Consultant in Palliative Medicine
Garden House Hospice Care

Job Description and Person Specification

Contents

1. Summary of job description
2. Why join Garden House Hospice Care?
3. Our vision, mission and values
4. Why come to North Hertfordshire?
5. What is Garden House Hospice Care?
6. Garden House Hospice Care Values
7. Garden House Hospice Care Mission Statement
8. Summary of role
9. Garden House Hospice Care teams
10. Duties of the role
11. Sample weekly timetable
12. Person specification
13. Contact information

Job Description for Consultant in Palliative Medicine

Summary of job description:

Type of post:	Consultant in Palliative Medicine
Nature of appointment:	Less than full time
Number of Programmed Activities:	6 – 8 (0.6 – 0.8 WTE) plus on call
Responsible to:	Medical Director/Deputy CEO of Garden House Hospice Care
Employer:	Garden House Hospice Care
Main place of employment:	Garden House Hospice Care, Letchworth

This opportunity has arisen following a vacancy and offers the chance to play a pivotal leadership role within an award-winning hospice. The successful applicant will work closely with the Hospice Medical Director/Deputy CEO, providing clinical

leadership to the Hospice Medical Team and delivering outstanding specialist palliative medicine to adults with advancing illness across North Hertfordshire.

As a senior member of the organisation, the postholder will contribute to the strategic and operational leadership of the Hospice from a medical perspective, helping to drive excellence in patient care, quality improvement, clinical governance, and service development. This is a unique opportunity to influence the future direction of hospice and palliative care within a progressive and innovative organisation.

The successful applicant will play a key role in education and workforce development, supporting and inspiring medical trainees and other healthcare professionals. They will also be encouraged and supported to participate in research, service innovation, and the development of evidence-based practice, helping to advance the quality and impact of care delivered to patients and families.

This role would suit an enthusiastic and ambitious clinician seeking the opportunity to combine expert clinical practice with leadership, education, quality improvement, and research within a highly respected hospice committed to excellence and innovation.

Why join Garden House Hospice Care?

This job offers an opportunity to join an award-winning hospice that is shaping the future of palliative and end of life care.

At Garden House Hospice Care (GHHC), the successful applicant will be part of a passionate, forward-thinking organisation dedicated to delivering outstanding care and support to people across North Hertfordshire living with advancing illness, including cancer, organ failure, frailty and multimorbidity.

Nationally recognised for innovation and excellence, GHHC has been featured on BBC News and BBC Radio, and has received numerous accolades, including the prestigious Palliative Care Service of the Year Award. As a result, the Hospice team is proud of its reputation for pioneering services, improving patient outcomes and influencing the future direction of hospice and palliative care.

GHHC fosters a warm, inclusive, and supportive culture where every individual is valued and empowered to make a difference. From the Trustee Board and Chief Executive through to staff and volunteers, the team works together with a shared commitment to delivering exceptional care. There is active investment in professional development, wellbeing, and innovation, staff have the support and opportunities they need to thrive.

As an outward-looking and collaborative organisation, GHHC plays an active role in shaping healthcare across the region. We work closely with the newly formed Central East Integrated Care Board, partner hospices, local NHS Trusts, primary care providers, and a wide range of stakeholders to improve services, shape the future of palliative care across the region and ensure patients receive the highest quality care wherever they access support.

This is an exciting opportunity to join a highly respected and ambitious organisation where your expertise, ideas, and commitment will be genuinely valued. In return, you will have the opportunity to make a meaningful impact on the lives of patients and families, influence the development of services, and help shape the future of hospice care across our community and beyond.

Garden House Hospice Care

Our vision: Every person matters.

Our mission: Embracing, empowering and enriching lives every day. Rebalancing and refocusing our services to enhance quality of lives based on the needs of our communities.

Our values: Inclusiveness. Integrity. Innovation.

Why come to North Hertfordshire?

GHHC is located in the beautiful and historic town of Letchworth Garden City, the world's first garden city. Combining a peaceful, green environment with excellent local amenities, Letchworth offers an exceptional quality of life, with a vibrant mix of independent shops, cafés, restaurants, leisure facilities and a cinema. The area is also well served by highly regarded state and independent schools, making it an attractive location for individuals and families alike.

Just a short distance away, the thriving market town of Hitchin provides an additional wealth of restaurants, boutiques, cultural attractions and outstanding educational opportunities. Together, these neighbouring towns offer the perfect balance of community, convenience and character.

The surrounding area provides an excellent choice of housing, ranging from contemporary urban developments to charming village and countryside homes, all within easy commuting distance of the Hospice. North Hertfordshire benefits from outstanding transport connections, with direct rail links and excellent road networks providing easy access to London, Cambridge and the wider region. Several major airports, including London Luton Airport, are also within easy reach.

Beyond work, North Hertfordshire offers an enviable lifestyle. Set amidst areas of stunning countryside and natural beauty, the region provides plentiful opportunities for walking, cycling, horse riding, water sports and other outdoor pursuits. Combined with the extensive leisure, sporting and cultural facilities available across Letchworth, Hitchin, Baldock, Stevenage and Royston, the area offers something for everyone. Whether you are looking to advance your career, enjoy an excellent work-life balance, or become part of a welcoming and vibrant community, North Hertfordshire provides an exceptional place to call home.

What is Garden House Hospice Care?

GHHC is the Hospice for North Hertfordshire, Stevenage, Royston and surrounding villages, covering approximately 500,000 people within the catchment area.

Clinical provision at GHHC includes:



- 8 bedded Inpatient Unit accepting patients for symptom control, reablement and last days of life care
- Medical outpatient clinics and domiciliary assessments
- Rehabilitation and Wellbeing Team
- 24/7 advice line for patients, families and professionals
- Hospice at Home and Continuing Health Care team
- Emotional and psychological support team
- Advancing illness in-reach team to the Lister Hospital, ENHUT
- Enhanced Nursing & Care Home team
- Medical support to Herts Community Team Specialist Palliative Care CNS team.

Summary of the role:

The successful applicant will be a part of the Hospice Medical and Pharmacy Team, which is led by the Hospice Medical Director/Deputy CEO (Hospice MD).

The Hospice Medical Team provides specialist palliative medical care to patients on the Hospice Inpatient unit, in outpatients and during domiciliary visits. The Medical Team also provided medical advice and oversight to the Herts Community Trust Specialist Palliative Care CNS team.

The successful applicant will join the Hertfordshire Specialist Palliative Care Consultant on call rota, providing telephone on call cover to hospices, palliative community and hospital services across Hertfordshire.

Fitting with the Hospice's strong ethos of supporting training and education, the Hospice has a training slot for a Specialty Trainee in Palliative Medicine and GP Trainees, with the successful applicant being one of the Hospice Clinical Supervisors

and can also become an educational supervisor to the specialty trainee in palliative medicine.

The successful applicant will be provided with office space, a computer, internet access and secretarial support.

GHHC acknowledges the importance of mentoring, and the successful applicant will be supported to have a mentor if desired.

The successful applicant will be employed by GHHC, who is an equal opportunities employer.

Basic salary on commencement will be set at a threshold to reflect previous experience and will range from £113,565 to £150,569 full time equivalent.

On call is paid at a rate of 3% of basic salary.

Garden House Hospice Teams

GHHC Medical Team

- Dr Sarah Bell, 0.9 WTE, Medical Director/Deputy CEO
- Vacant second consultant post
- Dr Lucy Thomas, 0.44 WTE, Specialty Doctor
- Dr Aiden McGowan, 0.78 WTE, Clinical Fellow
- Sara Skandarajah, 0.4 WTE, Band 8 Specialist Pharmacist
- Speciality Trainee in Palliative Medicine, 1 WTE
- Four GP trainees, 3.4 WTE

The Hospice has a Medical Bank Team who predominantly support with staffing the first on call out of hours rota. The Medical Bank a number of previous GP trainees keen to maintain links with the Hospice, local GPs with a special interest in palliative medicine and a palliative medicine consultant.

Support provided

The successful applicant will be under the line management of the Hospice MD who will be a key provider of support. They will also receive support from the members of the Hospice medical and pharmacy team as listed above.

The successful applicant will also receive MDT support from:

- Lisa Hunt, CEO
- Liz Kennedy, Director of Nursing and Quality
- Kirsty Hill, Deputy Director of Nursing and Quality
- Steve Collins, Director of Operations
- Rebecca Windle, Inpatient Unit Ward Manager
- Lucy Heaps, Rehab and Wellbeing Service Manager
- Cathy Hunt, Hospice at Home Team Lead

Garden House Hospice Care Trustees

The Board of Trustees is led by the Chair, Richard Dearden. The Clinical Governance Committee, the clinical subcommittee of the Trustee Board, is chaired by Dr Simon Chatfield.

Duties of the role

The successful applicant will support the Hospice MD in leading and managing the Hospice Medical Team to provide high quality care to adult patients with advancing illness. Where required, the successful applicant will provide cross cover for duties of the Hospice MD, where these relate to provision of patient care or day to day management and leadership of the medical team. The successful applicant will fully embrace the Hospice multidisciplinary team approach.

Inpatient Unit

The successful applicant will be the lead clinician providing consultant level specialist palliative medical oversight for the Hospice Inpatient Unit, comprising 8 beds. The unit is open 24/7 with patients admitted for symptom control, last days of life care or reablement. There is a combination of ensuite single rooms and bays, all with garden views.



The unit has six ensuite individual rooms and two three bedded bays. There is a large and well-appointed lounge area with access to a modern balcony and the extensive gardens for both patients and families. The Quiet Room with a specially commissioned stained-glass window overlooking a fountain is maintained supported by the Hospice Chaplains.

The hospice can enable up to two family members of IPU patients to stay overnight in a well appointed ensuite hotel type room adjacent to the IPU.

On the Inpatient Unit, the successful applicant would normally provide consultant review for up to 5 admissions and 6 existing admissions each week.

The successful applicant will chair the weekly Inpatient Unit MDT. During this well attended meeting, all inpatients will be discussed and their management plans agreed.

The successful applicant will work with the Hospice MD, with the support of the Quality and Governance Team, to ensure consistently high quality, safe and effective palliative

care is provided and that patients have excellent experience and outcomes when under Hospice care.

The first on call rota is organised by a member of the Hospice admin team. The successful applicant will be involved in providing clinical oversight for the rota and will share responsibility with the Hospice MD for signing off Medical Team leave.

Community work

The Hospice is commissioned to provide medical support to the Hertfordshire Community Trust Specialist Palliative Care CNS team. The team is comprised of three band 6 and three band 7 nurses, supported by two band 8 managers in a job share role.

The work supporting the CNS team will include a weekly 1.5 hour case review meeting where approximately between 6 and 12 complex new and follow up cases are discussed. The successful applicant will attend this meeting when the Hospice MD is unable to do so. The successful applicant will support in providing telephone advice to the CNS team, usually giving telephone advice on up to 2 cases per day, taking approximately 15 minutes on each occasion.

The successful applicant will undertake domiciliary assessments where clinically indicated. Usually these will be new patients, as follow up visits can be provided by the community SPC CNS team, under medical guidance. The expectation will be for an absolute maximum of two new patients to be seen in one PA, allowing time for travel and supporting activities, such as prescribing, documentation and liaison with the CNS team and GPs.

Together with the Hospice MD and non-consultant members of the Medical Team, the successful applicant will be involved in providing specialist palliative medical telephone advice to other healthcare professionals, such as local GPs or community nurses. This may be through direct phone calls to the Hospice Medical Team or through the Hospice Palliative Advice Line. It is expected that the successful applicant will give medical telephone advice once per week, taking 15 minutes each time.

The successful applicant will undertake outpatient clinics to see new and follow up patients, either for symptom control or for where follow up is required for patients discharged from the Inpatient Unit. Patients are seen face to face for the initial visit. Follow up is normally face to face or via telephone, as appropriate, however, video follow up assessments via Accurx are also possible, should the successful candidate wish to use this format. In a 4 hour clinic, the expectation would be to see a maximum of two new patients, one new patient & two follow ups or a maximum of four follow up patients.

On call

The successful applicant will be part of the Hertfordshire Specialist Palliative Care Consultant rota which covers the following organisations:

- Garden House Hospice Care
- Isabel Hospice
- Rennie Grove Peace Hospice Care
- Hospice of St Frances
- Lister Hospital, East & North Herts Trust
- Watford General Hospital, West Hertfordshire Hospitals NHS Trust
- Hertfordshire Community Trust
- GP surgeries within this catchment area and Herts Urgent Care providing out of hours cover to those surgeries.

The frequency of on call is 1 in 9, telephone cover only. Intensity of work for on call is usually maximum 1 - 2 hours per week. Organisation of the rota is shared for a year at a time on a rotational basis between consultants taking part in the rota.

Should it very rarely be necessary for the successful applicant to undertake extra out of hours work, time off in lieu will be arranged.

There are no acute on-take duties associated with this role.

Deputy Caldicott Guardian role

The successful applicant will be supported with funded study leave to complete training to become the Deputy Hospice Caldicott Guardian, supporting the Hospice MD as the Hospice Caldicott Guardian. As deputy, the workload for this role is very light and comes into play only for urgent issues occurring during periods of the Medical Director's leave.

Training and education role

The successful applicant will act as a Clinical Supervisor to two GP Trainees and the Specialist Trainee on placement. The successful applicant will be supported to train as a Clinical Supervisor or complete refresher training, as required.

Clinical Supervisor support to GP trainees is also provided by the Hospice MD and Specialty Doctor. The Hospice MD provides Educational Supervisor support to the Specialist Trainee.

Alternatively, according to experience and preference, the successful candidate may wish to become the Education Supervisor to the Specialist Trainee in Palliative Medicine with the Hospice MD instead taking on that trainee's Clinical Supervisor role.

The successful applicant will be the lead for organisation of the 4 month GP Trainees placements. They will be supported in this role by the Hospice Speciality Doctor and Clinical Fellow, in addition to significant administration support.

The Hospice is a ratified training Hospice for University of Cambridge School of Clinical Medicine and regularly hosts University of Cambridge medical students, as well as other students wishing to learn about palliative medicine and Hospice care. The successful applicant will lead on the local organisation of these placements on the Inpatient Unit,

supported by the Hospice Specialty Doctor and Clinical Fellow and with administration support.

The successful applicant will be enabled and encouraged to provide multidisciplinary teaching in palliative medicine. Opportunities for this include the Hospice Medicines Management course for Hospice nurses, teaching on Hospice palliative medicine courses, acting as a facilitator for Medical Student teaching through the Cambridge School of Clinical Medicine and on request by local healthcare organisations. Time will always be allocated for the successful applicant to prepare for and deliver such education.

Research at Garden House Hospice Care

GHHC values and promotes the crucial importance of research in palliative medicine. Currently the Hospice actively engages with a number of external research projects each year.

If desired, the successful applicant will be supported by the Hospice MD to engage in original research, with appropriate SPA time made available to dedicate to such work as required.

Clinical governance

The successful applicant will be encouraged and supported to raise incidents as required and work with the Hospice MD and other Medical Team members to investigate incidents as needed. They will attend the weekly Incident and Safety meeting and be an active participant in quality improvement work from that meeting.

The successful applicant will participate in audit around clinical practice, including supervising junior Medical Team members to carry out audits and generate and quality improvement plans from audit outcomes.

The successful applicant work with the Hospice MD and Medical Team to develop new policies, procedures and guidelines where necessary and to review existing policies, procedures and guidelines relevant to the Medical Team, as per the Hospice policy review schedule.

Managerial and strategic work

The successful applicant will work with the Hospice MD in leadership of the Medical Team and trainees on placement at the Hospice.

The successful applicant will work with the Hospice MD to contribute towards the development of the medical aspects of the Hospice annual plan.

Continual professional development, appraisal and revalidation

The successful applicant will be encouraged and supported through study leave and funding to undertake appropriate continual professional development. As well as completing GHHC mandatory training, they will have opportunities for CPD through a wide range of internal GHHC training and will be supported to attend external training, to ensure appropriate amounts of relevant CPD are completed each year.

The successful applicant will be enabled to comply with annual medical appraisal and revalidation requirements. The Hospice is part of the East & North Herts Trust appraisal system, through which there is a choice of appraiser and appraisal support, including when going through the revalidation process.

Sample weekly timetable

A full week timetable has been provided, although the successful candidate will work between 6 - 8 sessions per week, the scheduling of which will be agreed between the successful candidate and the Hospice MD.

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM	DCC 9 – 9.45 Inpatient Unit handover & capacity meeting 9.45 – 12.30 Post weekend patient review	SPA 9-9.45 CPD/audit DCC 9.45-10 capacity meeting 10-11.30 Inpatient Unit MDT SPA 11.30-12.30 Quality & incident review meeting	DCC 9 – 9.45 Inpatient Unit handover & capacity meeting SPA 9.45-12.45 CS/teaching duties (2 hrs) and governance (1 hr)	DCC 9 – 9.45 Inpatient Unit handover & capacity meeting 9.45-12.30 Ward round, including relative meetings, results review etc (1hr)	DCC 9 – 9.45 Inpatient Unit handover & capacity meeting 9.45-12.30 Ward round, including relative meetings, results review etc (1hr)
Lunch	12.30-13.00	12.30-13.00	12.45-13.15	12.30 – 13.30	12.30 – 13.30
PM	DCC 13.00 – 17.30 Domiciliary visits - including admin (1hr) and travel (1 hr)	DCC 13.00-16.00 Telephone support for community patients – including admin (1hr) 16.30-17.30	DCC 13.15-17.30 Outpatient clinic inc admin (1hr)	SPA 13.30 – 17.30 Audit, CPD, appraisal	DCC 13.15-17.30 Outpatient clinic inc admin (1hr)

		N Herts Locality virtual SPC MDT or Heart Failure virtual MDT (1hr)			
DCC	2 (supporting 0.69)	1.44 (supporting 0.94)	1.19 (supporting 0.43)	1.0 (supporting 0.43)	2.0 (supporting 0.69
SPA	0	0.56	0.81	1.0	

PA allocation:

Direct clinical care –7.63 PA, including 2.93 PA for supporting clinical activities*
Supporting professional activities –2.37 PA, including 1.56 PA for activities related to revalidation and 0.81 PA for teaching and clinical supervisory duties.

***Supporting clinical activities include activities such as meeting relatives, attending MDTs, clinical correspondence etc

Person Specification – Consultant in Palliative Medicine

Entry criteria	Essential	Desirable
Qualifications	• Full GMC registration with licence to practice • MRCP or MRCGP • Entry on the GMC Specialist Register for Palliative Medicine via either: -CCT in Palliative Medicine (Proposed CCT date must be within 6 months of the appointments committee) -Certificate of Eligibility for Specialist Registration (CESR) -European Community Rights.	MSc, MD, PhD or further higher qualification
Standards	Thorough knowledge and understanding of GMC standards in *Good Medical Practice* including: • Good clinical care • Maintaining good medical practice • Good relationships and communication with patients • Good working relationships with colleagues • Good teaching and training • Professional behaviour and probity • Delivery of good clinical care • Training and expertise in adult and children's safeguarding.	

Clinical skills and experience	• Comprehensive clinical experience in Palliative Medicine in hospital, community and Hospice settings • Ability to take full and independent responsibility for clinical care of patients in all settings • Displays sound clinical judgement & exercises sound clinical risk management • High level of communication skills with an empathetic, caring approach to patients and families • Formulate evidence based, individualised patient management plans for patients • Understand the disease trajectories in life limiting conditions of both cancer and non-cancer aetiologies to enable appropriate clinical management decisions to be made • Ability to make complex ethical decisions including withdrawal and withholding of treatments • Basic life support skills	Attendance at Advanced Communication Skills course or communications skills qualification
Commitment to clinical governance	• Understanding of the importance of clinical governance and quality improvement with a track record of engaging in clinical governance, audit and quality improvement work • Ability to apply research outcomes to clinical problems; ability to critically appraise published evidence	Audit or research presentations at national meetings
Teaching	• Experience of teaching to those from a range of multidisciplinary professions and experience levels, across different settings and modalities. • Completion of a recognized teaching course	Appropriate teaching qualification
Personal skills	• Ability to take managerial responsibility and demonstrate leadership when appropriate • Able to support the Hospice values in day to day clinical work and when engaging the wider community • Ability to develop effective working relationships on an individual and multi-disciplinary basis with all levels of staff; an awareness of own limitations and when to ask for help; receptive to appropriate challenge • Able to cope with and effectively organise the workload of a consultant • Ability to cope with work pressure, be adaptable and flexible to change and new demands • Have familiarity with standard office packages and use of IT based technology	Formal management training

	• Ability and drive to use information and experience to improve the clinical service; ability to adapt and respond to changing circumstances to improve patient care • Self-awareness and ability to accept and learn from feedback • Commitment to maintaining professional skills and knowledge relevant to the job • Promotes equality and values diversity.	
Understanding of health economy	• Understanding of key challenges and national strategies affection palliative medicine • Understanding of national health systems and organisation, including integrated care systems and boards.	

Get in touch

If interested in this post, including to arrange a visit to Garden House Hospice Care, please contact:

Dr Sarah Bell, Medical Director/Deputy CEO
sarah.bell@ghhospicecare.org.uk
01462 679 540
07377 876 254
Garden House Hospice Care
Gillison Close
Letchworth
SG6 1QU