practice guidance (DoHSC directives, and NICE technology appraisals, interventional procedures and clinical guidelines).

#### **Research**

- To support the research consultant to promote a positive research and evidence base culture across all clinical areas of PT.
- To maintain training on Good Clinical Practice
- To be involved in PT research activities including identifying and consenting research subjects

#### **Internal Focus**

- To develop relationships with key staff and in particular Medical Director, Director of Patient Services, Community Manager, Ward Manager and Ward Sisters.
- To support the Medical Director and the Director of Patient Services to advise the Board of Trustees in the formulation of policy and planning.
- Support the Medical Director in advising the Senior Management Team, Chief Executive and Board as necessary on medical issues and broader clinical issues in conjunction with the Director of Patient Services.
- Contribute to the development of PT's yearly business plan and longer-term strategic plans, for own area of expertise as well as inputting as appropriate to other areas.

#### **External Focus**

- To maintain an up-to-date knowledge of external factors impacting on specialist palliative care, including government policy and thinking, best practice and clinical developments and proactively contribute this knowledge to the development of PT's clinical operations and strategy.
- To deputise as appropriate for the Medical Director representing the interests of PT at network meetings / locality meetings / End of Life etc.
- Actively support the Income Generating team in their work to raise funds for PT and linking with patients and their carers.

#### **Medical Staff**

Medical Director and Consultant Dr Cate Seton-Jones	Strategic managerial and community and inpatient support- 11 PA's
Consultant	Inpatient unit consultant with education

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This post	6-10 PA's
Consultant Dr Helen Burgess	Community consultant- 8 PA's
Consultant Dr Beata le Bon	Joint appointment with Frimley Park Hospital- 10 Pas, 5 delivered as a community consultant
Consultant Dr Jo Vriens	Community consultant with a research focus. 6 PA's
5 Specialty doctors	All part-time supporting the In-Patient Unit, community plus first on-call rota.
1-3 ST2/ITP (GP VTS rotation every 4/12)	Full and part-time - In-Patient Unit
1 SpR	Joint appointment with Frimley Park Hospital and PT. Community Team plus first on call rota (Full-time - 5 PA's at PT)

### Location of work

Office facilities will be provided with access to secretarial support, a computer, internet access, e-mail, and telephone. The post holder will need to work across all clinical sites (The Beacon, Farnham hospice site and temporary accommodation during the re-build) to fulfil all components of the job as well as to provide cover for consultant leave.

The role will involve working with local Specialist Palliative Care colleagues based at the Royal Surrey County Hospital, Frimley Park Hospital, Thames Hospice, Woking Hospice, and the Midhurst Community Team.

### Provisional Job Plan

The provisional job plan is based on 10 programmed activities that will be negotiated once the post holder is appointed.

DCC (Direct Clinical Care) = 7 programmed activities

SPA (supporting professional activities) = 1 programmed activities

Education delivery and development= 2 programmed activities

	Mon	Tues	Wed	Thurs	Fri
am	8.30am DCC: 4 hrs. Admission meeting IPU ward round	8.30am DCC: 4 hrs. Admission meeting MDT Unstable patient reviews	8.30am DCC: 4 hrs. Admission meeting Unstable patient reviews	8.30am SPA: 4 hrs. Education development delivery	8.30am DCC: 4 hrs. Admission meeting IPU ward round
Lunch		SPA: CPD session 1 hr			
pm	1pm DCC: 4 hrs. IPU ward round, Family meetings	2pm SPA :3 hrs Incl audit, appraisal management MD related work, supervision of jrs	1pm SPA 4 hrs Incl audit, appraisal management MD related work, supervision of jrs medical staff	1pm DCC: 4 hrs. IPU ward round, Family meetings	1pm DCC: 4 hrs. Unstable patient reviews Family meetings

An annual review will take place

Changes to the role as a result of organisational demands and priorities will be discussed with the post holder.

### On Call

The appointee will participate in a non-resident low intensity 1:5-6 on call rota as first on call in the evening between 5pm to 9am and second on call during the daytime at the weekend. Appropriate compensatory rest would be allowed proportional to the time worked over night. The on-call availability supplement for this post is currently B. Although there is a dairy card exercise in progress (April 2023) at the time of writing.

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### **Study Leave**

Study and professional leave will be granted in accordance with PT's policies and procedures in order to support continuous professional development.

### **Terms and Conditions of Service**

The appointee will be employed by PT

The Terms and Conditions of Service of the appointment are determined by PT and in accordance with, but not subject to, the Terms and Conditions of Service for Hospital, Medical and Dental Staff (England and Wales). The Terms and Conditions of Service will aim to reflect the new Consultant Contract and any offer is subject to satisfactory Occupational Health clearance as per Clothier Report recommendations. Employment cannot start until this clearance is received.

Employment will also be governed by the PT's employment policies and procedures.

The appointee will be required to live no more than forty-five minutes' drive from PT, unless specific approval is given to a greater distance by the Chief Executive.

### **Background Information**

PT is in its 44th year. It was named after Sir Edward Tuckwell's wife, who died from cancer. As an independent charity, Phyllis Tuckwell is largely self-supporting, receiving 20% of its revenue costs from the NHS. The main site, the Hospice, is situated 12 miles from Guildford in Farnham, and it has a second smaller site, the Beacon Centre. This is on the grounds of the Royal Surrey County Hospital, in Guildford. From the end of summer 2023 the inpatient unit will be using a Camberley based nursing home to house it whilst the Farnham site is rebuilt as an 18 bedded IPU, Living Well Centre and offices for the community staff. The community team will relocate to a Farnham based office unit during this period. The Beacon centre will remain unaffected. The rebuild will take approximately two years.

On the Farnham site there is a 14 bedded In-Patient Unit, the single point of access to the Hospice called the Advice and Referral team which operates 7 days a week and the larger part of the community team including Hospice Care at Home and Living Well Services which offers onsite group activities and programmes. The Learning and Development team are also based on the Farnham site.

The Beacon Centre provides offices for part of the community team, Hospice Care at Home and community medics. This site also offers Living Well services which includes outpatients. It had a major refurbishment in the Spring 2023.

The catchment area for PT covers West Surrey and North East Hants. This includes a presence in two Integrated Care Systems: Frimley Health and Surrey Heartlands. Within this area there are 3 Community Hospitals at Farnham, Fleet, and Cranleigh. The population (approx. 550,000) is mixed urban and rural, with small areas of deprivation and ethnicity, which present a challenge to ensure services are accessible and responsive to local needs.

During the year 2021/22, 1694 patients were referred to Phyllis Tuckwell. The number of patients admitted to the IPU was 248 with bed occupancy of 90% and average waiting time for admission of 2 days. 1 in 5 patients were discharged home at the end of their IPU stay.

85% of our care is provided away from the hospice and the Beacon Centre. In 2021/22 the community team supported 2865 patients and carers through 60,602 telephone contacts 13,313 face to face domiciliary visits which included responsive service for patients with

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unstable clinical needs. The Hospice Care at Home services supported 516 patients by providing hands on care in the home environment. For all community patients, 55% achieved their preferred place of death.

Our largest non-cancer groups are patients with Motor Neurone Disease and chronic respiratory diseases. 36% of patients have a diagnosis other than cancer. We offer support to non-malignant clinical fora located outside of PT.

The In-Patient unit is supported by a comprehensive multi-disciplinary team including nursing, occupational therapists, physiotherapists, social workers, pastoral support and complementary therapy. There are 6-8 consultant sessions available to the IPU, 1.4 WTE of GP ST2 time and 2-4 sessions of specialty doctor time.

The community team consists of over 16.85 WTE Clinical Nurse Specialists, 4.0 Senior Registered nurses, 16-20 sessions of consultant time and 22 sessions of specialty doctor time. Community support is available from all members of the MDT. As well as nursing and medical this includes physiotherapists, occupational therapists, complementary therapists, pharmacist, chaplain, social workers, counsellor, patient welfare officers, and a bereavement team.

### **Key Relationships**

- **Integrated Care Systems**
  - Guildford and Waverley Place/Surrey Heartlands ICS
  - Frimley Health ICS
  
- **NHS Acute Hospitals**
  - The Royal Surrey County Hospital NHS Foundation Trust, Guildford
  - Frimley Health NHS Foundation Trust
  
- **Local Specialist Palliative Care Teams**
  - Thames Hospice Care, Windsor, Berkshire
  - Macmillan Community Team, Midhurst, Sussex
  - Woking and Sam Beare Hospice, Woking, Surrey
  - Princess Alice Hospice, Esher, Surrey
  - St. Catherine's Hospice, Crawley, Sussex
  - St. Michael's Hospice, Basingstoke, Hampshire

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### Person Specification

Essential	Desirable	A	I	P
<b>Qualifications</b>				
Full registration with GMC and membership with MDU/MPS or equivalent		✓		
Higher medical qualification		✓		
Possess or be eligible for Certificate of Completion of Training (CCT) in Palliative Medicine ( or be within 6 months of this)or Certificate in Eligibility for Specialist Registration (CESR)		✓		
	Higher qualification relevant to Palliative Medicine eg MSc or Diploma	✓		
<b>Skills</b>				
Demonstrates excellent ability in written/spoken English communication and capacity to adapt language as appropriate to the situation.		✓	✓	✓
Strong team and strategic leadership skills		✓	✓	
Organisational skills/time management		✓	✓	
Teaching & presentation skills				✓
<b>Experience</b>				
Fully trained specialist in chosen field		✓		
Experience of palliation of non-malignant disease		✓		
Experience of Palliative Medicine in a variety of settings at a senior level including the charitable sector		✓		
Research interests		✓	✓	
Experience of participation in planning and delivery of teaching to a variety of healthcare professionals.	Qualification in Education	✓	✓	✓
<b>Personal Qualities</b>				
Proactive, innovative, enthusiastic Flexible and adaptable Ability to work with and accommodate a wide variety of professional staff with different skills and knowledge. Committed to personal development of self and others Self-aware and reflective			✓ ✓ ✓  ✓ ✓	
Car driver with valid driving licence	Personal interests outside of work	✓	✓	

<b>KEY</b>	
<b>A</b>	Application
<b>I</b>	Interview

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<b>P</b>	Presentation
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## General Information

### THE GEOGRAPHY

On the Hospice site in Farnham. is situated in a residential area in south Farnham and the Beacon Centre is in Guildford adjacent to the A3. Both sites have excellent rail and road links to London and to the south coast. The Farnham site is within walking distance of the railway station and the centre of the town. The Beacon Centre is on the site of the Royal Surrey County Hospital two miles from the centre of Guildford city centre and its train station.

The picturesque Surrey countryside is ideal for good walks and outdoor pursuits and has numerous historic village inns. Guildford is one of the best shopping areas outside London, centred on its attractive high street, with entertainment for all tastes. Basingstoke and Reading are also within easy reach. The area is endowed with excellent state and private schools and nurseries.

The University of Surrey and Postgraduate Medical School are nearby in Guildford, close to the Beacon Centre and the Royal Surrey County Hospital

### CONFIDENTIALITY

All employees must respect and protect the confidentiality of matters relating to patients and members of staff and must comply with the requirements of the Data Protection Act (1998).

### HEALTH AND SAFETY

The post holder is required to take reasonable care for his/her own health and safety and that of others who may be affected by his/her acts or omissions, and he/she should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

### MISSION, GOALS AND VALUES

#### Vision

Easy access to compassionate *supportive and end of life care* for patients and families in a place of their choice.

#### Mission Statement

To care compassionately for adults living with an advanced or terminal illness, and those closest to them, so that they have the best possible quality of life and the patients' final days are peaceful

*...because every day is precious*

#### Goals

- **Patient Care:** to offer a choice and range of specialist services in the Hospice, at the Beacon Centre, in the home and community
- **Financial Security:** to secure sustainable income to allow us to continue to provide and develop our services to patients free at the point of delivery
- **Staff and volunteer experience:** to ensure we are a skilled and motivated team of staff and volunteers who take pride in working for the Phyllis Tuckwell
- **Centre of Excellence:** to deliver best practice care, specialist training to healthcare professionals and ensure compliance with legal and regulatory requirements
- **Environment:** to provide a place that is welcoming, safe, secure and well-maintained
- **Independence:** to maintain our status as a self-governing and independent charity whilst working in partnership with others.

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**Values**

- **Vision** To always put the patient first and at the heart of all we do.
- **Actions** To act with honesty, integrity and in the best interests of Phyllis Tuckwell Hospice Care.
- **Learning** To support each other by fostering a culture of continuous learning and development.
- **Understanding** To treat others with dignity, respect & understanding.
- **Effective** To use resources and time wisely and work in productive partnerships.
- **Safe** To ensure workplace Health & Safety and promote personal wellbeing

**Consultant**

**Chief Executive**

**Signed:**.....

**Name:** .....

**Date:** .....