



**Appointment of  
Clinical Fellow /  
Specialty Doctor in  
Palliative Medicine  
(Part-time, 6 month fixed term  
contract)**

**Notes for Candidates  
May 2022**

## Clinical Fellow / Specialty Doctor in Palliative Medicine (p/t) Fixed term (6 months)

### Information Sheet

Highland Hospice is looking to recruit a new doctor to join an established team of two Consultants, a Specialty Doctor and a rotational GP Trainee in providing a specialist resource for the delivery of palliative care in the Scottish Highlands. This six-month post is based in Inverness at the Highland Hospice, which houses a 12-bedded inpatient unit, community support and other outpatient services. The Hospice clinical staff provide advice and ongoing clinical support to the acute and community hospitals run by NHS Highland and work closely with primary care teams to support individuals, their carers and health professionals in what is largely a remote and rural setting.

At present, although under review as the pandemic advice changes, provision of services, particularly those which are community based and outpatient focussed are being offered in alternative ways to limit in-person contact.

There is a 1:4 weekday and 1:5 weekend non-resident first on-call rota shared with other medical staff with Consultant second-on-call cover.

The post provides a unique opportunity to gain training and experience, applicable to any career in medicine, with a well-established service. Applications are also welcome from doctors with experience in specialist palliative care, the extent of which will be reflected in the starting salary.

You will be fully registered with the GMC and have completed, at least, Foundation Training.

If you have been superannuated within the NHS in the previous 12 months, you will be eligible to apply to continue your contributions under this Scheme.

The applicant will work as part of a multi-professional inter-disciplinary team, should have an understanding of, and be committed to, the work of the Highland Hospice.

This post is subject to a PVG check.

Salary:	Reflective of previous experience on Clinical Fellow or Specialty Doctor Pay Scale
Holiday:	7 weeks (inclusive of public holidays) pro rata
Hours:	Part-time: 28 + 4 (weekend-on-call) hours. 1:4 weekday and 1:5 weekend on-call rota

Applications should be marked Private & Confidential and submitted to:

HR Department, Highland Hospice, Ness House, 1 Bishop's Road, Inverness, IV3 5SB, or by email to: [recruitment@highlandhospice.org.uk](mailto:recruitment@highlandhospice.org.uk) by **9am, Wednesday 4 May 2022**.

For an informal discussion about the post or to arrange a visit please contact Dr Jeremy Keen on 01463 243132 or email: [j.keen@highlandhospice.org.uk](mailto:j.keen@highlandhospice.org.uk)

## The Highland Hospice

**When faced with life shortening illness, death and bereavement, the people of the Highlands deserve the best possible care and support. At Highland Hospice our ambition is to ensure they receive this.**

Our Inpatient Unit and Day Therapy Centres offer specialist support to patients with a progressive, life shortening illness. By managing their pain and other physical symptoms, we help make time and space for reflection, for gaining perspective and for achieving a measure of calm and tranquillity. Crucially, our team also offers advice with the emotional, social and spiritual issues that may arise and works with patients, families and carers at a time of transition to help them enjoy, value and commemorate life.

**As well as providing services direct to those in need, we want to serve care professionals and informal carers in the Highland community by sharing knowledge and resources so they can provide the best care they can.**

Through our adult and child bereavement services and by working in partnership with others we aim to ensure support is available for all those in the Highlands living with grief, regardless of age or location.

By offering support, mentoring and learning our specialist staff are able to deliver and share our skills in local hospitals and care homes, and in people's homes, helping people to be provided with respect, dignity and choice during their declining health.

**To extend the work and reach of the Hospice across the Highlands we want to work in partnership to enable communities to come together to harness their compassion to support each other at the end of life.**

Our volunteers and those of our partner organisations offer befriending services providing practical support to those living at home, helping to reduce social isolation and offering carers a break.

We work with key individuals and groups, and engage with them and other stakeholders, working together to design community-led solutions to deliver and support health and social care services that meet the specific needs of that community.

**Highland Hospice is committed to the principles of equality and diversity and our services are offered free of charge to all those in the Highlands who need them. We are an independent local charity reliant on our community and your contribution of time or money, as a volunteer or donor, can make a meaningful difference to people when they need it most.**

Our Vision – A future where all people, their families and carers, living with a life shortening illness, have the support they need to live the best possible life and to experience the best possible death in the Highlands.

**Our Values – Commitment, Compassion, Team Working, Transparency and Trust.**

**Please support your Highland Hospice.**

## Terms and Conditions of Employment

### Salary

The salary for the post is contained in the advert. Progression through the salary grade is normally by annual service increment. An annual pay review takes place each year.

### Working Hours

Hour are as noted in the advert and job information.

### Annual Leave

The annual leave entitlement is 35 days (pro-rata), increasing to 37 days after 5 years' service and 41 days after 10 years' service. The leave year runs between 1 April and 31 March. Annual leave is calculated in hours.

The annual leave entitlement includes public holidays. There is no additional allocation for public holidays.

### Pension Scheme

All employees over the age of 22 and under the State Pension age have the opportunity to be a member of the pension scheme. The rate of employee monthly contribution is 3% and the rate of employer monthly contribution is 6.5% Full details of the scheme will be sent to new members of staff.

Staff joining Highland Hospice who have previously been a member of the NHS Superannuation Scheme will be eligible to apply to remain members of this scheme provided that any break in contributions has not exceeded 12 months.

### Death in Service

Highland Hospice operates a Group Life Scheme for all permanent staff (excluding those in the NHS Superannuation Scheme). In the event of a death in service the scheme will make a payment of 4 x annual salary to named beneficiaries.

### Health Questionnaire

All offers of employment are subject to satisfactory completion of a health questionnaire. Occupational Health support is provided by NHS Highland Occupational Health Services.

## Employee Benefits

Some of the Highland Hospice employees benefits are: Employee Assistance Programme, MyOffers, Cycle to Work, Subsidised lunch/By The River Café discount, Friends of Mercure, Tennis & Squash Club, IIP Silver Award, Healthy Working Lives Award, Carer Positive Award.





## JOB DESCRIPTION

<b>Job Title</b>	Clinical Fellow/Specialty Doctor – Palliative Medicine
<b>Contracted Hours</b>	28 + 4 (weekend on call) hours per week plus 1:4 weekday and 1:5 weekend on-call rota.
<b>Responsible to</b>	Consultant in Palliative Medicine

### **Summary of the principal responsibilities of this post:**

#### **Medical care of in-patients**

Initial clinical assessment of patients admitted to the in-patient unit, and the formulation of an initial management plan. Prescription of drugs compliant with the hospice formulary. Appropriate involvement of other members of the clinical team, all under the overall supervision of the Consultants. Participation in the daily ward round and the provision of ongoing medical care of in-patients. Maintenance of clinical records, drug prescription sheets, and other relevant documentation. Prompt attention to incoming and outgoing clinical correspondence. Provision of relevant information for the relatives and friends of patients. Attendance at the weekly multiprofessional meeting and contributing to discussion on management plans for patients and bereavement support for relatives. Liaison with the Macmillan nurses.

#### **Medical care of day-hospice patients**

Assessment of day Hospice patients and ongoing medical care, in collaboration with other members of the clinical team, including primary care clinicians, with whom effective liaison is expected. Notification of significant management recommendations to the patient's GP, by phone or in writing depending on urgency.

#### **Out-patients**

Assessment of patients referred for out-patient consultations and communication of advice back to the referring clinician.

#### **Home and hospital visits**

Attendance to requests for assessment of patients at home following referral by the GP. Prompt communication of management advice for these patients to the GP or relevant other colleagues, and all home visits followed up with a letter to the GP. In collaboration with the Hospice Consultants, assessment of patients in hospital following referral by the hospital Consultant, and communication of management advice to the referring Consultant or other member of the referring team. (Most of the hospital work is carried out by one of the consultants.)

#### **Telephone advice**

Given the remote and rural nature of Highlands the provision of telephone advice is a significant part of the post

and is highly valued by healthcare professionals.

### **Out-of hours work**

Provision of out-of hours medical cover in rotation with other colleagues. A ward round to be conducted on Saturday and Sunday mornings, with fulfilment of all the usual responsibilities as stated above for in-patient work. Attendance to all requests for telephone advice, home visits or hospital visits. When simultaneous requests for help cannot be accommodated by the on-call doctor, the on-call Consultant is available to assist.

### **Medical cover**

Short term provision of all necessary medical cover for the hospice in the event of unforeseen absence of colleagues, after which the Hospice will provide appropriate locum medical cover. Mutual cover for other medical staff for annual leave, study leave, meetings, etc.

### **Teaching**

On a daily ongoing basis and in the course of fulfilling normal responsibilities, the provision of informal education for medical students and GPs attached to the hospice. Fostering and inspiring an attitude of real care in dealings with patients, relatives, colleagues. Participation in the formal education programme of the hospice.

### **Research, audit, governance**

The development of or co-operation in research or audit projects. Contribution to hospice health care governance.

### **Continuing professional development**

Participation in the weekly medical meeting, and Hospice journal club meetings, so as to achieve the minimum annual requirement for internal CPD. Attendance at meetings elsewhere so as to achieve the minimum annual requirement for external CPD, this being in agreement with the relevant Consultant who will manage the training budget and ensure equity of access to training. Annual participation in the hospice appraisal scheme.

### **Medical team meetings**

Attendance at the weekly medical team meeting. Sharing responsibility for drafting the on-call rota.

### **General**

Planning and organisation of daily responsibilities. Good time management, whilst accommodating occasional additional demands inherent to high quality palliative care.

## **Person Specification: Specialty Doctor – Palliative Medicine**

	<b>Requirement</b>	<b>Essential/Desirable</b>
1	MBBS or equivalent	Essential
2	MRCP, MRCGP,	Desirable
3	Broad medical experience with some experience of palliative care.	Essential
4	Excellent verbal and communication written skills	Essential
5	IT Literate	Essential
6	Audit Experience	Desirable
7	Knowledge/experience of Primary Care	Desirable
8	Evidence of working well in multidisciplinary teams	Essential



**Who we are  
and what we do**

Highland Hospice 

Alison McRitchie's dad, Stanley, was cared for by the Hospice in 2010. Shortly afterwards, her sister Linda also experienced our care aged only 50 and with a young family.

Alison says, 'The passion, devotion, kindness and calm peaceful ambience displayed by the staff who cared for Dad and Linda was amazing. So too was the care for our family as a whole, including that from the Family Support Team. They put no timescale on dealing with grief, and that was reassuring and a huge help, not only for me but to Linda's daughter who was only 11.'





## Some History

The idea of a hospice in the Highlands came from two determined individuals, Flora MacKay and Cecilia Bottomley. Whilst working as nurses at the old Culduthel Hospital in Inverness, they decided that they could and should be able to provide better care to those with a life shortening illness. In the spring of 1983, Flora and Cecilia brought together a committee to drive forward their vision and Highland Hospice was born.

Less than five years later, on November 17th 1987, the first patient entered through the doors of the Day Hospice and a year after that the purpose-built Inpatient Unit opened. Over the next three decades, with the generous support of the Highland public, the Hospice has extended, renovated and replaced all its buildings on our riverside site in Inverness and on November 17th 2016 the first patients were welcomed to the new Highland Hospice.

## What We Offer

In tandem with improving our facilities we have expanded the range of services available in Inverness and across the region. In addition to inpatient and day therapy care in Inverness we offer:

- **Family and bereavement support**
- **Day therapy sessions in Caithness**
- **Education and tele-mentoring opportunities for healthcare professionals in GP practices, local hospitals, care homes and other community settings**
- **Direct support to patients and families through the medium of the internet**
- **A voluntary befriending and support service for patients living at home**
- **Hospital and home visits by our specialist clinical team which includes doctors, nurses, physiotherapists and occupational therapists**

Every year Highland Hospice touches the lives of over 1,000 patients and carers through our direct services and as a result of the support we provide to others who deliver palliative care in their community.



## **How We Are Funded**

We are an independent local charity reliant on our community. The region we cover has a population of over 230,000 scattered across an area the size of Belgium. The NHS provides an annual grant but we still need additional funds of over £7,000 a day to cover the costs of delivering all our services. We raise this money from our fundraising and retail activities which include a wide range of events for all age groups; supporting community members and companies to fundraise on our behalf; encouraging small donations and legacies from individuals; sourcing grant funding from charitable trusts and operating 12 charity shops across the region.

Your contribution of time or money - as a volunteer in the Hospice or one of our shops; organising a fundraising event; making a cash donation; offering goods to sell in our shops; or shopping with us - can make a meaningful difference to people when they need it most.

**Please support your Highland Hospice.**



## Did you know ...

Highland Hospice supports a community of more than 230,000 people!

To contact Highland Hospice:  
please call 01463 243132 or email  
[generalenquiries@highlandhospice.org.uk](mailto:generalenquiries@highlandhospice.org.uk)

[www.highlandhospice.org](http://www.highlandhospice.org)

Highland Hospice, Ness House, 1 Bishops Road, Inverness IV3 5SB.  
Highland Hospice is a registered Scottish Charity No: SC011227



EVERYONE'S PEOPLE



INVERNESS CITY COUNCIL

