**Job Description**

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| **1. JOB IDENTIFICATION** | Job Title | **Specialty Doctor in Palliative Medicine** |
| Department(s)/Location | **NHS Tayside Specialist Palliative Care Service / Roxburghe House Dundee** |
| Number of Job Holders | **1 x 7.5PA post with 4% availability supplement** |
| 1. **JOB PURPOSE**   To provide high quality specialist palliative medical care to the population of Dundee, as part of a multidisciplinary service based in Roxburghe House. To provide 2nd on call specialist palliative care across Tayside during OOH periods. | | |
| 1. **ORGANISATIONAL POSITION**   Responsible to:  Clinical Lead for Palliative Care (Dr Katharine Thompson)  Medical Director for NHS Tayside (Dr James Cotton)  Interim Chief Officer for Dundee Health and Social Care Partnership (Mr Dave Berry) | | |
| 1. **SCOPE AND RANGE**   **Tayside Palliative Care Service**  NHS Tayside serves a population of approximately 400,000 people. It is a large geographical area with its population scattered over an area of approximately 100 miles by 80 miles. This in itself presents an exciting challenge in offering access to specialist palliative care to those at home, in hospitals, in community hospitals in urban or rural areas in Tayside. There are approximately 1,200 deaths from cancer per year. The Tayside Palliative Care Service aims to provide high quality care appropriate to location (home, hospice, nursing home or hospital) and level of complexity. Education and telephone advice for all health professionals are core activities of the service. The Tayside Palliative Care Service is hosted within the Dundee Health and Social Care Partnership but operates across four main clinical hubs: Angus Palliative Care Service, Roxburghe House & Dundee Palliative Care Service, Ninewells Palliative Care Service and Cornhill Macmillan Centre & Perth and Kinross Palliative Care Service. The Tayside Palliative Care Service works across each of these clinical centres as a unified team and provides specialist palliative care support across Tayside out of hours. **Specialist Palliative Care in Dundee** **Roxburghe House, Dundee**  Roxburghe House is a 18-bed purpose built NHS specialist palliative care unit in the Royal Victoria Hospital, Jedburgh Road, Dundee. It serves the populations of Dundee and Angus. It includes Day Services, outpatient clinics and a Palliative Care Education Centre. It is situated in the west of the city less than one mile from Ninewells Hospital and Medical School. Roxburghe House has an experienced multidisciplinary team which supports patient care across the inpatient unit and the Dundee Community Palliative Care Service. This includes a Clinical Coordinator, medical staff (described in detail later), specialist nursing staff, occupational therapists, physiotherapists, a pharmacist, bereavement support worker, volunteer manager, chaplain and service manager. The Community Palliative Care Service is based in Roxburghe House and is aligned to Primary Healthcare Teams in the Dundee area.  **Ninewells Palliative Care Service**  The Ninewells Palliative Care Service consists of an advisory service and a unique 2 bed Acute Palliative Care in-patient Unit. Ninewells is a large University teaching hospital, which includes all main specialties. It also hosts the Regional Cancer Centre, the Medical School and the Postgraduate Centre. It also contains new Cancer Research Facilities of the University of Dundee. Tayside also benefits from the presence of the Maggie’s Centre in the grounds of Ninewells Hospital which provides a wide range of support for patients with cancer. **Specialist Palliative Care in Perth & Kinross** **Cornhill Macmillan Centre**  Cornhill Macmillan Centre is a 10 bed purpose built NHS specialist palliative care unit in the grounds of Perth Royal Infirmary, Taymount Terrace, Perth. It has day care and clinic facilities. It has an experienced Multidisciplinary Team consisting of a service manager, medical staff (described in detail later), nursing staff, one advanced nurse practitioner, occupational therapy, physiotherapist, pharmacist, social worker, counselor, complementary therapies and chaplain. The team is closely linked with the Macmillan Nursing Service for both Perth and Kinross communities and Cornhill houses the out of hours district nursing service.  **Perth Royal Infirmary Palliative Care Service**  Perth Royal Infirmary is a University teaching hospital located approximately one mile from the city centre. It provides a range of out-patient and in-patient services including acute admissions, general surgery and medicine, medicine for the elderly and on-site chemotherapy and dialysis. The palliative care team based in Cornhill provide specialist palliative care to patients in Perth Royal Infirmary.  **Specialist Palliative Care in Angus**  The Angus Palliative Care Service provides a community-based service through an integrated model comprising outpatient clinics and day care services (Stracathro, Forfar and Arbroath), Macmillan nurse services and specialist support of 2 community hospitals, including a 4 bed purpose built palliative care unit. | | |

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| 1. **MAIN DUTIES/RESPONSIBILITIES**   **Duties of the Posts:**  **Clinical Duties**  This post will be based in Roxburghe House for three days per week but with flexibility to work across sites within the Tayside Specialist Palliative Care Service. It will involve clinical care of in-patients in addition to working closely with the community palliative care service. Inpatient responsibilities include leading ward rounds, reviewing new admissions and supporting future care planning discussions with patients and families. The post holder will share responsibility for holding a ‘Doc of the Day’ bleep, which is used for community advice and admission requests to Roxburghe House. There will be opportunities to work in outpatient settings, including MDT working with the Dundee Community Service, domiciliary assessment and Symptom Control Clinics.  The on-call component is non residential and approximately 1 in 7 weekends. Some daytime presence (usually 9am to early afternoon) is required at weekends (usually based in Roxburghe House/Ninewells Hospital). Emergency presence on week nights may be required if senior palliative care support is needed by ‘first’ on call, but this mainly involves telephone support. ‘First’ on call is provided by the MFE middle grade rota for the Royal Victoria Hospital site in Roxburghe House, and the Hospital at Night Team in Cornhill Macmillan Unit. A Consultant will always be on call and available for advice and presence as needed.  **An example of a weekly timetable is given below. *The working days are not fixed and are subject to change.***   |  |  |  | | --- | --- | --- | | **Roxburghe House Inpatient Unit** | **AM** | **PM** | | **Monday** | Ward round/Doc of the Day bleep | Ward admissions/reviews/ Family meetings | | **Wednesday** | Ward round/Doc of the Day bleep | Community Work/Teaching | | **Thursday** | SPA | Ward MDT and senior ward review | |
| **Non-clinical roles**  There are many non-clinical opportunities available to the postholder:  **Continuing Professional Development**  The post holder will be supported to participate in study leave, professional development and quality improvement activity, as mandated by the annual appraisal process.  There is a regular programme of virtual clinical update sessions, clinical governance and multidisciplinary education events hosted within the Tayside Specialist Palliative Care Service and a weekly online ‘Grand Round’ in Ninewells Hospital.  **Staff Training, Teaching and Supervision**  The post holder will be expected to support the teaching and mentorship of resident doctors, undergraduate and other student groups who may be attached to the service. The post holder will be supported to work towards achieving GMC recognition of training, in order to participate in the formal educational supervision of FY and GP trainees. They will contribute to the varied educational programmes offered within Tayside Specialist Palliative Care Service for undergraduate and postgraduate groups.  **Management**  The post holders will be expected to work collegiately with the service managers and their professional MDT colleagues to ensure the efficient and effective running of the Specialist Palliative Care Service.  **Cover for holidays**  So far as is consistent with the proper discharge of the above duties the post holder undertakes to deputise from time to time for absent colleagues. The post holder undertakes, exceptionally, to perform additional duties in occasional circumstances. The post holder undertakes, exceptionally to be available for such irregular commitments outside normally rostered duties as are essential for continuity of patient care. In such cases the post holder may be required to move between Dundee, Perth and Angus.  **Responsibility for Record Management**  All records created in the course of business of NHS Tayside are corporate records and are public records under the terms of Public Records (Scotland) Act 1937. This includes email messages and other electronic records. It is the responsibility of the postholder to ensure that they keep appropriate records of their work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to their employment. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   **Current Issues and Developments**  The overarching aim of the Tayside Specialist Palliative Care Service is to deliver high quality palliative care across Tayside, whether at home, in hospital, in an urban or rural location.  There are a number of innovative developments taking place across the region:  **Integrated Supportive Care models for non-cancer and cancer**  The Tayside team have the ambition to develop integrated supportive care models between palliative care and cancer / non-cancer services: The hope is that these will extend to specialties beyond existing models for renal, vascular and interstitial lung disease.  **Non-cancer services**   * + **Renal Supportive Care Service.** This integrated service provides supportive care for patients with renal failure (patients on dialysis and patients managed conservatively) through a collaborative service model with the NHS Tayside renal team.   + **Interstitial Lung Disease** – This is an integrated service based on a similar model to the renal supportive care model.   + **Multiple Sclerosis** – collaboration is occurring with colleagues in neurology to support patients with advanced MS and to develop a service that better meets patient needs   + **Motor Neurone Disease**: An established integrated service between neurology and palliative care is already established in Angus. Current work is occurring with stakeholders with the aim of creating opportunities for earlier intervention and support of patients with MND for patients throughout Tayside.   + **Vascular**: A project looking at integrated vascular palliative and end of life care led to the establishment of a vascular supportive care CNS. She is supported by the Ninewells Palliative Care Team.   **The Macmillan Tayside Managed Care Network (MCN) for Palliative and End of Life Care** (TayPEOLC) was launched in October 2017 and was established to build a structured model of collaborative and integrated working across Tayside. The MCN has diverse representation from a range of stakeholders committed to the delivery of high quality palliative care in Tayside, including health, social care, the University of Dundee and third sector. Subgroups have been established and progress work streams including Research/Quality Improvement, End of Life Care, Non-Cancer Palliative Care, Education and Audit/Data Collection.  **Undergraduate and postgraduate teaching in palliative medicine.** Dundee medical school was ranked top in the UK for medicine (Complete University guide 2021) and a well established Tayside Directorate for Medical Education supports high quality PG and UG education. This post offers an excellent opportunity for involvement in education including innovative delivery of blended learning models. The Tayside Palliative Care service has an allocation of ACT sessions (Addition Cost of Teaching) for UG teaching and this is being developed in line with the proposed national curriculum for palliative care. There be opportunities for the postholder to apply for additional funded roles in undergraduate education.  **A Master in Public Health (Palliative Care Research)** has been developed in conjunction with the Department of Public Health, The University of Dundee:  http://www.dundee.ac.uk/postgraduate/courses/palliative\_care\_research.htm  There is a commitment and enthusiasm for palliative care research in Tayside which will be harnessed and developed through the MCN Research/QI Subgroup. |

**Current Substantive Medical Staff in Palliative Medicine**

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| **Consultants** |  |  |  |
|  | **Ruth Isherwood** | **Part-time** | **Cornhill IPU and Perth Community** |
|  | **New Consultant** | **Part-time** | **Cornhill IPU** |
|  | **Claire Douglas** | **Part-time** | **PRI HPCT and Non-cancer supportive care services (renal / respiratory)** |
|  | **Deans Buchanan** | **Full-time** | **Ninewells Palliative Care Service** |
|  | **Fiona McFatter** | **Part-time** | **Ninewells Palliative Care Service** |
|  | **Katharine Thompson** | **Part-time** | **Roxburghe House and Angus community** |
|  | **Elinor Brabin** | **Part-time** | **Roxburghe House and Dundee Community** |
|  | **Kathyrn Lambert** | **Part-time** | **Roxburghe House and Dundee Community** |
| **Specialty Doctors/Clinical Fellow** | **X 3** | **Part-time** | **Roxburghe House and Dundee Community** |
|  | **X 3** | **Part-time** | **Cornhill Macmillan Centre, PRI HPCT, Perth Community** |
|  | **X 1** | **Part-time** | **Angus Community** |
|  | **X 2** | **Part-time** | **Ninewells HPCT** |
| **Foundation Trainees** | **4 monthly rotations** | **Fulltime** | **Roxburghe House x 2FY1s**  **Cornhill x1 FY2** |
| **GP Trainees** | **3/6 monthly rotations** | **Fulltime** | **1xGPST Roxburghe House**  **1xGPST Cornhill**  **1 x GPST alternates between Cornhill and Roxburghe House** |
| **ST doctors in Palliative Medicine** | **X3** |  | **Rotate throughout all clinical areas** |

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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE**   **JOB**  **See job specification** | |
| 1. **SYSTEMS AND EQUIPMENT**   **Office space, desk, computer and IT equipment available as needed.**  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |