APPOINTMENT OF A

PALLIATIVE MEDICINE CONSULTANT

JOB DESCRIPTION

July 2019
Introduction
A full-time (or substantive part-time) Consultant is required to join the department of palliative medicine at The Shrewsbury and Telford Hospital NHS Trust (SaTH). The palliative medicine department is based at the Lingen Davis Cancer and Haematology Centre and provides specialist palliative care support to the cancer centre and throughout The Royal Shrewsbury Hospital (RSH) and Princess Royal Hospital (PRH).

This is a new substantive post and is an excellent opportunity to further develop the hospital service and links with the local hospice and community teams.

The post attracts ten programmed activities. Applications are welcome from those wishing to work less than full time and a job share will be considered.

SaTH Hospital Palliative Care Team
SaTH has a developing palliative medicine department including an established CNS team (3.8 WTE). The first substantive consultant was appointed to the team in 2017 with a view to later expansion. There is also a 0.8 WTE end of life care facilitator.

The team provide a specialist palliative care liaison service to all adult clinical wards and departments within the hospital. The team have good existing relationships with other clinical departments and are seeking to provide a broader service to those who have both malignant and non-malignant conditions who require palliative and supportive care. Expansion is planned in the provision of ‘front door’ palliative care in the AMU and ED along with supportive care outpatient clinics for those with malignant and non malignant conditions.

Department of Oncology
The Department of Oncology is based at the Royal Shrewsbury Hospital in the new £4.8m state of the art Lingen Davies Cancer & Haematology Centre, which opened in September 2012. Oncology services occupy the ground floor with Outpatient, Chemotherapy Day Centre and Radiotherapy facilities being co-located. Also in the Lingen Davies building is the Haematology Day Unit, Clinical Nurse Specialists, Palliative Care, Macmillan Information Centre & Welfare Rights Service.

Inpatients
Ward 23 at the Royal Shrewsbury Hospital is the designated Oncology & Haematology Ward and has 26 beds. The ward cares for oncology and haematology patients undergoing chemotherapy & radiotherapy who require admission, patients receiving extended chemotherapy and other patients needing continuing care. The service has a dedicated acute oncology nurse team which incorporates a Clinical Nurse Practice Educator who ensures staff across the Centre are trained to the required competencies. The ward also provides 24/7 access for Patients and has a telephone triage tool to support the phone assessment of patients.

A dedicated flat will is available for use, free of charge, to relatives of patients in the terminal stages of their illness.

Chemotherapy Day Case
A majority of the work is undertaken at The Royal Shrewsbury Hospital in a modern purpose built unit which consists of 26 stations and 2 treatment areas designed around the needs of patients’. The service is lead by a team of experienced staff who have developed treatment delivery options such as
Nurse inserted PICC Lines. The vision to develop a community chemotherapy service is part of the service objectives.

**Radiotherapy**

The Radiotherapy Department, including Radiotherapy Physics, is accredited to ISO 9001/2008, supported by a dedicated QA Radiographer.

The Department has developed strong academic links with Birmingham City University and is a recognised clinical placement for Student Therapy Radiographers. Radiotherapy Physics have accreditation for STP Clinical Scientist, PTP Graduate Diploma dosimetrist and IPEM Radiation Engineering Technologist training.

IMRT (mainly Rapidarc) and IGRT is in routine clinical use for a number of treatment sites, including H&N, urology, brain, lung and anal canal. This is currently under review and will be extended to further sites in due course. 4DCT lung and DIBH breast treatments are also in clinical use. The Radiotherapy Department offers an established Varian Truebeam linac, a newly commissioned Truebeam linac with 6DoF couch, in addition to a 2100iX linear accelerator with KV imaging and CBCT to enable improved IGRT. The latter will be replaced by a third Truebeam in 2018.

**Equipment**

- Varian 2100iX (6&10MV, OBI, Rapid Arc)
- Varian Truebeam (6&10MV, KV and CBCT, Rapid Arc and FFF)
- Varian Truebeam (6&10MV, KV and CBCT, Rapid Arc, FFF and 6DoF)
- Toshiba Wide Bore CT Scanner
- Xstrahl kilovoltage unit
- Varian Eclipse 3D planning system (with CT link)

**Radiotherapy Physics**

Radiotherapy Physics is provided by a dedicated team based at the Royal Shrewsbury Hospital site. It is led by a Consultant Clinical Scientist and supported by a team of 7.0 wte Clinical Scientists, including 4 MPEs. Mould room and treatment planning are supported by 4.7 wte dosimetrists and linac engineering by 4.0 wte Clinical Technologists. The staffing is currently at full establishment.

**University of Keele/Teaching**

SaTH is a satellite site for University of Keele medical school. The palliative care team are actively involved in teaching undergraduates in addition to foundation doctors and Core Medical Trainees.

There are thriving postgraduate centres at both Hospitals. The £2.5 million Shropshire Education Conference Centre at Royal Shrewsbury Hospital enhances the already excellent reputation of the Hospital for training Junior Staff, supporting seniors and continued professional development.

The Trust has a dedicated Continuing Professional Development budget to allow Consultants to pursue CPD requirements. Participation in Audit and Clinical Governance is actively encouraged.
The palliative medicine department has arranged conferences for medical colleagues regarding palliative and end of life care and have promoted the ‘Dying Matters’ week.

**Admin & Clerical**
The appointed Consultant will have dedicated office space and a share of 0.5 wte secretary based in the Lingen Davies Cancer Centre at RSH.

**Management Personnel**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Director (Oncology, Haematology)</td>
<td>Dr Laura Pettit</td>
</tr>
<tr>
<td>Cancer Services Lead</td>
<td>Dr Steve McKew</td>
</tr>
<tr>
<td>Clinical lead for End of Life care</td>
<td>Dr Elin Roddy</td>
</tr>
<tr>
<td>Hospital palliative care clinical lead</td>
<td>Dr Emma Corbett</td>
</tr>
<tr>
<td>Centre Manager (Surgery, Oncology, Haematology)</td>
<td>Mrs Lisa Chellinor-Clough</td>
</tr>
<tr>
<td>Operations Manager (Oncology &amp; Haematology)</td>
<td>Ms Sally Hodson</td>
</tr>
</tbody>
</table>

**West Midlands Palliative Care Consultants Meeting**
The West Midlands Palliative Care Consultant Physicians have an established clinical and business meeting once every four months. The postholder will be invited to attend to network, understand what is happening in the region and discuss matters that affect the region as a whole.

**Severn Hospice**
Severn Hospice provides palliative and end of life care services to a population of approximately 600,000 in Shropshire, Telford and Wrekin, North Powys and Ceredigion. As such, it has joint funding agreements with two CCGs (Shropshire and Telford and Wrekin) and two Welsh Health Boards (Powys and Hywel Dda). It operates two full Hospices in Shrewsbury and Telford which contain inpatient, outpatient, day and community services, and specialist community palliative care services from premises in Newtown (Powys) and Aberystwyth (Ceredigion). The current Consultant team is as follows;

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Derek Willis</td>
<td>Medical director. Clinical Lead IPU (Telford) and Telford Community (1.0wte)</td>
</tr>
<tr>
<td>Dr Toria Stevens</td>
<td>IPU Lead Shrewsbury and currently one hospital session (0.6 wte)</td>
</tr>
<tr>
<td>Dr Claire Stockdale</td>
<td>Lead for North Powys and Neurology (0.8 wte)</td>
</tr>
<tr>
<td>Dr Louise Gilhooley</td>
<td>IPU lead (Perry ward ) Shrewsbury (0.6 wte)</td>
</tr>
<tr>
<td>Dr Alice O Connor</td>
<td>Community lead Shropshire (0.6 wte)</td>
</tr>
</tbody>
</table>

The Hospice is fully engaged in training for palliative medicine STs and GP trainees. The Hospice also has Foundation 1 and Foundation 2 doctors.

The team have produced research that has been presented at the All Wales Palliative Care Conference and the Palliative Care Congress.

**The Post**
This post will be a Consultant Physician in Palliative Medicine and is a new post. The post holder will be expected to work flexibly with the existing consultant provision.
The main aims of the post are;

- To further develop palliative and supportive care services at Shrewsbury and Telford Hospitals
- To support the existing specialist palliative care CNS team
- To provide weekly supportive and palliative care outpatient clinics
- To provide daily ward reviews to optimise patient flow to the hospice and community
- To provide Specialist palliative care MDT input to facilitate early decision making and improve symptom control
- To provide input to other site specific MDT meetings
- To provide supervision of and education for junior medical staff.
- To undertake teaching, examination and accreditation duties as required and to contribute to postgraduate and continuing education both locally and nationally.
- To undertake clinical audit, continuing medical education, contribute to the annual appraisal process and undertake an annual job planning review.
- To provide appropriate support to both hospital sites, The Royal Shrewsbury Hospital (RSH) and Princess Royal Hospital (PRH), Telford.
- In addition the department is looking to expand to provide more regular palliative care support to both the AMU and Oncology ward.

The post holder will join the 6 other palliative medicine consultants in the locality who meet fortnightly at The Severn Hospice to discuss local issues and for peer support. They will also be invited to attend monthly journal club meetings at the hospice.

Other responsibilities will include attendance at monthly clinical governance and regular end of life care steering group meetings.

**Work Programme**

As required under the terms and conditions of service. A work programme including a weekly timetable of programmed activities must support the list of duties. The patient related activity sessions are in the provisional timetable below:

**Provisional Job Plan**

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
<th>Total PA’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>SPA</td>
<td>2 PA’s</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9.00-11.00am 0.5 PA Consultant meeting Severn hospice, Shrewsbury (Alternate weeks) Ward 23 Oncology input ward round 0.5 PA (alternate weeks)</td>
<td>13.00-14.30pm 0.375PA MDT Upper GI 14.30-17.00 0.625PA “Acute Palliative care clinic”</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9.00-10.00am 0.5PA SPC MDT Shrewsbury</td>
<td>CNS support for complex cases</td>
</tr>
<tr>
<td></td>
<td>Admin</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>Acute Admission session   Outpatient clinic RSH</td>
<td>2 PA’s</td>
</tr>
<tr>
<td>Friday</td>
<td>CNS support for complex cases SPA 13.00-17.00pm Monthly clinical governance meeting M &amp; M Education</td>
<td>2 PA’s</td>
</tr>
</tbody>
</table>

**DCC 7.5 PA**

**SPA 2.5 PA** The supporting activity sessions (10 hrs) will include time for CPD, audit, research, clinical governance, managerial responsibilities and teaching.

The postholder will have two sessions in the job plan per week in direct contact with the other consultants in the Shropshire team.

**Review of Job Plan**
The post holder is expected to work with managers and professional colleagues to provide an efficient and effective palliative and supportive care service. The post holder is expected to observe the Trust’s agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the standing orders and financial instructions of the Trust. The post holder is expected to make sure that there are adequate arrangements for hospital staff involved in the care of their patients to be able to contact the post holder when necessary.

The post holder will have responsibility for the training and supervision of junior medical staff and if appropriate, the post holder will be named in the contract of doctors in training grades as the person responsible for overseeing their training and as the initial source of advice to such doctors on their careers.

This job plan is subject to review annually with the Clinical Director.

Local procedures must be followed if it is not possible to agree a job plan, either initially or at an annual review.

**Governance Arrangements**
Clinical line of responsibility is through the Lead Clinician for Palliative medicine and the Clinical Director. The postholder will be professionally accountable to the Medical Director. Governance meetings are held every month jointly with the Haematology department.

**Mentoring**
As a new consultant post, the consultant would be able to access support from the Royal College mentoring service along with the Severn Hospice Medical Director (Prof. Willis) who has experience of supporting colleagues who have just started as consultants.

**Supporting Services**

**The Hamar Centre**
This is a purpose built centre on the Shrewsbury site. The centre provides patients with access to level three and four psychological support and provides access to a Counsellor, Clinical Psychologist.
and Consultant Psychiatrist. The centre also provides access to a range of complimentary therapy and there is a comprehensive range of information available.

Cancer Support and Information
The Macmillan Cancer Information and Support Centre is based in The Lingen Davies Centre and provides free information to anyone affected by cancer in a relaxed, quiet area. It provides accurate, comprehensive and up-to-date information on cancer awareness, specific cancers, treatments, support groups, information about benefits and the cost of cancer support and carer’s support.

TRANSFORMING CARE INSTITUTE
The Trust is proud to have been working collaboratively with the Virginia Mason Institute in Seattle, widely regarded as one of the safest hospitals in the world. We have progressed with a number of ‘Value Streams.’ Doctors, Nurses, Allied Health Professionals and Colleagues from Virginia Mason are working together to transform Healthcare at The Shrewsbury and Telford Hospital NHS Trust and share our learning across the Country. We are one of only five Trusts across the UK working with Virginia Mason and NHS Innovation. Our current Value Streams are Respiratory Discharge, Sepsis, Workforce and Recruitment and Outpatients. Sponsor teams have ownership of the programme and run Rapid Process Improvement weeks that allow our workforce to try new processes and procedures that may improve the care we offer to our patients. Any proposals made are tested, measured and fully supported to ensure that they become embedded into our normal daily work and remain sustainable in the long term. This process aligns to our Organisational Strategy putting our ‘Patients First’ and reflects the Values of our Trust.

Our Kaizen Promotion Office (KPO) provides the support for this work. Every Value Stream has full Executive support and the entire Executive team has an important role to play on the Guiding team and our overall Transformation programme. We are very proud of our achievements to date and are looking for ways to engage with all of our staff through our Transformation work and our Leadership Academy launching in November 2016. There will be many opportunities for you to become involved in our KPO and value Stream work and we will be able to provide you with help and guidance independent of your level of expertise. We have a unique opportunity to make a difference and we hope that you will want to be a part of our journey.

EDUCATIONAL ACTIVITIES
Postgraduate activities are based in the Education Centre at the Princess Royal Hospital, which has a Medical library, a lecture theatre and a number of seminar rooms and in the Shropshire Education Conference Centre (SECC) at The Royal Shrewsbury Hospital. Regular Clinical presentations and Clinical audit meetings are held and there is a busy programme of activities for General Practitioners and Hospital Staff.

OFFICE AND SECRETARIAL SUPPORT
You will have an office with a full range of facilities including desktop PC. You will be supported by a full time secretary, and additional administrative staff supporting the existing Cardiologists.
RESEARCH
It is usual for the Trust to be participating in many research projects at any time. Every effort would be made to accommodate a particular research interest you may have, particularly if trainee members of the Department could be incorporated in the methodological and practical stages.

AUDIT
Great importance is placed upon audit within the Shrewsbury and Telford Hospital NHS Trust and you will be expected to contribute to this as part of your role; the Trust has a fully staffed Audit Department at both Hospitals with extremely well-organised teams.

APPRAISAL, REVALIDATION AND MENTORSHIP
The Trust has the required arrangements in place, as laid down by the Royal College of Radiologists, to ensure that all Doctors have an annual appraisal with a trained appraiser and supports all Doctors going through the revalidation process.

The Trust supports the Royal College of Radiologists guidance on provision of mentors for new Consultants, in line with GMC recommendations. This will be provided within the Trust.

A formal review of the job plan will be performed at least annually. Appropriate educational and training needs will be supported by the Trust in, as agreed with the LNC (for example, the approval and funding of study leave).

An annual job plan review at individual and departmental level is being introduced. You will be expected to participate in this exercise.

We will require to register SaTH as your designated body via the GMC to ensure that you are set up on the Equiniti revalidation system; we will complete this as soon as possible upon your commencement with the Trust.

The Trust also supports the requirements for continuing professional development as laid down by the Royal College of Radiologists and is committed to providing time and financial support for these activities.

TERMS AND CONDITIONS OF SERVICE
The appointment is full-time / part-time and the successful candidate will be appointed on the Terms & Conditions Consultants (England) 2003.

Salary Scale (MC72): £77,913 - £105,042 per annum for 10 Programmed Activities (as of October 2018)

The post holder:
• will be in possession of a recognised medical / dental qualification and full registration with the General Medical Council and continue hold a licence to practise.
is advised to be a member of a recognised medical defence society or be suitably insured. Trust insurance does not cover work undertaken outside the Trust other than caring for patients and work of the Trust.

will be expected to make sure that there are adequate arrangements for hospital staff involved in patient care to be able to contact him / her when necessary.

will be expected to reside within 30 minutes or 10 miles by road of the base hospital whilst on call.

will not be permitted to commence employment until a full medical examination has been completed with a satisfactory result or the Occupational Health Physician has satisfied himself that a full examination is not necessary. The completion of a satisfactory health questionnaire is a condition of employment.

will not be permitted to commence employment until full clearance has been received from the Disclosure Barring Service.

The Trust operates a no smoking policy.

The Trust values its diverse workforce and is committed to taking all necessary steps to ensure that individuals are treated equally and fairly and to taking positive action to promote equal opportunities.

ACCOMMODATION
The Trust offers single residential accommodation for medical staff depending on availability. The Trust only provides single accommodation so private rental would need to be arranged for family accommodation.

OTHER FACILITIES
There is an active Doctors Mess run by the Junior Doctors Mess Committee which organise social events, parties, outings etc. There are on-site fitness centres (a membership fee is payable) available to all members of staff.

STAFF BENEFITS
There are a number of staff benefits schemes which attract tax reductions if joined. This includes a discount on the staff car parking charge, staff gym membership, on-site crèche/childcare provision and access to NHS Discounts schemes.

ADDITIONAL INFORMATION & INFORMAL VISITS
Visits are strongly encouraged and should be arranged with:

Dr Emma Corbett – Consultant in Palliative Medicine 01743 261000 ext 1444 emma.corbett1@nhs.net
Dr Laura Pettit – Clinical Director 01743 261000 ext 2579 laura.pettit1@nhs.net
Ms Sally Hodson - Ops Manager 01743 261 000 ext 3523 sally.hodson@nhs.net
STATEMENTS

Health & Safety
As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control
The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action.

As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust’s agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance
The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust’s Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust’s Disciplinary Procedure.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust, you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- Disclosure of Information - The unauthorised use or disclosure of information relating to the Trust’s activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust’s employment and at any time thereafter you must not
take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust’s recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review
As an employee of the Trust, you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust’s appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults
- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust’s procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust’s Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility
The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.
# PERSON SPECIFICATION

**Post:** CONSULTANT PALLIATIVE MEDICINE  
**Job Ref No:** 223-MC386A

## QUALIFICATIONS
- **ESSENTIAL**
  - MRCP or MRCGP or equivalent qualification
  - Full GMC Registration with a Licence to Practice
  - GMC Specialist Registration or be eligible for entry onto the Specialist Register within 6 months of obtaining CCT at time of interview,
  - CESR or European Community Rights

- **DESIRABLE**
  - Postgraduate degree in relevant subject eg Palliative Medicine, Medical Ethics

## CLINICAL EXPERIENCE
- Clinical training and experience equivalent to that required for gaining UK CCT
- Ability to work and lead a multidisciplinary team
- Experience of working within a hospital environment

## TEACHING AND RESEARCH
- Ability to teach clinical skills, teach and lecture on speciality
- Ability to apply research outcomes to clinical problems
- Experience of teaching multi-professional audiences

## DISPOSITION
- Honesty and reliability
- Ability to work in a team
- Enquiring, critical approach to work
- Caring attitude to patients
- Ability to communicate effectively with patients, relatives, GPs, nurses and other agencies
- Commitment to Continuing Professional Development

## PERSONAL CIRCUMSTANCES
- Must live within 10 miles or 30 minute’s drive of hospital where provides out of hours cover

---

**Completed By:** Dr Laura Pettit, Clinical Director  
**Created on:** July 2019