

**A Teaching Trust of the University of Birmingham**  
Russells Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ



## Job Description

Job Title:	Palliative Medicine Consultant
Programmed Activities:	9 Programmed Activities
Tenure:	Permanent
Department:	Oncology
Responsible to:	Palliative Medicine Clinical Lead



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## **1. INTRODUCTION TO DEPARTMENT/SPECIALITY**

Ms Diana Wake, Chief Executive of The Dudley Group NHS Foundation Trust, invited Professor Bee Wee (National Clinical Director for End of Life Care) and Ms Sherree Fagge (Head of Nursing End of Life Care) representing NHS England and NHS Improvement to visit the Palliative Care services across the Dudley economy on 13th November 2019. They considered the current strengths and weaknesses of the existing services and provided us with useful recommendations. The full report is available on request to potential candidates. A candid analysis on factors favouring integration as well as those that may block it is provided as an appendix at the end of this document. It also describes the full recommendations of the report.

The appointment of two 0.9 WTE Palliative Medicine Consultants is required following a vacancy created from the existing workforce of Consultants leading a development strategy for the locality to provide a local and sub-regional Palliative Medicine service which is fit for purpose, according to the recommendations made by the expert visiting team.

All the Consultants working in Dudley wish to provide a high-class and seamless service to our patients. We believe that the right individuals joining our team will have ample opportunities to develop their potential as Consultants in the Specialty. If you have the required drive and interest, we would be delighted to see you apply for this post.

## **2. JOB SUMMARY**

These Consultant posts will be focused on providing high quality specialist palliative care and clinical expertise to patients in Dudley. Both posts will involve working closely alongside a team of well-established Clinical Nurse Specialists in specialist palliative care, and other palliative medicine Consultants to provide this care, as part of an integrated Acute and Community Specialist Palliative Care service. Successful candidates will be expected to be involved in development and improvement of the service.

## **3. KEY RESPONSIBILITIES**

### **3.1 Activities**

In conjunction with the other Consultants these posts will provide a consultant-led specialist palliative care service within the acute and community settings. Both posts will be based in the Acute setting but will provide support for community services as indicated in the job plans, through Caseload reviews, clinical advice and urgent home visits if required. Typically, 5 patients are seen per clinical session (PA) in the Hospital, either new referrals or follow up assessments, with additional advisory support (face to face or by telephone) regarding patient care to colleagues in other specialties. Some clinical session time is allocated specifically to MDT meetings. There is allocated office space in both the hospital and community base and access to IT equipment and software to all relevant clinical systems. Secretarial and administration support is shared across acute and community settings to enable the consultant post holder to engage in clinical and non-clinical activities.

In conjunction with the other consultants, the newly appointed consultant will provide in their supportive PAs (1.5 PAs) the following:

- play a full part in the professional supervision and management of junior medical and nursing staff in all settings.
- take responsibility for and devote time to teaching, examination and accreditation duties as required for junior medical staff and for members of the multi-disciplinary team,

- take part in medical audit, quality improvement projects, teaching and research as appropriate.
- ensure that the requirements of clinical governance regarding Specialist Palliative Care in the trust are met.

### 3.2 On Call Requirements

In conjunction with other Consultants you will participate in the out-of-hours On-Call service for the Black Country area. This includes being 2<sup>nd</sup> on-call for telephone advice to the Compton Care In Patient unit, and being available to come in to assess inpatients at Compton Care inpatient unit if required. On call duties also include 1<sup>st</sup> on call telephone advice for Black Country Community an in patient hospital settings.

**The post holder will be required to participate in an on-call rota. Currently this rota is on a 1 in 12 basis and is paid at category B level, which currently attracts a supplement of 1%, with and additional 0.17 PAs allocated for work done during on-call's.**

### 3.3 Productivity

Clinical time is allocated in sessions (blocks of time) and consultants are expected to ensure optimum utilisation of the sessions allocated to them, with both time and productivity.

The post holder will be expected to manage an average daily patient throughput of 5 to 10 patients per day in conjunction with their colleagues in Hospital depending on the daily need of the service. This can be lower when complex cases are being managed and when clinical care is provided through the clinical supervision of doctors and nurses. A typical out patient clinic (1PA) is 3 patients and if domiciliary visiting this would be 2-3 patient visits per day.

**The post holder will be expected to manage the flow of patients through the department and achieve the standards of 12-hour waits for specialist beds and help in achieving the ED 98% target by creating the capacity to move patients from the ED. Support will be available from all other specialties in the Trust to achieve these targets.**

**Responsibility may be subject to change, as required by the needs of the service.**

## 4. WORK SCHEDULE

### Proposed Work Programme

The proposed programmes of work each comprise of 10 programmed activities (PAs) each of which has a nominal timetable value of four hours.

**Direct clinical care (DCC)** (work relating directly to the prevention, diagnosis or treatment of illness) includes emergency work (including whilst on-call), outpatient activities, multi-disciplinary meetings about direct patient care. Activities (PA's) that take place between 7pm to 7am Monday to Friday, weekends or on public holidays will have a timetable value of three hours.

**Supporting professional activities** (that underpin direct clinical care), include participation in training, medical education, continuous professional development, formal teaching, audit, clinical management and local clinical governance activities. (For further information see Section 4.2)

**Teaching opportunities** There are multiple opportunities to be involved with providing education. The aim is to provide high quality, engaging teaching for all health care professionals who are caring for palliative patients across the Dudley economy. The successful candidate/s will have ample opportunity to engage with this ongoing work.

**The post holder will normally be required to be present on site for the duration of their PAs.**

## 4.1 Indicative Timetables

### Palliative Medicine Consultant - Post 1

Day	Time		Activity	Activity Type
Monday	AM	9:00-13:00	SPA	1 SPA
	PM		Non Working Time	-
Tuesday	AM	9:00 – 10.30	Specialist Palliative care MDT – every 2 weeks or SPA	1.0 DCC
		10:30 – 13.00	Ward Reviews	
	PM	13:00 – 14.30	Acute allocation	0.75 DCC
		15.00 – 16.00	Liver MDT	
		16:00-17:00	Senior Team Meeting	0.25 SPA
Wednesday	AM	9:00 - 13.00	Ward Clinical reviews and GSF development work	1.0 DCC
	PM	13.00-14:00	Upper GI MDT	1.0 DCC
		14.30-15.30	Haematology MDT	
		15:30-17:00	Clinical Admin	
Thursday	AM	9:00-11:00	Ward Clinical reviews	1.0 DCC
		11:00-13:00	Acute Caseload Review	
	PM	13:00- 17.00	Community: Out patient Clinic or Domicillary visit if required	1.0 DCC
Friday	AM	9:00-13:00	Ward Clinical Reviews and Acute	1.0 DCC

			<i>allocation</i>	
	<i>PM</i>	13:00-14:00	<i>Grand Round</i>	<i>0.25 SPA</i>
		14:30-17:00	<i>Ward Reviews</i>	<i>0.75 DCC</i>

### **Palliative Medicine Consultant – Post 2**

<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Activity Type</b>
<i>Monday</i>	<i>AM</i>	09:00-10:00	<i>Community Allocation</i>
		10:00-13:00	<i>Acute Ward Reviews</i>
	<i>PM</i>	13:00-14:30	<i>Acute Allocation</i>
		14:30-17:00	<i>Ward Reviews and Clinical Admin</i>
<i>Tuesday</i>	<i>AM</i>	9:00- 10:30	<i>Specialist Palliative care MDT – alternate weeks or SPA</i>
		10:30-13:00	<i>Ward Reviews</i>
	<i>PM</i>	13:00-16:00	<i>Ward Reviews and clinical Admin</i>
		16:00-17:00	<i>Senior Team Meeting</i>
<i>Wednesday</i>	<i>AM</i>	9:00-13:00	<i>SPA</i>
	<i>PM</i>		<i>Non-working time</i>
<i>Thursday</i>	<i>AM</i>	9:00-10:00	<i>Community Allocation Meeting</i>
		10:00-13:00	<i>Community Caseload Review and clinical advice</i>
	<i>PM</i>	14:00-16:00	<i>GSF development or Ward Reviews (Acute)</i>
		16:00-17:00	<i>CUP MDT</i>
<i>Friday</i>	<i>AM</i>	9:00-13:00	<i>Ward Reviews</i>
	<i>PM</i>	13:00-14:00	<i>Grand Round</i>
		14:00-17:00	<i>Ward reviews and clinical admin</i>

0.17 DCC allocated to on call clinical work on average per week (additional to 9 PA job plan)  
Reasonable amount of time for lunch will be incorporated into normal working hours

## 4.2 SPA Details

Activities contained within Supporting Professional Activities (SPAs) are activities that underpin Direct Clinical care (DCC). This includes participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinical governance activities.

Following discussion in the Trust Joint Local Negotiating Committee, the Trust has clarified the total number SPA's will not exceed 2.5 PAs per week for a Consultant on a full time (10 PA) contract. 1.5 SPA's as a minimum will be allocated to cover revalidation activities including CPD. Adjusting the balance between your DCC's and SPA's will not in itself affect your total PA's which should be agreed as part of the job planning process.

SPA time for teaching / training, research, audit lead or clinical lead roles etc. should be carried out on Trust or NHS premises. These should be agreed and specified in the job plan with the allocation of time above the 1.5 SPA's for CPD / revalidation, but up to the maximum of 2.5 SPA's in total.

A maximum of 1 SPA in relation to CPD / and activities to support and achieve revalidation per week can be worked flexibly offsite (with the approval of the Medical Service Head / Clinical Director), however, the expectation is that this offsite work should not be regularly timetabled.

## 5. GENERAL RESPONSIBILITIES

All staff are expected to adhere to policies and procedures in the Trust, which establish standards of good practice. Staff are expected to follow codes of conduct, which are relevant to their own profession.

### 5.1 Mentoring

The Trust operates a mentoring process for all newly appointed consultants to enable them to become a fully productive member of the Trust team as quickly as possible. All newly appointed consultants are required to participate in the process.

### 5.2 Performance Management

The Trust operates a structured performance management approach for all newly appointed consultants to ensure that there is an appropriate fit between the individual and the organisation. This includes:

- Performance reviews with the Medical Service Head at 3, 6 and 8 months after appointment
- Performance reviewed against capability, productivity and behavioural standards.

All newly appointed consultants are required to participate in the process.

### 5.3 Trust Policies & Procedures

#### Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russell's Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

### **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

### **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

### **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

### **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

### **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

### **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management



## 6. PERSON SPECIFICATION – CONSULTANT IN PALLIATIVE MEDICINE

Essential Criteria	Desirable Criteria	How Identified
<p><b>Qualifications, Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant professional qualifications</li> <li>• Degree from a recognised University</li> <li>• MRCP (UK) or recognised equivalent qualification</li> <li>• Eligible for entry in GMC specialist register (within 6 months)</li> </ul> <p><b>Relevant registration requirements</b></p> <ul style="list-style-type: none"> <li>• Full GMC registration with a licence to practice</li> <li>• </li> </ul> <p><b>Relevant knowledge and experience requirements</b></p> <ul style="list-style-type: none"> <li>• Clinical training and experience equivalent to that required for gaining UK CCST/CST</li> <li>• Ability to take full and independent responsibility for the care of patients and offer expert clinical opinion in the specialty</li> <li>• Ability to organise and prioritise workload effectively</li> <li>• Ability to advise on the smooth running of specialist services</li> <li>• Ability to prioritise workloads both clinical and non-clinical when subjected to conflicting pressures</li> </ul> <p><b>Up-to-date knowledge of clinical issues related to speciality</b></p> <ul style="list-style-type: none"> <li>• Ability to apply research outcomes to clinical problems</li> <li>• Awareness of current developments and initiatives.</li> </ul>	<p>Ability to manage and lead the specialist unit if required</p> <p>Experience of teaching special clinical skills</p> <p>Training/experience in Palliative Medicine</p> <p>Appropriate higher degree relevant to palliative medicine (e.g. an MD or PhD, or equivalent)</p>	<p>CV/Application Form</p> <p>Original Certificates</p> <p>Registration details</p> <p>Interview</p> <p>References</p>
<p><b>Personal Qualities / Attitude / Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates an understanding and commitment to the Trust's vision, values and strategic goals</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Change management experience</li> </ul>	<p>CV/Application Form</p> <p>Interview</p>

Essential Criteria	Desirable Criteria	How Identified
<ul style="list-style-type: none"> <li>Committed to the delivery of operational targets</li> <li>Projects a positive image and able to challenge negativity</li> <li>Demonstrates a corporate outlook, internally and externally</li> <li>Able to prioritise and delegate</li> <li>Committed to improving the patient health care experience and improving Trust performance</li> <li>Acts as a role model</li> <li>Able to engage, empower and inspire others to the benefit of the Trust</li> <li>Demonstrates effective and inclusive communication skills, being able to listen and act appropriately</li> <li>Responsive to feedback and able to take other people's opinions on board</li> <li>Demonstrates ability to build effective multi-disciplinary team working within own speciality and others, within the organisation and across the wider healthcare community</li> <li>Excellent interpersonal skills</li> <li>Demonstrates respect for others and acts with integrity</li> <li>Able to resolve complex problems effectively</li> <li>Able to meet and/or exceed goals and targets whilst delivering high quality patient care</li> <li>Teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>Able to deal with conflicting demands</li> <li>Effective time management</li> <li>Methodical, organised approach to work</li> <li>Demonstrates a commitment to the development of all staff</li> </ul>	References
<b>Personal Qualities / Attitude / Skills cont</b> <ul style="list-style-type: none"> <li>Self awareness</li> <li>Reliable</li> <li>Has a confident and optimistic approach</li> <li>Self motivated</li> <li>Dedicated to service delivery and improved patient care</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates attention to detail</li> <li>Effective negotiating and influencing skills</li> <li>Willingness to undertake additional professional responsibility at local, regional or national levels</li> </ul>	CV/Application Form Interview References CRB Clearance (if applicable)

Essential Criteria	Desirable Criteria	How Identified
<ul style="list-style-type: none"> <li>• Positive and flexible approach to work</li> <li>• Professional attitude</li> <li>• Commitment to personal and professional development</li> <li>• Computer literate</li> </ul>		

<b>Prepared by:</b>	Dr Jane Reynolds
<b>Date:</b>	19/04/2024

## 7. SUPPORTING INFORMATION

### 7.1 Why join The Dudley Group?

At the Dudley Group our patients and staff are at the heart of all that we do and that is to provide a world class service that aligns with our vision of “excellent health care, improved health for all”. We are seeking to recruit staff who share our vision and values of making Dudley Group an incredible workplace.



We are committed to becoming a diverse and an inclusive employer and where people feel sense of belonging. Seeking to expand diversity within our teams, we positively encourage applications from under-represented groups such as BAME, disabled and LGBTQ+ groups. We are also under-represented in-terms of gender within nursing roles and we would welcome applications from people from male and non-binary backgrounds.

We are committed to home life balance through flexible working and making reasonable adjustments where possible.

### 7.2 Dudley Group

The Dudley Group NHS Foundation Trust is the main provider of Hospital services to the populations of Dudley, significant parts of the Sandwell Borough and smaller, but growing, communities in South Staffordshire and Wyre Forest.

Currently we serve a population of around 400,000 people from three sites at Russell’s Hall, Guest Outpatient Centre in Dudley and Corbett Outpatient Centre in Stourbridge, providing the full range

of secondary care services and some specialist services for the wider populations of the Black Country and West Midlands regions.

The Trust was authorised by Monitor, the independent regulator of NHS foundation trusts, to commence operation as an NHS Foundation Trust from 1<sup>st</sup> October 2008.

The Trust's hospitals form part of a Private Finance Initiative (PFI) with Summit Healthcare and its service providers: Interserve Facilities Management and Siemens Healthcare.

With effect from 1<sup>st</sup> April 2011 the adult community services section of the Dudley PCT Provider Services function has transferred under the management of the Foundation Trust. With the addition of Adult Community Services the Trust employs over 5,000 members of staff providing over a million patient contacts per year across all Trust sites.

The Trust has invested heavily in medical equipment over recent years and during 2010 commissioned a £7m new multi-tiered staff car park at Russells Hall Hospital.

Local state schools and universities (Birmingham, Aston and Wolverhampton) are excellent and have high success rates for students continuously.

## Our Vision and Values

The Trust has a vision which we describe as "excellent health care, improved health for all" We are seeking to recruit staff who share our vision and values of making Dudley Group an incredible workplace.

- **Care:** You will listen, be respectful and treat others with compassion and kindness.
- **Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.
- **Responsibility:** You will take responsibility for yourself and your team.

## Dudley Group NHS Foundation Trust Management Structure

The Dudley Group NHS Foundation Trust operates with the emphasis on Clinicians being responsible for the management of individual clinical units, which make up the Operations Directorate. Within this structure management of each clinical unit is the responsibility of the Medical Service Head and the Modern Matron. Reporting immediately to a Clinical Director.

The Operations Directorate along with the Directorates of Finance and Information, Nursing and Human Resources make up the components of the Trust Main Board.

The members of the Executive team are:

Chief Executive	Diane Wake
Chief Operating Officer	Karen Kelly
Director of Finance	Tom Jackson
Director of Strategy and Performance	Katherine Sheerin
Chief Nurse	Helen Blanchard
Medical Director	Julian Hobbs

The Trust has two Deputy Medical Directors:

Philip Brammer
Paul Hudson

## **Dudley Group Specialist Palliative Care Team**

The Specialist Palliative Care team is an integrated team that works across Hospital and Community and the consultants work together to ensure joined up service and cover for leave.

Dr Jane Reynolds 7PA (Medical Service Lead) Community Palliative Medicine Consultant  
Dr Joanne Bowen 10 PA (Trust End of Life Lead) Hospital Palliative Medicine Consultant  
Dr Richard Alleyne 6PA Community Palliative Medicine Consultant  
Dr Lauren Ward Davies Hospital Consultant in Palliative Medicine (Locum post)

Kate Hall head of nursing services for specialist Palliative Care

The acute nursing team: 1.6 WTE B7 CNS and 4 WTE - B6 nurses  
The Community Nursing Team: 6.8 WTE Band 7 CNS and 2 Band 6 CNS

## **Teaching Hospital Status**

As of 2002 Dudley Group NHS Foundation Trust achieved teaching hospital status as part of the Birmingham Medical School. Third, fourth- and fifth-year medical students are taught within the Trust. Since then, Dudley has begun the introduction of an Undergraduate Teaching Academy status under the leadership of Mr Atiq Rehman (Head of Teaching Academy). A dedicated Undergraduate Educational Block supports learning of undergraduate medical students. Consultant staff, Registrars and other junior medical staff are expected to participate in the teaching of medical students.

## **Medical Education**

A modern and fully equipped Postgraduate Medical Education Centre is situated at Russell's Hall Hospital. There is a modern and fully equipped library, which is linked with the Barnes Library at the Medical School in Birmingham together with the national lending library networks. There are also excellent facilities for lectures and meetings.

## **Simulation Facility**

Russell's Hall Hospital boasts a state of the art sim lab with a regular programme for teaching medical students, junior doctors and others. Palliative care doctors are called upon to support sessions either to lead the debrief (for those trained to do so) or to be a subject expert facilitator (to support the debrief lead) in scenarios involving Breaking bad news, implementing the principles of the GSF and others.

## **Dudley and the Surrounding Area**

Set in the heart of the West Midlands access to both to major cities and rural countryside is close. The area has good transportation links and a wide selection of local schools. To find out more about Dudley and the surrounding area please use the following link: [www.dudley.gov.uk](http://www.dudley.gov.uk)