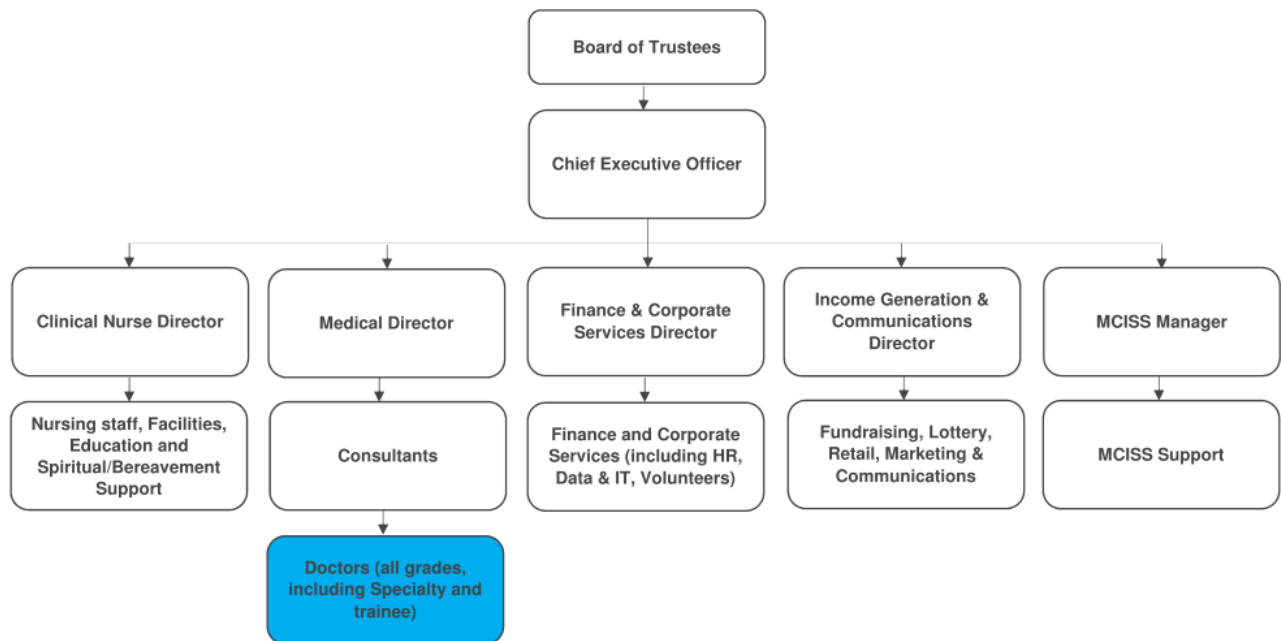


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Junior Clinical Fellow in Palliative Medicine</b>
<b>Department:</b>	Medical
<b>Post Holder:</b>	tbc
<b>Reports to:</b>	Medical Director
<b>Accountable to:</b>	Chief Executive Officer

### Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

<b>Job Purpose:</b>	<p>To be responsible for the safe and effective medical care of patients referred to Bolton Hospice services, including Inpatients, Day Therapy, outpatient clinics and the medical support of the Hospice At Home nursing team.</p> <p>To carry out clinical work, under the supervision of the consultants and the Medical Director, as part of the hospice multi-disciplinary team.</p>
<b>Key Working Relationships:</b>	<p>Medical Director</p> <p>Consultants in Palliative Medicine</p> <p>Specialty Doctors</p> <p>Clinical Nurse Director</p> <p>Service Leads</p> <p>Sisters</p> <p>Patient Liaison Nurse</p> <p>Members of the MDT</p>

## ***Role Responsibilities:***

### **Clinical**

- With other members of the medical team take responsibility for the day to day management of the inpatient unit patients, including initial assessment, management, planning and daily review.
- Liaise closely with and support the nursing team and other members of the multi-disciplinary team.
- Ensure supportive communication with patients and their carers, regarding their disease and its management.
- Participate in the non-resident on-call rota (when on call at weekends, this includes attending the ward each morning and otherwise being available to offer advice or attend if necessary).
- Provide telephone advice to hospital and primary care colleagues, Macmillan nurses and others.
- Participate in appropriate clinical meetings as part of the wider multi-disciplinary team.
- Complete administration resulting from medical duties, discharge letters, death certificates and coroners' reports etc.

### **Organisational**

- Be aware of developments within the hospice.
- Be aware of the Bolton Hospice business plan.
- Embrace organisational and clinical change.

### **Education and Training**

- Participation in the hospice educational programs.
- Support medical trainees with education and work based assessments.
- Fulfil requirements of annual appraisal for revalidation.

### **Clinical Governance**

- Work in adherence to the organisational policies, procedures and guidelines of Bolton Hospice.
- Participate in audit and other clinical governance initiatives.

### **Other**

- To promote and maintain the philosophy of the hospice.
- Ensure standards are maintained at all times.
- To act always in a manner that supports and promotes the good reputation of the hospice.
- Any other requirements as appropriate to the post and location.

## ***General Responsibilities:***

### **Health and Safety**

All employees have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure.

Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

### **Confidentiality**

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

**Infection Control**

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

**Training**

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend mandatory training as required by the Hospice.

**Safeguarding Vulnerable People (Children and Adults)**

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

**Disclosure & Barring Service Check**

This post is subject to a Disclosure & Barring Service check.

**Valuing Equality and Diversity**

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Junior Clinical Fellow in Palliative Medicine</b>
<b>Department:</b>	Medical

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Full GMC registration MBChB or equivalent	Previous experience in palliative medicine	Application Form Certification
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Post-registration experience of specialties relevant to palliative care Knowledge and/or experience of multi-disciplinary specialist palliative care within hospital, community and hospice settings Understanding of the role and process of audit Understanding of the psychosocial needs of patients and carers	Experience in palliative care Advanced Communications Skills training Experience of small group and one-to-one teaching	Application Form Interview References
<b>SKILLS</b>	Appropriate level of clinical knowledge and skills Ability to make sound clinical decisions and work independently Teaching skills and experience Proficient written and verbal skills in English language Ability to organise and prioritise responsibilities Strong IT skills	Proven ability to complete an audit project	Application Form Interview References
<b>PERSONAL ATTRIBUTES</b>	A strong interest in palliative medicine and a commitment to the vision and values of Bolton Hospice Good interpersonal skills, able to communicate well with colleagues, patients and carers, both verbally and in writing Able to work well in a multi-disciplinary team and collaboratively with other teams Ability to cope with stressful situations, take responsibility and show leadership Willingness to be flexible Good time management Desire to learn and develop skills within palliative medicine		Application Form Interview References
<b>OTHER</b>	Place of residence appropriate for on-call duties Full driving licence and access to own transport Member of a Medical Defence Organisation		Application Form Interview Membership confirmation