

<b>Job Title:</b>	Clinical Fellow (fixed term for 12 months)	<b>Department:</b>	Medical
<b>Reports To:</b>	Medical Director	<b>Band &amp; Salary</b>	£52, 656 (plus payment for regular on-call work)
<b>Accountable To:</b>	Medical Director	<b>Hours:</b>	32 hours plus regular 1 <sup>st</sup> on-call duties (weekends and weeknights)
<b>Responsible For:</b>	N/A	<b>Location:</b>	Compton Hall - Compton Care
<b>DBS Required / Level:</b>	Yes - Enhanced	<b>Essential Car User:</b>	Yes
<b>JE Ref Number:</b>	JE038a	<b>JE Version / Date:</b>	21/01/25 Version 2

## Main Purpose of the Job

The post holder will be based at Compton Hall and work as member of the multi-disciplinary team. They will be expected to:

- Provide medical cover for the inpatient unit within the hours specified
- Provide medical input to the community team & Living Well Centre as required
- Provide first on call cover one night per week and one in five weekends for the inpatient beds and for enquiries from local healthcare professionals (there is consultant second on call provision)

Please see Background Information sheet in relation to this post

## Main Responsibilities and Tasks

### Clinical

- Provide specialist medical care, advice and support in order to provide high quality individualised care to patients/clients in line with local and national guidelines.
- Provide medical assessment and care for all patients on the inpatient unit, in line with the patients' care plan, as part of the multidisciplinary team - ensuring that medical care is evidence-based (as far as is possible) and best practice.
- Work together with other members of the medical team to ensure each patient is reviewed as frequently as their symptom management dictates.
- Participation in inpatient MDT meeting and others as required.
- Holistically assess patients admitted to the inpatient unit, planning initial management in discussion with the available senior doctor.
- Carry out basic clinical procedures as necessary including phlebotomy and cannulation. Catheterisation of male patients is occasionally required. Perform / arrange other necessary procedures for patient comfort such as abdominal paracentesis and blood transfusions. The post holder will not be expected to attempt procedures in which they do not feel competent.
- Maintain accurate and timely patient records. Medical records are electronic based (EMIS).
- Ensure legible prescribing in accordance with local policy.
- Liaise with primary and secondary care services (and other statutory and voluntary agencies) as appropriate to ensure continuity of medical care.

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- Complete holistic assessment records, discharge letters, letters notifying death, TTO prescriptions and anticipatory prescribing in line with local guidance.
- Confirmation and certification of death in line with local protocol, referring to the medical examiner, and liaising with the Coroner's Office where required by law and local practice.
- Liaise with family members/carers as appropriate.
- Provide palliative care medical advice, on request, within limitations of own practice, referring on to the available senior doctor as necessary.
- As necessary, be available to assess patients in the Living Well Centre, the lymphoedema clinic or occasionally, the domiciliary setting. Home visits will only be carried out after training in domiciliary palliative care has been undertaken or suitable equivalent experience can be demonstrated.
- Provide medical support to the regular admissions meetings as required.
- Provide supervision and support for more junior team members.
- To participate in clinical supervision on a monthly basis.
- Any other duties as instructed by the Medical Director.

#### **Out-of-hours, maintaining principles as above, additionally:**

- Undertake planned and emergency admissions, in agreement with the out-of-hours consultant.
- Re-assess, review and adjust treatment of any inpatient where necessary due to change in patient condition.

#### **Teaching/Clinical Governance/Other**

- To assume the role of educator, both formally and informally, to all those involved in the care of the patient to fulfil Compton Care's strong commitment to training both doctors and nurses.
- Participate in the induction for new members of staff.
- To take an active role in undergraduate and postgraduate teaching and training.
- Attend relevant meetings when required.
- To participate in audit or quality improvement projects.
- To adhere to the GMC code of professional conduct at all times.
- To work within Compton Care's organisational policies and to implement policies within area of responsibility.
- To work with other members of the team to ensure that evidence from research is systematically considered and practices changed as appropriate.
- To actively contribute to policy development as appropriate
- To complete mandatory training.
- To commit to continuing professional development.
- To participate in annual appraisal programme and job planning process.
- To keep appropriate records in order to comply with General Medical Council requirements for revalidation.
- Liaising with medical colleagues on duty on the same days, to avoid taking annual or study leave at the same time
- Any other duties as instructed by the Medical Director.

A comprehensive induction program is carried out for all new post holders and supervision and advice from one of the Consultants will be available at all times.

#### **Other**

##### **Operational Continuity**

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- To ensure operational continuity and maintain levels of service, staff maybe required, as a temporary measure, to work outside of their normal team, department or location. Staff are expected to be flexible when this applies, and any transfer will utilise and be based on an individual's skills, qualifications and experience.

## Governance and Risk

- All staff have a responsibility to report all clinical and non-clinical accidents or incidents including actual or near misses onto Sentinel promptly and, where requested, to co-operate with any investigation undertaken.
- Comply with all Compton Care policies and procedures as outlined within the Governance framework.

## Data Security

- Staff are always required to comply with Information Governance related policies and procedures when dealing with confidential information, which includes any information relating to the business of the organisation and its service users and staff.
- Staff must maintain high standards of quality in both corporate and clinical record keeping, ensuring information is always recorded accurately and kept up to date. : In addition, records should be in line with the Compton Care brand, adhere to housekeeping rules surrounding internal / external communication styles otherwise known as Corporate Housekeeping and ensure compliance with GDPR standards.
- Staff must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- Obligations of confidentiality shall not prevent staff from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation or health and safety breaches has been, is being or is likely to be committed or any information tending to show any of the above has been, is being or is likely to be deliberately concealed.
- Providing that any such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and Compton Care's Whistle Blowing Policy.

## Corporate Communication to Support the Charity

- Compton Care may require staff to support the organisations charitable activities.
- All charitable activities are managed by the Communication and Fundraising departments, and there might be times when the organisation will require staff to participate in promotional or publicity activities.

## Equality, Diversity and Inclusivity

- Everyone will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference - all sections of society and staff should be respected and be able to give their best.
- All staff should be familiar with, actively promote and work within Equality, Diversity and Inclusivity policies at all times ensuring that they do not unlawfully discriminate, either directly or indirectly, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- All staff will work and will be responsible for ensuring an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where all staff are recognised and valued.

## Health and Safety

- All staff have a responsibility to abide by all of the safety policies and procedure provided by Compton Care and have an equal responsibility with management for any act or omission in maintaining safe working practices for the health and safety of yourself and others.

## Infection Control /Infectious Disease

- Staff will work to minimise any risk to patients, the public and other staff, from the effects of all viruses and other known associated infections by ensuring they are compliant with the Health Act 2006 - Code of Practice.

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- All staff must comply with the Compton Care Infection Control policy and procedure.
- All staff must attend infection control training as required within their department or as directed by their line manager.

## Job Design and Review

- This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post holder either at their annual appraisal or through individual consultation.

## Safeguarding

- All staff have a responsibility to support the safety and wellbeing of children, young people and adults to reduce the risk of harm and to practice safeguarding in accordance with legislation.
- All staff are expected to comply with existing local Safeguarding policies and procedures, to include Compton Care and Wolverhampton Safeguarding Children's Board and Safeguarding Adults at Risk requirements.

## Disclosure and Barring Service

- There are some roles within Compton Care that require a DBS application to be undertaken in order to be able to start work within the organisation. A rolling DBS check is undertaken thereafter every three years. This Job Description will confirm the level of any DBS applicable to this role.
- Rehabilitation of Offenders Act 1974 – staff do not need to declare criminal convictions after the rehabilitation period set by the Court has elapsed ("spent"), however, during the rehabilitation period, convictions referred to as "unspent" must be declared.
- Staff with roles that provide health care services or controlled activities in accordance with DBS regulations will be exempt from the provisions of the Rehabilitation of Offenders Act by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Staff must disclose all information about convictions (spent or unspent) and any other relevant criminal under the provisions of the Act.

## Statutory and Mandatory Training

- All staff are required to complete successfully any statutory or mandatory training as required by Compton Care or statutory auditing and regulatory bodies during their probation period.
- Staff should attend refresh training as required and undertake any additional training as part of being employed by the organisation.
- All staff will be required, as part of their annual appraisal, to demonstrate and evidence that their statutory and mandatory training is up to date.

Person Specification – measures will be via either application (A), Interview (I) or test (T) Presentation (P)			
Education/Qualifications	Essential	Desirable	Measure
Fully registered with the General Medical Council	✓		A
Foundation Programme completed	✓		A
Experience			
GP experience		✓	I

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Audit/Quality Improvement/Research skills and experience		✓	I
Palliative Medicine experience		✓	I
<b>Skills, Knowledge &amp; Abilities</b>			
Understands the concept of palliative care and has an interest in palliative medicine work	✓		A
An awareness of professional responsibilities	✓		I
Evidence of working effectively in multi-disciplinary teams	✓		A
Able to manage complex clinical situations	✓		I
Able to be flexible and share the care of patients with others	✓		I
Understands the principles of governance within a specialist palliative care service setting	✓		I
Understands how to interpret research findings and put them into practice when appropriate	✓		I
Participates in all elements required for revalidation, including: <ul style="list-style-type: none"> <li>Providing evidence of appropriate CPD</li> <li>Participation in annual appraisal</li> </ul>	✓		I
<b>Personal Attributes</b>			
Excellent communication skills (both oral and written)	✓		A
Ability to work under pressure	✓		I
IT literate	✓		A
Ability to work well as part of a team	✓		I
Ability to work autonomously	✓		I
Ability and willingness to adapt to change	✓		I
Strong work ethic	✓		I
An understanding of Hospice/Specialist Palliative Care Centre environment	✓		I
Have a full clean driving license and use of own vehicle and be prepared to travel within the catchment area		✓	I

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