

The Myton Hospices

Job Description



Job Title: Clinical Fellow, Palliative Medicine

Department: Medical

Responsible to: Medical Director

Primary Work Base: Coventry and Warwick

(NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)

To experience the unique clinical environment of a specialist palliative care in-patient training unit while working under the supervision of senior Palliative Medicine Doctors, providing medical cover for the inpatient units at Myton's Warwick and Coventry Hospices, and participating in the on-call rota for The Myton Hospices.

Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

The post-holder will be supervised at all times by a Consultant or Senior Palliative Medicine doctors and working closely with experienced Hospice nurses.

The post-holder will be required to:-

- Provide medical care and support to enable high quality individualised care to patients, in line with local and national guidelines
- Provide medical assessment and care for all patients on the hospice inpatient unit, in line with the patients' care plan, as part of the multidisciplinary team – ensuring that medical care is evidence-based (as far as is possible) and best practice.
- Work together with other members of the medical team at Myton Hospice to ensure each patient is reviewed as frequently as their symptom management or condition dictates.
- Participate in inpatient MDT meetings as required.
- Holistically assess patients admitted to the inpatient unit, planning initial management in discussion with the available Senior Doctor.
- In the Hospice, carry out basic clinical procedures as necessary including phlebotomy and cannulation and arrange other necessary procedures for patient comfort such as abdominal paracentesis and blood transfusions.
- Maintain accurate and timely patient records.
- Ensure legible prescribing accordance with local policy.
- Liaise with primary and secondary care services (and other statutory and voluntary agencies) as appropriate to ensure continuity of medical care.
- Complete holistic assessment records, discharge letters, letters notifying death, TTO prescriptions and anticipatory prescribing in line with local guidance.
- Confirm and certify cause of death in discussion with a senior doctor and in line with local protocol, liaising with the Medical Examiner/Coroner's Office where required by law and local practice and complete the first part of the cremation certificate according to regulations and according to local protocol.
- Liaise with family members/carers as appropriate.

Teaching/Clinical Governance/Other

- To join and contribute to the regular department teaching sessions
- To participate in audit and quality improvement projects.
- Teaching and supervision of medical students on placement at the Hospice
- The post-holder will adhere to the GMC code of professional conduct outlined in the General Medical Council publication, Duties of a Doctor.
- Will be responsible to the Consultant in charge on a day to day basis and will also report to the Medical Director
- To actively contribute to policy development as appropriate.
- To complete mandatory training as required for e-learning and face-to-face mandatory training sessions as required for Myton Hospice.
- To engage actively in continuing professional development and maintain a portfolio to reflect this.
- To keep appropriate records in order to comply with General Medical Council requirements for revalidation.
- To participate in regular medical appraisal and revalidation.
- Teaching will be organised regularly by The Myton Hospices.

Example timetable for illustrative purposes only (for 1 WTE):-

Myton Hospice (Warwick or Coventry Inpatient Unit):

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	08:30 – 09:00 Handover	08:30 – 09:00 Handover	08:30 – 09:00 Handover	08:30 – 09:00 Handover	08:30 – 09:00 Handover
	09:00 – 12:30 Ward work	09:00 – 12:30 Ward work	09:00 – 12:30 Ward work	09:00 – 12:30 Ward work	09:00 – 12:30 Ward work
PM	13:30 – 16:30 Ward work	13:30 – 16:30 Ward work/ when in Coventry 14:00 – 15:30 Coventry Inpatient Unit MDT Meeting	13:30 – 16:30 Ward work/ when in Warwick 14:00 – 15:30 Warwick Inpatient Unit MDT Meeting	12:30 – 16:30 Ward Work includes 14.30 – 15.30 Weekly Education/ Monthly Department meeting	13:30 – 16:30 Ward work

On Call /Out of Hours

The current first on call Palliative Medicine rota is 1 in 6 (max) non-resident on call supporting patients in the 2 Hospice inpatient units. The on-call doctor is required to be contactable by telephone and to live within a reasonable distance. The role involves attending out of hours to clerk any new admissions and review patients already in the hospices. Support and advice is always available from a Consultant in Palliative Medicine working second on call.

Current medical staffing - the Myton Medical Team:-

- Medical Director - Dr Sarah MacLaran
- Consultants in Palliative Medicine
Dr Sarah MacLaran
Dr Nial McCarron
Dr Nicky Baker (locum)
- Specialty Doctors:
Dr Anna-Marie Foley
Dr Elizabeth Freshwater
Dr Nic Williams
- 1 Palliative Medicine Specialty Trainee Registrar on rotation for 12 months
- Up to 4 GPStRs on rotation for 4 months who also contribute to the 1st on call rota
- Currently 1 Clinical Fellow in post
- Supported by the medical administration team
- Specialist support from the Palliative Care Pharmacist working also at UHCW NHS Trust

Accommodation and Support Services

Shared office space and IT facilities are available for the post-holder in Myton Hospice.

A secretarial team provides support for all members of the Myton medical team and will be available for the post-holder.

Indemnity

The post holder is required to arrange her/his own medical indemnity.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the

corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed September 2022