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**JOB DESCRIPTION**

**Job Title:** Medical Officer

**Reports to:** Lead Consultant

**Location:** St John’s House, Courtenay Hill, Newry

**Payment:** Hospice Sessional Rates

**Contract:**  Self-employed – to provide cover as required for weekends (currently a minimum of 1 in 6 however will decrease if pool of Medical Officers increases), out of hours on call, bank holidays (and related days) and week days

## AIM

* To work as part of a multi-disciplinary team providing a comprehensive range of palliative care services for patients and their families living in the Southern Trust geographical area.
* To work as part of a multi-disciplinary team to maintain the efficient running of the unit and to contribute to the management of the unit.
* To provide high standards of evidence-based, patient centred palliative care.

**Clinical Responsibilities**

* Medical assessment of new patients.
* Daily management of patients in the inpatient unit and occasionally day hospice, which involves reviewing patient’s symptoms daily, adjusting medications including syringe drivers and liaising with relatives as appropriate.
* Understanding medications used in specialist palliative care e.g., strong opioids and neuropathic agents.
* Organising investigations and liaising with other specialists as appropriate.
* Undertaking practical procedures.
* Communicating with patients and relatives regarding end-of-life issues.
* Providing advice to local hospitals and the community specialist palliative care nurses and GPs.
* Ensuring the maintenance of ethical standards.
* Attending multi-disciplinary meetings as required and liaising with other disciplines within the Hospice as necessary to ensure continuity of care.
* Participating in medical teaching and mentoring of under-graduates and post-graduates.
* Liaising with GPs when patients are discharged home.
* Being responsible for the preparation and maintenance of accurate, comprehensive medical records, before, during and after admission.
* To work flexibly within Evora Hospice palliative care service, providing cover for other aspects of the service as necessary/ appropriate.

**General Responsibilities**

* Take responsibility for managing and prioritising own workload in conjunction with Lead Consultant.
* Work collaboratively with the wider inpatient multidisciplinary team to ensure the efficient delivery of services as well as seeking opportunities to support the development of the service.
* To work independently, as part of the multi-disciplinary team and as part of the wider Hospice team.

**Reporting, Records & Evaluation**

* To maintain up to date and comprehensive treatment records, both manually and using Evora’s electronic patient record system.
* To prioritise workload to meet the changing needs of the service and allow time for administration.

# Professional Responsibilities

* To adhere to the GMC code of professional conduct at all times and maintain up-to-date GMC registration and professional indemnity insurance.
* To maintain a personal and professional profile to meet requirements of the GMC.
* To practice in accordance with current policies and procedures of Evora Hospice Services and to comply with the Practicing Privileges Policy
* To adhere to the ethical standards of practice as set down by the Department of Health (NI) and in accordance with RQIA requirements, including safeguarding measures.
* To participate in appraisals annually, be compliant with the requirements of revalidation and to support own continuing professional development.
* To actively participate in clinical supervision and team meetings to ensure a contribution to the professional development of the medical team.
* To develop and maintain clinical excellence and competence in palliative medicine through professional standards and obligations, audit, research and continuing medical education and comply with the GMC guidance on ‘Good Medical Practice’ as amended or substituted from time to time.
* When working remotely, to ensure sensitive information is treated with due care and respect to maintain confidentiality and security and that any Evora Hospice property is stored out of site in the boot of your car whilst away from Hospice premises (and that your car is locked when unattended).
* To maintain appropriate car insurance to cover business travel purposes and provide evidence of this at the time of annual renewal.

**Health & Safety**

Under the Health and Safety at Work NI Order 1978, you are required to take all reasonable steps while at work to ensure your own health and safety and safety of those who may be affected by your acts or omissions at work. You are also required to co-operate fully regarding the implementation of health and safety arrangements and should not interfere with or misuse anything provided in the interests of health, safety or welfare at work. You must familiarise yourself with and comply with all health and safety policies which are relevant to your area of work.

**Equal Opportunities**

Evora Hospice operates an equal opportunities policy in accordance with the Fair Employment (NI) Acts 1976 and 1989, the Sex Discrimination (NI) Order 1976, the Disability Discrimination Act 1995, and the Race Relations (Northern Ireland) Order 1997. All employees have a responsibility to be familiar with policies on equal opportunities and to help ensure a working environment in which the dignity of all fellow employees is respected.

**Values & Behaviours**

* All employees of Evora Hospice are required to promote and support its mission and values: Dignity, Compassion, Integrity, Innovation, Excellence and Equality
* Employees are expected to:
	+ Always operate with honesty and integrity
	+ Show respect for and a sensitivity towards all those you meet in your working day.
	+ Always maintain the highest level of confidentiality
	+ Actively develop self and others where possible
	+ Participate in corporate or fund-raising events to enable all employees to make a personal contribution to the success of the charity.
	+ Operate with tact, patience and diplomacy and maintain a sensitive and professional approach towards colleagues and service users.

*This job description will be reviewed in the light of new developments. It should not be regarded as restrictive or definitive but acts as a broad guide to the demands of the post.*

**PERSON SPECIFICATION**

Medical Officer

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Professional Membership & Experience**  | * Full GMC Registration or eligible for full GMC Registration with General Medical Council, London, by the closing date.
* 2 years’ full time equivalent experience post qualification
* A demonstrable interest in palliative medicine.
* Experience of working as part of a multi-disciplinary team.
* Ability to demonstrate excellent clinical knowledge and experience.
 | * Experience in Palliative Medicine or Oncology
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| **Skills & Knowledge** | * Excellent record-keeping skills.
* Excellent communication and interpersonal skills - with patients, relatives and colleagues
* Enthusiastic and a self-motivated approach.
* Good organisational and time management skills.
* Ability to demonstrate initiative and be pro-active.
* Ability to remain calm under pressure and be sensitive to various situations.
* Ability to work well and flexibly within a multi-disciplinary team.
* Knowledge and understanding of GMC requirements.
* Mindful of confidentiality practices.
* Knowledge of ethical issues related to palliative care.
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| **Other** | * Willingness to work flexibly as required to meet the demands of the role
* Full driving license with eligibility to drive in the UK and access to a car for work purposes (or able to demonstrate other means of fulfilling this aspect of the role)
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