JOB DESCRIPTION

JOB TITLE: Consultant Physician in Geriatric Medicine (Type B basis)  
Our Lady’s Hospice & Care Services, Harold’s Cross - 24 hours per week and St. James’s Hospital – 15 hours per week.

Our Lady’s Hospice & Care Services

Our Lady’s Hospice & Care Services has two truly special facilities, Harold’s Cross and Blackrock Hospice, where specialist care is provided for people with a range of needs from rehabilitation to end of life care, along with the Community Palliative Care Teams who provide home support.

Our Lady’s Hospice & Care Services was founded in 1879 by the Sisters of Charity and continues their Mission through providing loving high quality care, person-centred health and social care services in both the Hospice and the Community. We provide multi-disciplinary services in Specialist Palliative Care incorporating in-patient, Day Hospice and Community Specialist Palliative Care Services, across our Harold’s Cross & Blackrock Hospice sites; Care of the Older Person – Residential & Community Reablement Services and a Rheumatic and Musculoskeletal Diseases Unit.

With 228 beds, approximately 600 staff and almost 300 volunteers this excellent service is delivered to over 1,500 patients and their families every year at a most difficult time in their lives. The importance of the diverse cultural backgrounds and traditions of many of our staff and patients is recognised and respected. This approach is underpinned by our Mission Statement, and Core Values: Human Dignity; Compassion; Justice; Quality; Advocacy, and these are enacted through our Patient Priority Pledge. The Patient Priority Pledge is a commitment to living the core values and outlines a behavioural standard expected of all staff.

Our Lady’s Hospice & Care Services has seen considerable growth over the last number of years and we are constantly motivated to improve the environment of care and standards of practice. Our strategic plan is ambitious and aims to have Our Lady’s Hospice & Care Services at the forefront of service delivery in palliative care, extended care, rehabilitation for older people and rheumatology rehabilitation. We will achieve this through supporting best practice initiatives, education programmes and research activities.
Finally, work has just commenced on a complete redevelopment of the Harold’s Cross Palliative Care Unit. This project has been designed to meet changing needs in palliative care, whereby we are seeing more people interacting with our services at an earlier stage in their illness. Phases 1 and 2 are due to be completed by 2016.

**St. James’s Hospital**

St. James’s Hospital occupies a place at the forefront of the Irish health sector. It is the largest Academic Teaching Hospital in the Republic of Ireland, enjoying strong links with the prestigious Trinity College. The Trinity Health Sciences Centre opened on campus in 1994. This, in addition to the Medical School, houses a Postgraduate Medical Centre and the St. James’s Centre for Learning and Development (incorporating the School of Nursing).

With 1,000 beds, approximately 4,000 staff and an annual turnover of circa €405m, St James’s is a substantial acute operation. However, its profile is not related purely to its scale, but to the visibility of its services and expertise on a national level. St. James’s provides a comprehensive range of diagnostic and treatment services, many with a regional or national patient base. It occupies a prominent position in the public eye, and places high emphasis on innovation and excellence of delivery.

A major building project is currently underway with an anticipated handover date of March 2016 which will see Ireland’s first dedicated centre for successful ageing. The new Mercer’s Institute for Successful Ageing (MISA), MISA will be one of the leading European centres for Ageing and, for the first time in Ireland, all age related clinical, research, technological, creative and educational facilities will be housed on a single site in a dedicated facility.
REPORTS TO: Chief Executive Officer of Our Lady’s Hospice & Care Services through his/her Medical Director and Chief Executive Officer of St. James’s Hospital through his/her Clinical Director, MedEL Directorate.

KEY WORKING RELATIONSHIPS: The post-holder will foster positive networking relationships with medical, clinical and administrative colleagues within Our Lady’s Hospice & Care Services and St James’s Hospital.

CONDITIONS OF SERVICE: As sanctioned by the Minister for Health and Children in relation to qualifications, payment, sick pay scheme and other matters.

HEALTH: A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient services.

CHARACTER: A candidate for and any person holding the post must be of good character.

HOURS OF WORK: 39 hours per week. This 39 hour commitment will normally be delivered across a span of 12 hours between the hours of 8am and 8pm Monday to Friday.

ETHICAL CODE: The post holder is requested to respect the special charisma, ethos and tradition of Our Lady’s Hospice & Care Services and St James's Hospital and to observe and comply with general policies, procedures and regulations.
The following qualifications shall apply to this appointment as outlined in the Letter of approval issued by the Health Service Executive (Ref: HXGEGE01)

1. Professional Qualifications
Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of geriatric medicine and general (internal) medicine.

2. Age
Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

3. Health
A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

4. Character
A candidate for and any person holding the post must be of good character.

5. Entry to competition/recruitment process
For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must fulfil the eligibility requirements laid down in the information pack for the post.

The successful interviewee must be registered as a Specialist in the relevant speciality on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant.
Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated.

**DESIRABLE EXPERIENCE**

1. Significant experience in leadership and delivery of long-term care and rehabilitation services for the elderly in the non-acute setting.

**JOB PURPOSE & OUTLINE:**

The appointee will have a primary base in Our Lady’s Hospice & Care Services and will also work in St. James’s Hospital with Consultant colleagues in the Department of Medicine for the Elderly (MedEL) to ensure seamless service delivery for the elderly in the local catchment area.

The appointee will play a lead role in the provision of current clinical services at Our Lady’s Hospice & Care Services, residential care services, the supportive palliative care beds and the Community Reablement unit. He/she will be expected to demonstrate clinical expertise in geriatric medicine and develop older people services.

Our aim is to further improve the quality of the service we provide and develop an exemplar model of close collaboration between community and hospital services with out-patient, day service and rehabilitation services which optimise care in the community.

Our supportive palliative care beds, taking advantage of our long-established on-site expertise in the provision of specialist palliative care, offer a service unique within Ireland. The post-holder will further refine and develop this service with a particular focus on excellence in the realm of advance care planning. We expect audit, service delivery and research in this area to play a lead role nationally in the improvement of advance care planning.

The appointee will work closely with the other geriatricians of the MedEL Directorate in St James’s Hospital and will help develop ambulatory care services and interface/rehabilitation services at both sites.
Depending on their sub-specialty interests and experience he/she will be facilitated in the development and management of specific clinics such as falls, bone health, memory, movement disorders, incontinence etc. They may also be interested in the assessment and management of patients requiring rehabilitation in in-patient or out-patient settings. The appointee is expected to be familiar and interested in the research process and will be facilitated in the carrying out of such research. The appointee will be a member of the Department of Gerontology in Trinity College Dublin and Mercer’s Institute for Successful Ageing.

By reason of his/her training, skill and experience in the designated specialty of geriatric medicine, the post holder is consulted by other registered medical practitioners and undertakes full & continuing clinical & professional responsibility for patients in his/her care, or that aspect of care on which he/she has been consulted. The post holder is clinically independent in relation to decisions on the diagnosis, treatment and care of individual patients.

This clinical independence derives from the specific relationship between the patient and the post holder in which the patient places trust in the post holder personally involved in his/her care to make clinical decisions in the patient’s best interests and to take continuing responsibility for their consequences. The post holder acknowledges that he/she is subject to statutory and regulatory requirements and corporate policies and procedures.

The post holder has a substantial and direct involvement in the medical diagnosis, treatment and delivery of care to patients. Each patient will have a named Consultant who has continuing responsibility for his/her diagnosis, treatment and care.

The post holder may discharge his/her responsibilities through, a direct personal relationship with the patient, shared responsibility with other Consultants who contribute significantly to patient management, delegation of aspects of the patient’s care to other appropriate staff. Delegation of responsibility to other doctors or staff by the post holder is subject to - the post holder being satisfied that the relevant staff member has the necessary professional capability and the continued provision of a commensurate level of diagnosis, treatment and care to the patient. The post holder shall retain a continuing overall responsibility for the care of the patient.
The post holder will generally work as part of a Consultant team. The primary purpose of Consultant teams is to ensure Consultant provided services to patients on a frequent and continuing basis. In effect this requires that the Post holder provides diagnosis, treatment and care to patients under the care of other Consultants on his/her Consultant team and vice versa. This may include discharge and further treatment arrangements, as appropriate.

The membership of the Consultant team will be determined in the context of the local working environment. The team may be defined at specialty/sub-speciality level or under a more broadly based categorisation e.g. general medicine, general surgery.

**Consultant’s Role and Responsibilities**

**Clinical**

- Responsible for in-patient care of the Older People services at Our Lady’s Hospice & Care Services including the Community Reablement unit.

- To liaise with hospital services in respect of admission from, and discharges to hospitals and to utilise specialist medical and surgical techniques applicable to the management of patients in Our Lady’s Hospice & Care Services, Harold’s Cross and St. James’s Hospital.

- To liaise with community based services, especially medical practitioners, in respect of admissions from and discharges to the patient’s home.

- To initiate and keep under review medical procedures and prescribing, to monitor medical standards of care and practice and to identify developments in symptom control and areas of research at Our Lady’s Hospice & Care Services, St James’s Hospital and in related fields.

- To assist in the development the Community Reablement programme with shared responsibility for the specialist medical care needs of patients attending the unit.
• To provide, as appropriate, consultation in the Consultant’s area of
designated expertise in respect of patients of other Consultants at their
request.

• To supervise and be responsible for diagnosis, treatment and care provided
by Non-Consultant Hospital Doctors (NCHDs) treating patients under the
Consultant’s care.

• Work closely with other specialties such as Psychiatry of Older Age in the
assessment and management of patients.

• Play a key role in development of research programmes which will have a
local, national and international focus.

• Lead in the development of the “Palliative Supportive Care Beds” model of
care and liaise closely with palliative consultant colleagues in this regard.

• Develop and deliver such out-patient services as are appropriate to the
provision of high quality care for the older person

Specific duties as set out in the approval letter for this post are as follows:

Our Lady’s Hospice & Care Services:
• 9 hours per week for ward rounds
• 3.5 hours per week for inpatient care
• 2.5 hours per week for out-patient clinics
• 2 hours per week for consultation services
• 2 hours per week for case conferences
• Participation in the on-call rota

St. James’s Hospital:
• 4 hours per week for out-patient clinics
• 3.5 hours per week for consultation services
• 6 hours day care commitment & ward rounds as required
• 1.5 hours per week for case conferences
• Participation in the on-call rota
General

- Maintain throughout hospice/hospital(s) awareness of the primacy of the patient in relation to all of the hospice/hospital activity.

- To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.

- To enable the hospice/multi-disciplinary teams/hospital to function in the most effective manner possible i.e. effective use of staff resources needed to ensure that a quality, cost effective service is provided to all patients in the public healthcare system.

- Ensure that fixed sessions should start as scheduled in order to minimise delays for patients and possible disruption of services.

- To be involved in the planning and development of supportive palliative care services in the catchment areas as delineated by HSE Local Health Office Areas related to Our Lady’s Hospice & Care Services and St. James’s Hospital and to share in the administrative duties at Our Lady’s Hospice & Care Services and St. James’s Hospital.

- To work within the framework of the hospital / agency’s service plan and/or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the Clinical Directorate (if/when in place) structure or other arrangements as apply.

- To formally review the execution of the Clinical Directorate Service Plan (if/when in place) with the Clinical Director or Chief Executive Officer periodically. The Clinical Directorate Service Plan (if/when in place) shall be reviewed periodically at the request of the Consultant or Clinical Director or Chief Executive Officer. The Consultant may initially seek internal review of the determinations of the Clinical Director or Chief Executive Officer regarding the Service Plan.
• To participate in development of and undertake all duties and functions pertinent to the Consultant’s area of competence, as set out within the Clinical Directorate Service Plan (if/when in place) and in line with policies as specified by the Employer.

• Produce a realistic agreed schedule which specifies how you intend to discharge in person your full contractual commitment, over the period from Monday to Friday, taking into account the exigencies of the service and the most effective utilisation of resources.

• Agree with management the details of the service levels and mix to be provided within the scheduled commitment.

• As a senior professional employee, there may be a requirement from time to time, to work beyond your rostered period in line with the exigencies of the service. The Employer will endeavour to ensure that this will be an exceptional rather than a standard requirement.

• Supply to Our Lady’s Hospice & Care Services and St James’s Hospital such information on the discharge of your scheduled fixed and flexible sessions as are necessary and reasonable to establish that you are fulfilling your contractual commitment.

• To participate in and facilitate production of all data/information required to validate delivery of duties and functions and inform planning and management of service delivery.

• Provide information to Our Lady’s Hospice & Care Services and St James’s Hospital including data for hospital information systems and service planning and for such other purposes as Our Lady’s Hospice & Care Services and St James’s Hospital and you agree are appropriate.

• To ensure in consultation with the Clinical Director or Chief Executive Officer that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training.
• Supply adequate advance notice in writing to management advising them of all planned absences, together with their duration.

• Cover for fellow Consultants during holidays, sickness or other approved absences.

• Where required, participate in the on-call roster as determined by the Clinical Director or Chief Executive Officer. The need to provide on-call cover and the extent and frequency of such cover may evolve and change as the service develops.

• Provide management with rosters indicating clearly who will be on call and available to the hospital at any given time where approved on-call/emergency services are to be provided.

• To participate as a right and obligation in selection processes for Non-Consultant Hospital Doctors and other staff as appropriate. The Employer will provide training as required. The employer shall ensure that a Consultant representative of the relevant specialty / sub-specialty is involved in the selection process.

• Participate in research within the hospice/home care teams/hospital and in administration outside the management of your own particular department or unit of the hospice/hospital.

• To co-operate with the expeditious implementation of the all organizational policies & procedures.

• To support the inspection and regulation process internally and externally (HIQA).

  • Liaise with the Chief Executive Officer, General Manager, Management Team, Clinical Director (if and when in place) and other relevant Staff in all matters pertaining to the general efficiency of the hospice/hospital(s).

• Promote open communication and ensure greater interdisciplinary working throughout the hospice/hospital(s).
• Demonstrate behaviour consistent with the Values of the Hospice & Hospital.

• And any other responsibilities and duties as outlined in the Consultants Contract 2008.

Management

• Participation in the management process when required.

• Play an active role in the medical committee and, as required, assume leadership roles within same.

• To participate in the development and operation of the Clinical Directorate structure (if/when in place) and in such management or representative structures as are in place or being developed. The Consultant shall receive training and support to enable him/her to participate fully in such structures.

• And any other responsibilities and duties as outlined in the Consultants Contract 2008.

Clinical Audit

• To participate in clinical audit and proactive risk management and facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures.

• To ensure the process of clinical audit will preserve the confidentiality of the doctor/patient relationship.

• At the individual level the consultant’s management responsibility will involve him/her in the process of clinical audit. Each consultant will participate in creating and operating a clinical audit system.

• And any other responsibilities and duties as outlined in the Consultants Contract 2008.
Regulation of Private Practice

- The Consultant will be advised on a timely basis if his or her practice is in excess of the agreed ratio of public to private practice in any of his or her clinical activities. An initial period of six months will be allowed to bring practice back into line but if within a further period of 3 months the appropriate ratio is not established he/she will be required to remit private practice fees in excess of this ratio to the research and study fund under the control of the Clinical Director or Chief Executive Officer.

- And any other responsibilities and duties as outlined in the Consultants Contract 2008.

Education and Training

- Shall maintain his/her professional competence on an on-going basis pursuant to any Medical Council professional competence scheme applicable to the Consultant as a medical practitioner.

- Take the initiative in relation to a programme of continuing medical education relevant to his/her responsibilities both as a practising consultant and as a manager of resources to ensure the maintenance of the highest standards of service for patients, efficient network arrangements for patient care, rapid assessment of medical advances, and excellent training for non-consultant medical support staff.

- The Consultant shall, as part of his/her standard contractual commitment, contribute to the education, training and supervision of students, non-Consultant Hospital Doctors and trainee professionals including members of the multi-disciplinary team.

- Participate in in-service teaching and training of medical and other staff.

- Actively participate in and promote research activities consistent with the position.
• The Consultant shall, as part of his/her standard contractual commitment, contribute to the advancement of knowledge by facilitating and supporting research.

• And any other responsibilities and duties as outlined in the Consultants Contract 2008.

Confidentiality

• In the course of the post holder’s employment he/she may have access to, or hear information concerning the medical or personal affairs of patients and/or staff. Such records and information are strictly confidential and in whatever format and wherever kept, must be safeguarded.

• The post holder’s should take all reasonable measures to ensure that records are stored in such a manner that ensures confidentiality, security and ready accessibility for clinical staff when required for patient management.

• The post holder’s shall not remove from the employment location any records in any format, electronic or otherwise, belonging to the Employer / Health Service Executive at any time without having authorisation. Such authorisation will be issued in advance of the first instance and apply thereafter.

• The post holder’s will return to the Employer / Health Service Executive upon request, and, in any event, upon the termination of his/her employment, all records and property and equipment belonging to the Employer / Health Service Executive which are in his/her possession or control.

• And any other responsibilities and duties as outlined in the Consultants Contract 2008.

Health and Safety

• The post holder is expected to be familiar with the policies, practices and procedures of Our Lady’s Hospice & Care Services and St James’s Hospital.
• To maintain a safe work environment in co-operation with both Our Lady’s Hospice & Care Services and St James’s Hospital Management Team and with reference to the Health, Safety and Welfare at Work Act, 2005.

• To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.

• To report immediately to the Risk Department any accidents or incidents involving patients, staff or members of the public.

Garda Vetting

• Arrangements have been introduced, on a national level, for the provision of Garda Vetting in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. Each candidate will be required to complete a Garda Vetting form.

This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.
Informal Enquiries:

Dr Stephen Higgins, Medical Director, Our Lady’s Hospice & Care Services
Tel: (01) 491 2541 / email: shiggins@olh.ie

Dr Conal Cunningham, Clinical Director, MedEL Directorate,
St. James’s Hospital, Tel: (01) 410 3000 email: ccunningham@stjames.ie

Application Process:

Please forward a comprehensive CV together with any supporting material to:

Debbie Byrne
Manpower Manager
Human Resources Department
Our Lady’s Hospice & Care Services
Harold’s Cross
Dublin 6w

Tel.: 01 491 2516
Email: dbyrne@olh.ie