Job Description
Consultant in Palliative Medicine County Durham

Date – August 2015
1. DESCRIPTION OF POST

The Trust is undertaking a major review and development of palliative care services. The aspiration is to create a team of 6 Consultants each with locality responsibilities, special interests and a team role. The service encompasses acute inpatient activity, hospital and community work.

The basic contract is for 10 programmed activities but there will need to be a discussion with the post holder regarding the final job plan prior to commencement of the appointment. The available posts are primarily hospice and community based; however the existing consultants would wish to be flexible and supportive and welcome discussion of applicant's preferences for work in any setting. There is, therefore, an opportunity to work in both acute and community settings, including working in partnership with our local Hospices and other care providers.

The successful post holder will build on a platform of strong clinical palliative care and exploit the opportunities that exist to develop existing and new services.

2. JOB SUMMARY

The following job summary defines the scope of palliative care consultant work in CDDFT rather than the responsibilities of a single consultant. The exact nature of consultant duties will depend on the job plan agreed with individual applicants. Some of the duties are clearly setting specific.

Provide clinical leadership and expert knowledge in the field of palliative medicine for County Durham and Darlington NHS Foundation Trust (CDDFT).

Specifically:

To work collaboratively with other palliative care consultants and colleagues in primary and secondary care across the County to ensure the provision of high quality palliative care consistent with national and Northern England Clinical Strategic Network standards and guidelines.

To work as part of the Specialist Palliative Care Consultant Team providing cover for all settings in County Durham and Darlington, specifically:

- Consultant support and supervision to medical staff and patients within the in-patient palliative care settings i.e. St Teresa’s Hospice, St Cuthbert’s Hospice and the Community Hospitals within the Trust.
- Consultant support and advice for primary health care teams and prisons as needed
- Clinical leadership for community based specialist palliative care teams
- Consultant support and advice to hospital palliative care teams and clinical staff in acute hospitals in County Durham

To promote a seamless transition across all care boundaries for patients with palliative care needs through collaborative working with primary, secondary and tertiary care services.

To promote and facilitate the roll out of national end of life initiatives and developments as agreed with the palliative care services and the trust.

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To support the development of palliative day care, inpatient and domiciliary services.

3. THE TRUST

CDDFT is an integrated healthcare provider – bringing hospital, community services and health and wellbeing services together in one organisation.

We are one of the largest organisations in the NHS with a track record of success. Our 8,000 staff serves a population of around 600,000 people across County Durham and Darlington, into North Yorkshire and the Tees Valley, and the South of Tyne.

We provide acute hospital services from:
- Darlington Memorial Hospital
- University Hospital of North Durham
- A range of planned hospital care at Bishop Auckland Hospital.

We provide community services in the patient’s home and in 80 premises, including the local network of community hospitals at:
- Shotley Bridge
- Chester-Le-Street
- Weardale (Stanhope)
- Peterlee
- Sedgefield
- Richardson (Barnard Castle)

Within the CDDFT there are presently three clinical Care Groups and the Specialist Palliative Care Service sits within the Care Closer to Home Care Group. The Care Groups are presently undergoing reorganisation due to be completed in Autumn 2015.

In addition the Palliative Care Service provides consultant support and supervision to medical staff and patients within the in-patient palliative care settings of St Teresa’s Hospice at Darlington, St Cuthbert’s Hospice in Durham, Willowburn Hospice and to the prisons in County Durham as required.

4. SPECIALIST PALLIATIVE CARE SERVICE

The Specialist Palliative Care team consists of Palliative Care Consultants; Macmillan Clinical Nurse Specialists; Allied Health Professionals; Macmillan Discharge Facilitators; Macmillan Carers service; the End of Life Care in Prisons project team; Hospice staff and Business Support Officers who supply all the administrative needs of the teams. Working closely with Macmillan Cancer Support has enabled the teams to expand and develop so that we can offer help and support to many patients with palliative needs, or who may be at end of life.

5. STAFFING

This post forms part of an integrated team dedicated to providing specialist palliative care, advice and support to multidisciplinary teams, including working in partnership with local Hospices, Primary Care, Northern England Clinical Strategic Network, Macmillan Cancer Support, Marie Curie, Care Homes, and the Prison community.
North Durham/ St Cuthbert’s Hospice

Dr David Oxenham  Consultant/clinical lead  UHND, N Durham, Easington Community

Vacant consultant posts*  Clinical duties in hospice, community and hospital  1.5WTE

Dr Luke Holland  Specialty Grade Doctor (0.5)  St Cuthbert’s Hospice
Dr Pippa Lovell  Specialty Grade Doctor (0.5)  St Cuthbert’s Hospice
Dr Carole Patterson  GPwSI (0.2)  St Cuthbert’s Hospice
Dr Philip LeDune  GPwSI (0.1)  St Cuthbert’s Hospice

Specialty Grade Training Fellowship*  newly commissioned (to be advertised)

*These posts have been created with new funding from North Durham CCG

Darlington, Durham Dales, Easington, Sedgefield/ St Teresa’s Hospice

Dr Lucy Nicholson  Consultant, (0.5)  DMH

Vacant Consultant Post  Clinical duties in hospice and community  1.0 WTE

Dr Christine Hearmon  Specialty Grade Doctor (0.3)  Sedgefield Community Hospital

Sheila Dawson  Nurse Consultant  St Teresa’s Hospice

6. DUTIES OF THE POST

6.1 Clinical Duties

Duties across all settings

Function as an essential member of the specialist palliative care teams throughout the county.

Provide expert advice and support regarding complex ethical and clinical decision making.

Work collaboratively with other palliative care consultants to provide consultant advice, support and clinical expertise to CDDFT Monday to Friday 9-5pm including contributing to the trust wide palliative care telephone advice rota. This will be reviewed in the future in line with National Guidance which recommends that Specialist Palliative and End-of-life Care services provide 7 day access to face to face consultations for patients in need.

Undertake administrative duties associated with the care of patients (including activity data as required) in line with Trust Policy.

There is currently no out of hours cover in County Durham and this is a high priority area for future commissioning. CDDFT is in the process of developing a collaborative out of hour’s rota with neighbouring Trusts. The post holder will be expected to join the out of hours on call rota.

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Setting specific Duties

Hospice

Provide expert advice and support to the hospice multidisciplinary team through weekly ward rounds.

Lead in-patient unit MDT’s.

Provide supervision and support for medical staff working in the hospices.

Hospital

Provide expert advice and support to health care professionals caring for patients with palliative and end of life care needs.

Provide clinical leadership and support for the hospital palliative care team

Community

Provide expert advice and support to health care professionals providing care to patients with palliative and end of life care needs e.g. specialist palliative care teams, primary care teams, community nurses and care home staff.

Lead specialist palliative care multi-disciplinary team (MDT) and clinical review meetings as required.

Undertake domiciliary visits to patients in their usual place of residence (including community hospitals, care homes and prisons) as required.

Work with community hospital clinicians to provide appropriate identification, assessment and review of patients with palliative care needs in community hospitals

Support and attend as appropriate Primary Care Team palliative care register meetings.

6.2 Leadership

Provide leadership to the multi-professional specialist palliative care team, including hospice teams and primary care colleagues.

Provide supervision of other doctors within the service including appraisal.

Provide strategic leadership within local Network groups as appropriate.

Provide leadership and support in the development of generalist and specialist palliative care services across all settings including leadership of service developments and change initiatives.

Contribute to CDDFT, local, and regional Network initiatives to support the development and improvement of palliative care and end of life care services

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6.3 Clinical Governance

Contribute to the clinical governance activities of the specialist palliative care team, including regular audit, development of appropriate trust-wide standards and annual appraisal.

Participate and lead on local and national audit as agreed with the service.

Participate and lead on quality improvement initiatives e.g. CQUIN initiatives.

Provide significant contribution to the management of clinical risk and patient safety

Contribute to the development, implementation and response to local and national policy and guidance.

Lead on governance issues relating to the appraisal and revalidation for palliative medicine colleagues.

6.4 Education

Maintain continuing professional development in accordance with the requirements of the Royal College of Physicians/the Royal College of General Practitioners.

Contribute to the planning and delivery of undergraduate medical education and GP trainees in all aspects of palliative, end of life care, communication skills and ethics.

Contribute to Specialty training in Palliative medicine as appropriate

Contribute to the development and implementation of a palliative and end of life Care education strategy for CDDFT and partner organisations.

Support the continuing professional development of specialist palliative care nurses e.g. AHP, and Independent Nurse Prescribing.

Support the continuing professional development of specialist palliative care medical staff.

Participate in undergraduate, postgraduate and multi-professional education programmes across primary care and within the Trust.

Lead on and/or participate in Specialist Palliative Care Service education sessions

6.5 Research

Identify research proposals applicable to palliative care.

Develop links with academic centers and Trust Leads to support local research studies.

Develop and implement research projects and programmes as appropriate.

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PROPOSED TIMETABLE AND JOB PLAN

The following job plans provide the details of the clinical activity and clinically related activity components of a job plan which occur at regular times in the week. Agreement should be reached between the appointee and their Clinical Director with regard to the scheduling of all other activities, including the Supporting Professional Activities. There will be scope for developing outpatient clinics and areas of special interest such as expanding services for non-malignant disease, depending on the candidate’s experience and interests.

A formal job plan will be agreed between the appointee and their Clinical Director and, when approved by the Medical Director and Chief Executive, will be effective from the commencement date of the appointment. The job plan will then be reviewed annually in accordance with the Trust policy on Consultant Job Planning.

Provisional Job Plans

These job plan templates set out the sessions needed for the service and include the existing post and a proposed new post in North Durham. Candidates are welcome to indicate personal preference for clinical settings (hospital/hospice) and the initial job plan will be agreed following this discussion. The intention would be for no individual to be responsible for more than two settings or localities.

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<th>AM</th>
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<tr>
<td>Monday</td>
<td>St Cuthbert’s Ward Round</td>
<td>Teaching, Supervision of Junior Doctors, Audit</td>
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<td>Tuesday</td>
<td>St Cuthbert’s out patients /Willowburn outpatients alternate weeks</td>
<td>St Cuthbert’s MDT / clinical admin</td>
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<tr>
<td>Wednesday</td>
<td>Community MDT (Derwentside/Shotley Bridge Community Hospital)</td>
<td>Home Visits /</td>
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<tr>
<td>Thursday</td>
<td>St Cuthbert’s Ward Round</td>
<td>SPA Policy and service development Governance,</td>
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<td>Friday</td>
<td>Palliative Medicine Combined MDT (with North Tees and South Tees)</td>
<td>Ward patient review, St Cuthbert’s Hospice</td>
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Post 2 (part time)

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<tr>
<td>Tuesday</td>
<td>St Cuthbert’s Ward</td>
<td>St Cuthbert’s MDT/ clinical admin</td>
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<tr>
<td>Wednesday</td>
<td>Chester le Street Community Team Clinical Review/ CLS community Hospital</td>
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<td>Monday</td>
<td>UHND Ward patient review,</td>
<td>UHND Ward patient review,</td>
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<td>Tuesday</td>
<td>Teaching, Supervision of Junior Doctors, Audit</td>
<td>MDT/ clinical admin</td>
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<td>Wednesday</td>
<td>Easington Community Clinical Review</td>
<td>Home visits</td>
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<td>Thursday</td>
<td>SPA Clínica Policy and service development al Governance</td>
<td>, UHND Ward patient review,</td>
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<td>Friday</td>
<td>Palliative Medicine Combined MDT (with North Tees and South Tees)</td>
<td>UHND Ward patient review,</td>
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<td><strong>AM</strong></td>
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<tr>
<td>Monday</td>
<td>Sedgefield Community Hospital</td>
<td>Home visits</td>
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<tr>
<td>Tuesday</td>
<td>Darlington Community Team Clinical Review</td>
<td>St Teresa’s Hospice MDT Ward reviews</td>
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<tr>
<td>Wednesday</td>
<td>Durham Dales/Sedgefield Community Team Clinical Review</td>
<td>Durham Dales Community Hospitals</td>
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<td>Thursday</td>
<td>St Teresa’s Hospice Ward Round</td>
<td>SPA Clinical Policy and service development al Governance,</td>
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<td>Friday</td>
<td>Palliative Medicine Combined MDT (with North Tees and South Tees)</td>
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7. **TERMS AND CONDITIONS OF SERVICE**

1. The post is subject to the Terms and Conditions – Consultants (England) 2003 as amended from time to time.

2. Removal expenses may be payable in accordance with terms and conditions of service subject to a maximum of £15,000.

3. The current salary applicable to the post is £75,429 per annum, pro rata, rising through pay thresholds to £101,451 per annum, pro rata. Starting salary will be dependent on Consultant terms and conditions.

   For pre-employment health assessment purposes, as part of the Trust’s Occupational Health Service, the successful candidate will be required to complete a health questionnaire. This will be treated in the strictest confidence and will not be seen by any employee of the County Durham and Darlington NHS Foundation Trust, other than Occupational Health Staff. The successful applicant may be required to undergo a medical examination, and any offer of the post is subject to medical clearance from the Trust’s Occupational Health Physician. The appointee may be required to undergo any future medical examinations considered necessary by the Trust.

4. Satisfactory enhanced Criminal Records Bureau clearance.

5. The successful applicant must be on the General Medical Council’s Specialist Register or have a proposed CCT date within six months of the interview date for this appointment. Specialist Registrars applying for this post should include with their application a confirmatory certificate signed by their postgraduate dean giving the date that has been issued to them by their specialist advisory or higher training committee for the completion of training.
6. The successful applicant must be fully registered with a license to practice with the GMC.

8. GENERAL

Administrative Support

Postholders will have administrative support to include medical secretarial support, a designated office space with access to a computer with full internet connection, dictation equipment and mobile telephone.

CPD

The Trust supports the requirements for continuing professional development as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.

Education Centre - Facilities & Training

The Education Centre contains well equipped and stocked libraries with easy access to electronic media and the internet. There is also a well-equipped lecture theatre and seminar rooms with a significant planned programme of lectures and specific tutorial sessions organised by individual departments.

Maintaining Medical Excellence

The Trust is committed to providing safe and effective care for patients. To ensure this, there is an agreed procedure for medical staff that enables them to report quickly and confidentially, concerns about the conduct, performance or health of medical colleagues. You must ensure that you are familiar with the procedure and apply it.

Rehabilitation of Offenders

Because of the nature of the work, the post is exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975. You are therefore not entitled to withhold information about convictions, which for other purposes are “spent” under the provision of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be confidential and will be considered only in relation to the position to which the order applies. This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such will be necessary for a submission for enhanced Disclosure to be made to the Disclosure and Barring Service (DBS) to check for any previous criminal convictions.

Child/Young Person Related Posts

Responsibility for ensuring that children and young people are safeguarded you must comply with the NHS Safeguarding Children Procedures and the LSCB Child Protection Procedures. The Post holder must attend safeguarding children training at a level appropriate to the role and function of the post. Safeguarding Children training is mandatory for all staff within this field.

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Health and Safety Responsibility

It is the responsibility of the individual to work in compliance with all current health and safety legislation and the Trust Safety Policy and to attend any training requirements both statutory and mandatory in line with the Trust’s legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.

Equal Opportunities

County Durham and Darlington NHS Foundation Trust is committed to the promotion of equal opportunities both as an employer and in the services provided.

All employees of the Trust and all applicants for employment will have equality of opportunity for employment and advancement on the basis of their ability, qualification and fitness for work. The Trust is committed not only to the letter of the law but also to the promotion of equality of opportunities in all fields.

Infection Control

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the Trust’s responsibility to comply with Government Directives.

General Risk Management

It is a standard element of the role and responsibility of all staff of the Trust that they fulfill a proactive role towards the management of risk in all of their actions. Members of staff are responsible for adherence to all Trust policies for the safety of staff and patients at work.

Clinical & Corporate Governance

All managerial and supervisory posts will ensure compliance with Trust policies and procedures and clinical guidelines.

Values and Behaviours

The post holder is required to promote the Trust’s core values of care, quality, respect, leadership and achievement by adherence to the behavioral competencies as detailed on the Trust’s website and intranet site.

Travel and Subsistence Expenses

Travel and subsistence expenses will be reimbursed for preliminary visits in addition to interview expenses only to those candidates selected for interview.

Reimbursement is restricted to two preliminary visits, whether these are made before or after the constitution of the shortlist is known. In the case of candidates travelling from abroad, travelling expenses are normally payable only from the point of entry into the United Kingdom.

Visiting Arrangements

Applicants or prospective applicants are encouraged to visit the Specialist Palliative Care Team and to meet prospective colleagues. In order to make the necessary arrangements, applicants should first contact the Recruitment Department via 01388

www.cddft.nhs.uk
452209. Information is also available from Linda Templey, Group Clinical Director & Deputy Director of Nursing on 0191 5692965 (secretary).

This job description is intended as a guide to the main duties and responsibilities of the post and must not be regarded as precisely defining all duties. It is expected that it will need to be amended in the light of developing service needs.

Date: August 2015
# PERSON SPECIFICATION
## CONSULTANT IN PALLIATIVE MEDICINE

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tr>
<td><strong>Basic Qualifications</strong></td>
<td>Full GMC Registration MRCP or MRCGP or equivalent</td>
<td>MD or PhD</td>
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<tr>
<td><strong>Experience in the Specialty</strong></td>
<td>On the GMC specialist register or within 6 months of registration for attaining CCT in palliative medicine at time of interview. Training in palliative medicine including experience in hospice, hospital and community settings</td>
<td>AF + interview</td>
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<tr>
<td><strong>Clinical Skills</strong></td>
<td>Expert clinician in the specialised field of palliative medicine Ability to work autonomously in all care settings Excellent diagnostic and clinical skills</td>
<td>AF + Interview</td>
</tr>
<tr>
<td><strong>Management/ Leadership Skills</strong></td>
<td>Supervision and mentorship skills of undergraduate students and post graduate trainees. Ability to lead and motivate a multidisciplinary team Ability to prioritise workload in changing environment. Ability to work in a team with sensitivity and diplomacy. Analytical and evaluative with critical appraisal skills In depth knowledge of NHS agenda for palliative and end of life care.</td>
<td>Evidence of innovative service development Senior management experience</td>
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<td><strong>Clinical Governance/Audit Skills</strong></td>
<td>Thorough understanding of clinical governance and its place in clinical practice. Experience of initiating and conducting clinical audit. Evidence of undertaking audit in line with national and local requirements for palliative and end of life care.</td>
<td>Experience of initiating and conducting clinical audit within a foundation trust setting</td>
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<td><strong>Teaching Skills</strong></td>
<td>Experience of teaching palliative care at undergraduate and post graduate level and to multidisciplinary audiences Teaching and education of junior staff. Supervisory skills for the MDT teams Mentorship and assessment skills Excellent presentation skills</td>
<td>Teaching qualification</td>
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<tr>
<td><strong>Academic Achievements/ Research Publication</strong></td>
<td>Evidence of professional development in the field of palliative medicine.</td>
<td>Publication in relevant journal. Original</td>
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<tr>
<td><strong>Personal Skills</strong></td>
<td>Team player Enhanced communication skills both interpersonal and with wider stakeholders Ability to demonstrate leadership and management qualities to deliver this challenging role. Excellent time management. Capable of independent travel across the county Ability to manage people in difficult and emotional situations. IT Literate.</td>
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Consider including Authorised to live and work in the UK as an essential requirement.

AF = Application Form
APPENDIX 2

COUNTY DURHAM AREA AND FACILITIES

The Area

County Durham and Darlington lies at the heart of a region whose history has helped shape the British nation. It is a region of great natural beauty, historic battle fields, castles and cathedrals.

Darlington and Bishop Auckland are historic market towns and Durham’s Norman Cathedral, included on the World Heritage list, and provides a magnificent backdrop for a city of winding streets, picturesque walks and stunning views. County Durham can offer the following excellent facilities:

Housing

The choice of housing is varied – something to suit every pocket and taste – all within easy distance of the hospitals. Ranging from small link homes to executive housing there is an abundance of locations to choose from including many pleasant rural villages.

Education

There is a high standard of educational facilities, a comprehensive range of nursery, infant, junior and secondary schools. There are also independent schools in Bishop Auckland, Darlington and Durham and the surrounding towns. Many establishments boast a high level of attainment and attract pupils from a wide area.

Further education is well provided for at it colleges in Darlington, Durham, and Middlesbrough, Newcastle and Sunderland and there are highly regarded Universities at Durham, Sunderland and Newcastle.

Shopping

The busy indoor and outdoor markets and the excellent selection of stores and specialist shops in the town centers at Darlington, Durham and Middlesbrough provide the focus for shopping in the area.

Two of the largest shopping centers in Europe are to be found within each reach. The Metro Centre at Gateshead is a complete shopping and entertainment complex with over 300 retail outlets, multiscreen cinema and antiques village. Eldon Square in Newcastle boasts the largest John Lewis and Marks and Spencer outlets outside London and has an excellent selection of retail stores.

Sports Facilities

The North East is passionate about good sport. There is plenty of provision for soccer, rugby, swimming, golf, climbing, walking, canoeing, and angling and many other sports at the five multi-purpose district sports centers.

Culture and Social

County Durham and Darlington offers a wide range of cultural and social activities. There are theatres based in Bishop Auckland, Darlington and Durham which provide a variety of
impressive performances throughout the year.

A number of multi-screen cinemas can be accessed throughout the area and thus also an excellent range of restaurants and cafes.

**Communication Links**

The area of County Durham and Darlington is bisected by the A1M giving good access to Newcastle and Durham & Tees Valley Airports both of which host a range of standard carriers and low cost airlines.

Darlington and Durham have main line east coast stations with direct access to London in approximately 2 hours 30 minutes.

**Surrounding Area**

Not only is County Durham and Darlington an interesting place, but it is an ideal base from which to explore and enjoy the regions many tourist attractions.

Darlington provides easy access to the North Yorkshire Moors and the Yorkshire Dales, both offering some truly remarkable scenery and unspoilt countryside. Hamsterley Forest and High Force are also within easy travelling distance as is the Northumbria National Park. The scenic coastline is dotted with many picturesque fishing villages as well as larger resorts.

The Beamish Open Air Museum a few miles out of Durham shows Victorian buildings and artifacts, which have been painstakingly moved and rebuilt providing a trip through time.

Bowes Museum near Barnard Castle, a magnificent building, houses the largest selection of Fine Decorative Arts in Britain, as well as some of the best examples of old masterpieces outside the National Gallery. Nearby, Raby Castle dating from the 14th century is famed for its interior and setting.