

JOB DESCRIPTION



**Severn
Hospice**

Title of Post Specialty Doctor

Conditions of Service:

Hours Part-time (24 hours per week)
Cover 1 weekend every 2 calendar months
Non resident
Annual Leave 5 weeks per annum
Accountable to: Lead Consultant

Background

The Severn Hospice has been open for 20 years. The Shrewsbury site is a purpose-built unit that enjoys a rural setting at Bicton Heath, 2 miles west of Shrewsbury Town Centre. The site at Telford, also purpose built and opened its doors in July 2008 is located in Apley near the Princess Royal Hospital.

It is an independent, voluntary organisation offering Palliative Care in the form of Symptom Control, Respite and Terminal Care. The majority of patients have malignant illness; however, patients with other progressive, terminal conditions such as renal organ failure, Motor Neurone Disease, Multiple Sclerosis are also treated. There are over 450 in-patient admissions per year.

There are currently 24 in-patient - 16 at Shrewsbury in two 8 bedded wards and 8 in Telford, The inpatient units routinely admit patients between 9am-4pm Monday to Friday and as appropriate via the on call service out of hours. There is a 24 hour on call consultant rota to support the workings of Severn Hospice 365 days a year. Day Units in Shrewsbury, Telford and Newtown with Hospice CNS teams working both in the community and in the two local District General Hospitals.

There is a close working relationship with the Severn Hospice CNS, and domiciliary visits may be undertaken for assessment and advice.

The geographical catchment includes the whole of Shropshire and North Powys - approximately 450,000 population

The Board of Directors determines the broad policies and direction of the Hospice while the day to day running is supervised by a management team comprising Nursing Director, Chief Executive, Lead Consultant, and Head of Fund-raising.

There are some 191 FTE regular members of staff and over 300 volunteers currently working at the Hospice. Other medical staff include: 3.6 Consultants, ST, FY1s and Clinical Assistants.

Purpose of Job

To assist the Palliative Medicine Consultants in their routine clinical and administrative duties. The majority of the work will be on the in-patient unit, though there will also be input to the Day Units.

Main Areas of Responsibility

1 Clinical

- 1.1 In conjunction with the Palliative Medicine Consultants, to ensure and maintain high standards of patient care and to implement medical policy.
- 1.2 To be part of the multi-disciplinary team and to maintain efficient channels of communication with other members of the team.
- 1.3 To share with other members of the team the emotional, social and spiritual care of patients and their carers.
- 1.4 To assist with the admissions and care of patients, both on the Ward and also Day Units.
- 1.5 To liaise with the Ward Manager and/or Senior Nurse regarding new admissions to the Ward.
- 1.6 To monitor the problems and progress of patients.
- 1.7 To liaise with GPs, Hospital Consultants and the Hospice CNS Teams.
- 1.8 To liaise with other agencies involved in patients' care.
- 1.9 To be 1st on call 1 in 4. Ward reviews at both IPUs are required at weekends, further to this most of the on call work is phone advice.
- 1.10 To assist in Clinical Audit.
- 1.11 To support the Home Care and Hospital Support Teams. This may involve giving advice to non specialist hospital staff and very rarely reviewing patients on the ward at the hospital

2 Administrative

- 2.1 To be responsible for accurate and comprehensive clinical and drug records and to monitor prescribing.
- 2.2 To complete the requisitions for pharmaceutical and other supplies when necessary.
- 2.3 To complete patient discharge summaries and, in the case of patients who have died, the relevant medico-legal documentation.
- 2.4 Update computer data base when appropriate.

3 Support

- 3.1 Together with other members of the multidisciplinary team to assist where appropriate in the counselling of patients and their carers.
- 3.2 To support other members of staff and help maintain morale at all levels.
- 3.3 To be prepared to accept support from others and actively develop a personal support network.
- 3.4 Participate in Clinical Supervision.

4 Teaching

When required, to participate in the educational programmes for nurses, doctors and paramedical staff within and outside the Hospice.

To have joint responsibility with other speciality docs and STs for arranging monthly journal clubs.

5 Research

To assist in the running and administration of clinical trials currently in progress.

The Specialty Doctor will be encouraged to develop his/her own projects and interests within the broad spectrum of palliative care.

6 General

The Specialty Doctor will be expected to:

- 6.1 provide his/her own car for on call and domiciliary visits (rarely required)
- 6.2 be contactable by telephone when contracted to work
- 6.3 be a current member of a recognised Professional Defence Organisation;
- 6.4 attend mandatory training
- 6.5 be familiar with and implement current Hospice policies;
- 6.6 be responsible and supported in for own on-going education;
- 6.7 promote good relations between the Hospice and all branches of the local community.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

All new Hospice employees are on a 3 month probationary period.