

**ST GILES HOSPICE  
JOB DESCRIPTION**

<b>I</b>	<b>Job Title: Specialty Doctor in Palliative Medicine</b>
	<b>Responsible to: Consultant in Palliative Medicine</b>
	<p><b>St Giles Hospice</b> St Giles Hospice is a registered charity offering high-quality specialist care free of charge for people living with diseases which may not be curable as well as providing support for their families and carers.</p> <p>Services include a team of community-based St Giles clinical nurse specialists, two state of the art in-patient facilities, Day Hospice, Hospice at Home, Bereavement and Family Support, and an internationally renowned Lymphoedema Clinic.</p> <p>Patients come from across the hospice's catchment area, which ranges from Ashby-de-la-Zouch and Atherstone in the east, to Cannock and Walsall in the west – and from Burton and Uttoxeter in the north, to Sutton Coldfield and Coleshill in the south.</p> <p>Care is offered at the hospice's centres in Whittington, Sutton Coldfield, Walsall and in patients' own homes across the region.</p> <p>St Giles spends over £9 million a year providing its specialist services and with little more than a third of this funded by the Government, the registered charity relies heavily on donations and income generation from the local community.</p> <p>St Giles Employee approximately 450 paid staff and over 1,500 volunteers.</p>
<b>II</b>	<p><b>Job Purpose</b> The post holder will work at St Giles Hospice Walsall providing day to day medical cover for the inpatient unit.</p>
<b>III</b>	<p><b>Duties of the post</b></p> <p>Clinical</p> <ul style="list-style-type: none"> <li>• In conjunction with other medical team members, to ensure and maintain high standards of patient care</li> <li>• To be part of the multi-disciplinary team and to maintain efficient channels of communication with other team members</li> <li>• To share with other team members the emotional, social and spiritual care of patients and their carers.</li> <li>• To assist with the admission and care of patients</li> <li>• To monitor the problems and progress of patients on the in-patient unit</li> <li>• To liaise with GPs and Hospital Consultants</li> <li>• To liaise with patients' Community CNS teams and other agencies involved in patients' care</li> <li>• To assist in clinical audit</li> </ul>

	<p>Administrative</p> <ul style="list-style-type: none"> <li>To be responsible for accurate and comprehensive clinical and drug records, and to monitor prescribing</li> <li>To complete the requisitions for pharmaceutical and other supplies when necessary</li> <li>To complete patient discharge summaries and, in the case of patients who have died, the relevant medico-legal documentation</li> </ul> <p>Teaching</p> <ul style="list-style-type: none"> <li>When required, to participate in the educational programmes for healthcare professionals within and outside the Hospice.</li> </ul> <p>General</p> <p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>Be expected to undertake Continuous Professional Development. St Giles Hospice will encourage and support this</li> <li>Be able to travel between the 3 St Giles sites if required. Travelling expenses will be paid by St Giles Hospice</li> <li>Be expected to be aware of his/her responsibilities towards health and safety and to adhere to the fire regulations.</li> <li>Be required to familiarise him/herself with the Hospice Policies and Procedures as applicable</li> <li>Undergo annual strengthened medical appraisal with the Medical Director or deputy. This will form part of the Revalidation for Doctors programme.</li> </ul> <p>The job description is not exhaustive and acts as a guide to the duties to be performed. The job description may be amended to reflect the changing requirements of the hospice at any time, after discussion with the post holder.</p>		
IV	<p><b>Terms and Conditions of Employment</b></p> <p><b>Scale of Pay:</b> Dependent on experience</p> <p><b>Holiday Entitlement:</b> transferable NHS entitlement</p>		
V	<b>Person Specification</b>		Essential/Desirable
	Qualifications & Experience	<ul style="list-style-type: none"> <li>Qualified Medical Practitioner</li> <li>GMC Registration with licence to practice</li> <li>Minimum of 4 years post qualification experience with at least 2 years in relevant areas</li> <li>Palliative / hospice experience</li> <li>Appropriate Medical liability cover</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	Skills	<ul style="list-style-type: none"> <li>• Excellent clinical skills in palliative medicine</li> <li>• Excellent communication skills</li> <li>• Proven ability to manage patients with complex physical, psychological and social problems effectively</li> <li>• IT literacy</li> </ul>	Essential Essential Essential Essential
	Knowledge	<ul style="list-style-type: none"> <li>• Teaching medical, nursing and other healthcare professionals</li> <li>• Understanding of hospice movement and palliative care.</li> <li>• Audit methods</li> </ul>	Essential Essential Desirable
	Attributes	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Demonstrate ability to work in multidisciplinary teams</li> <li>• Ability to gain confidence and trust</li> <li>• Ability to respond to change</li> <li>• Commitment to continuing personal development and medical education</li> </ul>	Essential Essential Essential Essential Essential
	Other Requirements	<ul style="list-style-type: none"> <li>• Car owner / driver with full licence</li> <li>• Flexible approach to working hours and on call commitments</li> </ul>	Essential Essential
<p>This job description does not attempt to list all the tasks that the post holder would be expected to undertake.</p> <p>From time to time you may be expected to undertake work in other departments.</p>			