

## Consultant in Palliative Medicine Garden House Hospice Care

### Job description and person specification



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## Job Description for Consultant in Palliative Medicine

### Summary of job description:

<b>Type of post:</b>	Consultant in Palliative Medicine
<b>Nature of appointment:</b>	Less than full time to full time
<b>Number of Programmed Activities:</b>	Up to 10
<b>Responsible to:</b>	Medical Director of Garden House Hospice Care
<b>Employer:</b>	Garden House Hospice Care
<b>Main place of employment:</b>	Garden House Hospice Care, Letchworth

This post arises secondary to a vacancy. The successful applicant will work alongside the Hospice Medical Director, leading the Hospice Medical Team to provide high excellent palliative medicine to adult patients with any life limiting diagnosis living in North Hertfordshire. The successful applicant will be involved in Hospice leadership from a medical perspective and quality improvement and clinical governance. The successful applicant will be involved in providing medical education, including for medical trainees on placement at the Hospice.

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### Why join Garden House Hospice Care?

The successful applicant will join Garden House Hospice Care (GHHC) at a very exciting time. In 2024 GHHC started a new, innovative service for patients with moderate to severe frailty, as part of the care provided to patients with a life limiting diagnosis. This service has been featured repeatedly on the BBC news and radio and has received multiple awards, including the Palliative Care Service of the Year Award. The Hospice has been allocated 5 years of funding from NHS England for the frailty service, in recognition of the patient benefit and reduction in admission for frailty patients to the Lister Hospital.

### Why come to North Hertfordshire?

The Hospice is situated in the beautiful and historic Letchworth Garden City, which combines a surprisingly peaceful, leafy setting and a wide range of amenities, including independent shops, restaurants and cinema. As well as a range of quality state schools, Letchworth boasts two excellent private schools. A 10-minute drive away is the bustling market town of Hitchin, with yet more restaurants, independent shops, historic buildings and a number of primary and secondary schools graded by Ofsted as Outstanding.

There is a huge range of quality housing in urban, semi-rural or rural areas within easy travelling distance of the Hospice. Transport links to the area are excellent, with fast road and rail links to Cambridge, London and surrounding areas. Luton Airport is the nearest of a number of airports within easy reach.

The area of North Hertfordshire contains many areas of outstanding natural beauty, with opportunities for walking, horse riding, water sports and cycling, while the towns of Letchworth, Hitchin, Baldock, Stevenage and Royston provide a plethora of other recreational opportunities.

### **What is Garden House Hospice Care?**

Garden House Hospice Care is the Hospice for North Hertfordshire, Stevenage, Royston and surrounding villages, covering 530,000 people within the catchment area.

The main Hospice building is in Letchworth Garden City, with eleven outreach hubs in Hitchin, Stevenage and Royston.

### **Clinical provision at Garden House Hospice Care includes:**

- 12 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
- Family Support Services
- Frailty in-reach team to the Lister Hospital
- Community Frailty CNS team
- Admiral Nurse (dementia specialist)
- Medical support to Herts Community Team Specialist Palliative Care CNS team.



In addition to our clinical services, we have a large Community Engagement Team who run a Compassionate Neighbours befriending service, eleven (and growing) volunteer led Community Hubs across our catchment area and a schools, colleges and youth outreach service.

Garden House Hospice Care has extensive clinical education provision, working collaboratively with Isabel Hospice in Welwyn as part of the Herts Hospices Education Consortium.



## **Garden House Hospice Care values:**

Started by the Community - Serving the Community - Sustained by the Community

- Place the patient at the heart
- Take inspiration from our community
- Deliver a high quality service
- Continually learn and improve
- Respect everyone
- One team with a shared vision

## **Garden House Hospice Care Mission Statement:**

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

### **Summary of the role:**

The successful applicant will be a part of the Hospice Medical and Pharmacy Team, which is led by the Medical Director.

The Hospice Medical Team provides specialist palliative medical care to patients on the Hospice Inpatient unit, in outpatients and during domiciliary visits. The Hospice 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.

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

Garden House Hospice Care acknowledges the importance of mentoring, and the successful applicant will be supported to have a mentor if desired.

An applicant who is unable to undertake the duties of a whole-time post will receive equal consideration. If such an applicant is appointed, the job content will be modified appropriately to support less than full time working.

The successful applicant will be employed by Garden House Hospice Care, who is an equal opportunities employer.

Basic salary on commencement will be set at a threshold to reflect previous experience and will range from £105,504 to £139,882 for a full time appointment.

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

## Garden House Hospice Teams

### Garden House Hospice Care Medical Team

- Dr Sarah Bell, 0.9 WTE, Medical Director
- Dr Lucy Thomas, 0.48 WTE, Specialty Doctor
- Dr Katy Fischbacher, 0.775 WTE, clinical fellow
- Sara Skandarajah, 0.4 WTE, Band 8 Specialist Pharmacist
- Speciality Trainee in Palliative Medicine, 1 WTE, currently vacant, post filled by Dr Charlotte Ho, senior clinical fellow
- Three GP trainees, 2.4 WTE in total - increasing to four GP trainees, 3.4 WTE from August 2025.



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.

The Hospice is currently in the process of increasing pharmacy staffing with the addition of a full-time pharmacy technician.

### Support provided

The successful applicant will be under the line management of the Medical Director, 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:

- Liz Kennedy, the Director of Nursing and Quality
- Steve Collins, Director of Operations
- Jay Hay, Inpatient Unit Ward Manager
- Lucy Heaps, Rehab and Wellbeing Service Manager
- Cathy Hunt, Hospice at Home Team Lead
- Liz Pybuss, Family Support Services Manager
- Deputy Director of Nursing (post currently vacant)

### Garden House Hospice Care Trustees

The Chair of the Trustees, Steve Mellish, leads the Board of Trustees. 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 under the management of the Medical Director in leading the Hospice Medical Team to provide high quality care to adult patients with any life limiting diagnosis. Where necessary, the successful applicant will provide cross cover for duties of the Medical Director, where these relate to provision of patient care. The successful applicant will fully embrace the Hospice multidisciplinary team approach.

## Inpatient Unit

The successful applicant will work with the Hospice Medical Director to provide specialist palliative medical oversight for the Hospice Inpatient Unit, comprising 12 beds. The unit is open 24/7 with patients admitted for symptom control, last days of life care or reablement, especially for patients admitted as part of the Frailty Service. 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. A Quiet Room with a specially commissioned stained-glass window overlooking a fountain is maintained by the Hospice Chaplains. Further development of the unit is currently ongoing, which will provide modern, flexible accommodation for families.

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

The successful applicant will be a key member of the weekly Inpatient Unit MDT, which is chaired by the Hospice Medical Director. 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 Medical Director 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 alternate attending this meeting with the Hospice MD. The successful applicant will also work with the Hospice MD and Medical Team to provide 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 Medical Director 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. In a 4 hour clinic, the expectation would be to see a maximum of one new patient and two follow ups or two new 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
  
- Central London Community Healthcare
- GP surgeries within this catchment area.



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 on a rotational basis between consultants taking part in the rota for a year at a time.

Should it be necessary for the successful applicant to undertake extra out of hours work, such as at weekends, 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 Medical Director 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 a maximum of 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 needed. Clinical Supervisor support to GP trainees is also provided by the Hospice Medical Director and Specialty Doctor and the Hospice Medical Director provides Educational Supervisor support to the Specialist Trainee.

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

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

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

Garden House Hospice Care values and promotes the crucial importance of research in palliative medicine. Currently the Hospice actively engages with as many external research projects as possible, such that over the last year, the Hospice has collaborated with nine externally initiated research projects.

If desired, the successful applicant will be supported by the Medical Director to engage in 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.

The successful applicant will work with the Hospice MD to review the risks on the Hospice Risk Register relevant to the Medical Team.

## Managerial and strategic work

The successful applicant will sit on the Hospice Management Board (HMB) with the Hospice Medical Director and will attend HMB meetings on a monthly basis.

The successful applicant will attend the Clinical Governance Meeting Trustees clinical subcommittee with the Hospice Medical Director.

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

The successful applicant will work annually with the Medical Director to develop the medical aspects of the Hospice annual plan.

The successful applicant will work with the Medical Director to contribute to the wider clinical strategy and to develop the medical aspects of the strategy.

## 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 Hospice mandatory training, they will have opportunities for CPD through a wide range of internal Hospice training as well as being supported to attend external training, to ensure they complete appropriate amounts of relevant CPD each year.

The successful applicant will be fully supported 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

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>	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 hrs	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)
<b>Lunch</b>	12.30-13.00	12.30-13.00	12.45-13.15	12.30 - 13.30	12.30 - 13.30
<b>PM</b>	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 N Herts Locality virtual SPC MDT or	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)

		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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full GMC registration with licence to practice</li> <li>• MRCP or MRCPGP</li> <li>• Entry on the GMC Specialist Register for Palliative Medicine via either:               <ul style="list-style-type: none"> <li>-CCT in Palliative Medicine (Proposed CCT date must be within 6 months of the appointments committee)</li> <li>-Certificate of Eligibility for Specialist Registration (CESR)</li> <li>-European Community Rights.</li> </ul> </li> </ul>	MSc, MD, PhD or further higher qualification
<b>Standards</b>	<p>Thorough knowledge and understanding of GMC standards in <i>Good Medical Practice</i> including:</p> <ul style="list-style-type: none"> <li>• Good clinical care</li> <li>• Maintaining good medical practice</li> <li>• Good relationships and communication with patients</li> <li>• Good working relationships with colleagues</li> <li>• Good teaching and training</li> <li>• Professional behaviour and probity</li> <li>• Delivery of good clinical care</li> <li>• Training and expertise in adult and children’s safeguarding.</li> </ul>	
<b>Clinical skills and experience</b>	<ul style="list-style-type: none"> <li>• Comprehensive clinical experience in Palliative Medicine in hospital, community and Hospice settings</li> <li>• Ability to take full and independent responsibility for clinical care of patients in all settings</li> <li>• Displays sound clinical judgement &amp; exercises sound clinical risk management</li> <li>• High level of communication skills with an empathetic, caring approach to patients and families</li> <li>• Formulate evidence based, individualised patient management plans for patients</li> <li>• Understand the disease trajectories in life limiting conditions of both cancer and non-cancer aetiologies to enable appropriate clinical management decisions to be made</li> <li>• Ability to make complex ethical decisions including withdrawal and withholding of treatments</li> </ul>	Attendance at Advanced Communication Skills course or communications skills qualification

	<ul style="list-style-type: none"> <li>• Basic life support skills</li> </ul>	
<b>Commitment to clinical governance</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of clinical governance and quality improvement with a track record of engaging in clinical governance, audit and quality improvement work</li> <li>• Ability to apply research outcomes to clinical problems; ability to critically appraise published evidence</li> </ul>	Audit or research presentations at national meetings
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Experience of teaching to those from a range of multidisciplinary professions and experience levels, across different settings and modalities.</li> </ul>	Attendance at recognized teaching course or teaching qualification
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Ability to take managerial responsibility and demonstrate leadership when appropriate</li> <li>• Able to support the Hospice values in day to day clinical work and when engaging the wider community</li> <li>• 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</li> <li>• Able to cope with and effectively organise the workload of a consultant</li> <li>• Ability to cope with work pressure, be adaptable and flexible to change and new demands</li> <li>• Have familiarity with standard office packages and use of IT based technology</li> <li>• 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</li> <li>• Self-awareness and ability to accept and learn from feedback</li> <li>• Commitment to maintaining professional skills and knowledge relevant to the job</li> <li>• Promotes equality and values diversity.</li> </ul>	Formal management training
<b>Understanding of health economy</b>	<ul style="list-style-type: none"> <li>• Understanding of key challenges and national strategies affecting palliative medicine</li> <li>• Understanding of national health systems and organisation, including integrated care systems and boards.</li> </ul>	



**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**  
[sarah.bell@ghHospicecare.org.uk](mailto:sarah.bell@ghHospicecare.org.uk)

01462 679 540

07377 876 254

Garden House Hospice Care

Gillison Close

Letchworth

SG6 1QU