



Bicton Heath, Shrewsbury, SY3 8HS

**Re : Foundation Doctor Year 3+ (12 month fixed term contract)**

Thank you for your request for further information for the above mentioned post. Please find attached the following :

1. **Hospice background**
2. **Information to Candidates**
3. **Equal Opportunities Monitoring Form**
4. **Job Description**
5. **Person Specification**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Disclosure Barring Service

Having read the enclosed information, your completed application form should be returned to me at the address below, to arrive no later than **24<sup>th</sup> January 2020**

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

**Gaynor Taylor**  
**HR Advisor**  
Encs.

**Severn Hospice  
Foundation Doctor Year 3+ 12 month fixed term contract**

**INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

**1. MEDICAL**

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

**2. REFERENCES**

No formal offer of employment will be made until we have received satisfactory references.

**3. DISCLOSURE**

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Disclosure Barring Service.

**4. PROBATIONARY PERIOD**

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

**5. SALARY**

The salary for this post will be in line with NHS depending on experience. Salaries are paid monthly by credit transfer to a bank or building society account.

**6. HOURS OF WORK**

You will be contracted to work 40 hours per week (days worked are negotiable) to include participation on call rota 2 weekends in 11 on call first on and one weeknight every fortnight.

**7. HOLIDAY**

Full time holiday entitlement is 35 days per annum including bank holidays.

**8. PENSION**

The Hospice is able to offer ex NHS staff continuity of membership\* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(\*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

## **Severn Hospice Equality and Diversity Statement**

**Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.**

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

*A copy of the Hospice's Equality and Diversity Policy is available upon request.*

Severn Hospice

**EQUAL OPPORTUNITIES APPLICANT MONITORING FORM**

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for .....

Full name of applicant .....

Date of birth ..... (age ..... )

• **Gender**

- Do not wish to disclose
- Male                       Female                       Transgender

• **Sexual Orientation**

- Do not wish to disclose
- Heterosexual / Straight                       Bisexual                       Gay / Lesbian
- Any other sexual orientation – please specify .....

• **Religion or Belief**

- Do not wish to disclose
- Baha'i                       Buddhist                       Christian                       Hindu                       Jain                       Jewish
- Muslim                       None                       Pagan                       Sikh                       Zoroastrian
- Any other religion or belief – please specify .....

• **Ethnic Group**

- Do not wish to disclose

**White**

- English, Welsh, Scottish, Northern Irish, British                       Irish                       Gypsy or Irish traveller
- Any other White background – please specify .....

**Mixed / multiple ethnic group**

- White & Black Caribbean                       White & Black African                       White & Asian
- Any other mixed background – please specify.....

**Asian / Asian British**

- Indian                       Pakistani                       Bangladeshi                       Chinese
- Any other Asian background – please specify .....

**Black / African / Caribbean / Black British**

- Caribbean                       African
- Any other Black, Caribbean, African background – please specify.....

**Other ethnic group**

- Arab
- Any other ethnic group – please specify.....

• **Disability**

- Do you have a physical impairment?                       Yes                       No
- Do you have a mental impairment?                       Yes                       No

**Data Protection Act**

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature ..... Date .....

(please tick appropriate box)

Thank you for completing this form

## **SEVERN HOSPICE**

### **JOB DESCRIPTION**

#### **A. MAIN JOB PARAMETERS**

**Title of Post** Foundation Doctor level 3 +

**Responsible to** Medical Director

#### **B. OVERALL PURPOSE OF THE JOB**

To assist the Medical Director in their routine clinical and administrative duties within and outside the Hospice. In conjunction with the Palliative Medicine Consultants, to ensure and maintain high standards of patient care and to implement medical policy.

#### **C. CLINICAL RESPONSIBILITIES**

1. In conjunction with the Medical Director, to ensure and maintain high standards of patient care and to implement medical policy as described by the hospice policies.
2. To be part of the multi-disciplinary team and to maintain efficient channels of communication with other members of the team.
3. To share with other members of the team the emotional, social and spiritual care of patients and their carers.
4. To be responsible for admissions of patients, both on the Wards and emergency review Day Units.
5. To be responsible for the medical care, under consultant supervision of patients on the Wards and
6. To liaise with GP's, Hospital Consultants, The Hospice CNS Teams and other agencies involved in patients' care.
7. To conduct Clinical Audit.
8. To support the work of the CNS Teams and to provide advice to them and Hospice at Home Team.
9. Where appropriate to take part in providing cover for wards as part of the first on rota

#### **D. ADMINISTRATIVE RESPONSIBILITIES**

1. To be responsible for accurate and comprehensive clinical and drug records and to monitor prescribing
2. To complete the requisitions for pharmaceutical and other supplies when necessary.
3. To complete patient discharge summaries and, in the case of patients who have died, the relevant medico-legal documentation
4. Update Systmone when appropriate
5. To contribute to good Clinical Governance and demonstrate their own involvement in this.

#### **E. TEACHING**

When required, to participate in the educational programmes for nurses, doctors and paramedical staff within and outside the Hospice.

## **F. RESEARCH**

To assist in the running and administration of clinical trials currently in progress. The Specialty Doctor will be encouraged to develop his / her own projects and interests within the broad spectrum of palliative care

Responsibilities and duties may include other tasks as determined by the Medical Director

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

### **Supplementary Information and Requirements**

- All new Hospice employees are on a three months probationary period.
- A DBS Disclosure will be requested in the event of an individual being offered the post.
- Domiciliary visits do not incur additional fees and the post holder will be expected to provide his / her own car for domiciliary or hospital visits
- Travelling expenses are reimbursed in line with the Hospice policy
- The post holder will be expected to:
  - Be contactable by telephone when on call
  - Promote good relations between the Hospice and all branches of the local community
  - Be responsible for their own continuing education and personal development

### **Health and Safety**

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

### **Appraisal**

All employees are required to participate in the GMC appraisal process- this will be conducted once a year by one of the hospice consultants

Specific Job plan to be agreed with medical director- depending on which hospice site the job relates to

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• Full GMC Registration</li> <li>• Up to date with GMC appraisal and revalidation process</li> </ul>	
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for Palliative Medicine and willingness to learn to grow within the subject</li> </ul>	<ul style="list-style-type: none"> <li>• Some previous experience in Palliative Medicine</li> </ul>
<b>Research / Audit</b>	<ul style="list-style-type: none"> <li>• Basic skills in Clinical Audit</li> </ul>	
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Commitment to teaching clinical medical students and nursing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in undergraduate and postgraduate training and other professional staff</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Can work on own initiative and recognise own limitations</li> </ul>	
<b>Communication skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively and sensitively with patients, clinical, scientific, technical and managerial colleagues</li> <li>• Able to work effectively in a multi-disciplinary team</li> </ul>	
<b>Organisational skills</b>	<ul style="list-style-type: none"> <li>• Ability to organise work efficiently and effectively</li> </ul>	
<b>Leadership skills</b>		<ul style="list-style-type: none"> <li>• Capacity to stimulate and accommodate colleagues</li> </ul>
<b>Professional Indemnity</b>	<ul style="list-style-type: none"> <li>• Membership of a recognised professional defence organisation</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Car driver with current driving licence</li> <li>• Live within 1 hour's commute of Telford / Shrewsbury site</li> </ul>	