



APPLICANT INFORMATION PACK

QUALIFIED GENERAL PRACTICE NURSE

(PRIMARY CARE)

GPN / AB / 05 / 24



ANTRIM BALLYMENA
GP FEDERATION

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Introduction

To provide the best possible healthcare for the people we serve, it is essential that GP Federations attract and retain staff who are appropriately qualified, professional in the service they deliver, happy and productive in their work and committed to lifelong learning and developing in their role.

This information pack includes the following information which you should refer to when completing your application:

- A brief overview of the role of GP Federations
- Job description and Person specification
- Overview of the terms & conditions of employment
- Guidance notes which should assist you in the completion of your application form
- An outline of the recruitment process

Thank you for your interest in applying for a position with Antrim Ballymena GP Federation; we look forward to receiving your application.

Should you wish to find out more about Federation Support Units/GP Federations and their work, please visit www.northernfsu.co.uk for more information.

Northern Ireland GP Federations

GP Federations were established in Northern Ireland with two main aims:

- To support and protect GP Practices
- To help deliver the transformation agenda in Health and Social Care

GP Federations aim to provide better care, delivered in a more responsive way and closer to home, for patients registered on the lists of practices within the Federation. The focus is on working across the local health and social care community, in collaboration with a wide number of agencies, to design and implement innovative healthcare strategies and ways of delivering high quality care.

Across Northern Ireland, there are 17 GP Federations which have been established by GPs to support General Practice and facilitate the transformation of health and social care in a Primary Care setting. Each Federation has been established as a Not-For-Profit Community Interest Company and any financial surplus generated through efficiency is re-invested in front-line services.

Each Federation covers a patient population of approximately 100,000 patients and, because of scale, provides services which would not otherwise be delivered at individual Practice level.

The Federation Support Units (FSUs)

All 17 Federations are supported by 1 of 4 FSUs. Each FSU has been designed to provide Federation members with support, advice and expertise in the design and delivery of service provision. FSU functions include central management expertise, planning, accounting, communication, corporate governance and human resources. In some instances, these services will be outsourced.

The core purpose of the FSU is to ensure that clinicians are free to focus on ensuring that they provide the best clinical outcomes for their patients, while improving the quality of care that they receive.

Direct Service Provision

As Federations grow, develop and mature, they are increasingly recognised as an efficient and effective model for staff employment and service provision as part of the transformation of services in primary care and the community. A range of exciting services have already been introduced for example, Practice Based Pharmacy, GP locum pool, Social Prescribing, Practice Based Learning (PBL) events and the shared management of a new and enhanced multi- disciplinary team (MDT) in Primary Care MDTS includes practice based staff, district nurses, health visitors' social workers, physiotherapists and mental health workers.

Terms & Conditions of Employment





GP Federations offer a competitive remuneration package and terms and conditions of employment. Our employment practices and policies adhere to all relevant employment legislation, and we are committed to promoting diversity and equality of opportunity in employment for our staff. As well as the items listed below, Federations also offer occupational maternity, paternity, and adoption pay, as well as an occupational sick pay scheme.

Place of Employment

The successful candidate will be required to work flexibly across all GP Practices within the **Antrim Ballymena GP Federation** area.

All GP practices within this region can be viewed on our website via the link below:

[Northern GP Federation - GP Practices Interactive Map](#)

-  **Antrim Ballymena GP Federation**
-  Causeway GP Federation
-  East Antrim GP Federation
-  Mid Ulster GP Federation

As and when considered necessary, or appropriate, employees may be transferred to any location within their Federation area. Due to the nature of this role, you may be required to work at any place where the employer/Federation has service provision.

Employment Status

The successful candidate will be employed on a **Permanent** basis.

Working Hours / Pattern

The position is full time, working **37.5 hours** per week. Part-time working hours may be considered.

The normal working pattern will be 9am-5pm Monday to Friday with some flexibility to meet the requirements of the GP practice (distribution of working hours across the working week) will be determined by the GP Federation and must meet the business need of the GP Practice.

Reckonable Service

Previous employment with another Federation or another HSC employer may be considered in determining certain conditions for this post including annual leave and occupational sick pay.

Probationary Period

Appointment is subject to a six-month probationary period, during which time performance will be monitored.

Salary

Qualified GP Nurse:

£33,706 - £40,588 per annum

Equivalent of Band 6 level of AoC

Governance and Professional Indemnity

Professional indemnity is provided by the Federation via the Federation's supplier of choice; Medical Defence Union.

Indemnity cover for nurses will be provided and funded in full by the employing Federation for work undertaken as part of that employment.

Annual Holidays

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part time staff). Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

Statutory Holidays

You will receive the following Statutory (Public) Holidays with pay. Part time staff will receive a pro rata proportion of the bank holiday entitlement regardless of the days on which they are required to work. When the public holiday falls on a Saturday or Sunday; the 'substitute day' is normally the following Monday.

Public Holidays	
New Year's Day	Late May Bank Holiday
St Patrick's Day	12th July
Easter Monday	Summer Bank Holiday in August
Easter Tuesday	Christmas Day
Early Bank Holiday in May	Boxing Day

Occupational Sick Pay

Previous confirmed employment with another Federation, FSU or Health and Social Care Trust/Organisation, will be counted towards Occupational Sick Pay, unless there has been a break of 12 months or more.

- During the first year of service this will equate to one months' full pay and two months' half pay
- During the second year of service this equates to two months' full pay and two months' half pay
- During the third year of service this equates to four months' full pay and four months' half pay
- During the fourth and fifth years of service this equates to five months' full pay and five months' half pay
- After completing five years of service, you will receive six months' full pay and six months' half pay

Pension

This post will be pensionable from the date of commencement of employment.

GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria.

Mileage Claims

Costs associated with necessary business travel will be reimbursed. Members of staff will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. The work base will be agreed on appointment.

Employee Benefits

Additional benefits available to Federation employees include:

- Employee Assistance Programme (Health Assured)
- Cash Health Plan (Health Shield)
- Cycle to Work Scheme
- Techscheme
- Specsavers Eye Care Vouchers (for DSE users)
- Blue Light Card

Guidance Notes for Completing/Submitting Your Application Form

All sections of the application form must be completed in full. Please note shortlisting will be carried out based on the criteria set out in the Personnel Specification, using solely the information you provide on the application form. Therefore, you must ensure that your application form clearly indicates how you meet the criteria stated in the Personnel Specification, as failure to do so may result in you not being shortlisted. For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts).

Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.

Please note that essential and where relevant, desirable criteria may be used at shortlisting. Applicants should therefore make it clear on their application form whether they meet the desirable criteria, as per the Personnel Specification. Failure to do so may result in you not being shortlisted.

Candidates with a Disability

GP Federations are committed to ensuring that applicants with a disability have equality of opportunity and are considered solely on their merits. Therefore, if you require any assistance/reasonable adjustments during the recruitment process, please give details on your application form in the relevant section.

If you would like to speak to someone about reasonable adjustments, please contact Cathy Christie (Human Resources Officer) by email at cathy.christie@northernfsu.co.uk.

Return of Application Forms

This regional recruitment campaign is being facilitated by the Human Resources team of the Northern Federation Support Unit. Completed application forms should be returned via email to: hr@northernfsu.co.uk.

Application forms must be submitted by the stated closing date and time. **Late applications will not be accepted.**

Late Applications

Please note:

- It is your responsibility to check that your application has been submitted successfully. The FSU cannot be responsible for any technical problems you may experience and is not obliged to accept a late application from you in these circumstances.
- Additional information may not be included on your application after the closing date/time.

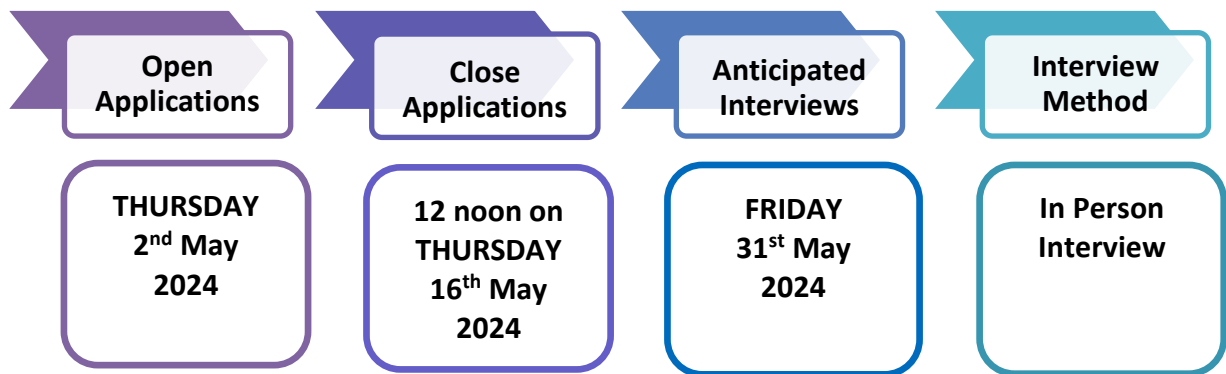
Late applications will not be accepted.

Further Information

We are happy to answer any queries you may have regarding the vacancy, please email hr@northernfsu.co.uk and your query will be directed to the appropriate person.

PLEASE NOTE: All formal communication in regard to the application and recruitment process will be made via email and phone, so please ensure to supply a phone number and current email address which is checked regularly (including junk folder).

Recruitment Process



Following the interview, you will be notified that:

- (1) you have been successful at interview and will be made a job offer **OR**
- (2) you have been successful at interview and are on the waiting list pending an offer being made **OR**
- (3) you have been unsuccessful at interview.

References will be sought for all successful candidates. Please note this occurs in advance of a job offer being made. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

Reserve List Principles

Following interview, once all immediate vacancies have been filled, a **12 month** reserve list will be created for vacancies arising with candidates ranked in order based on their performance at interview.

Offers from the reserve list will then be made when vacancies become available in rank order.

The following rules will be applied:

- Formal offers of posts will be issued by email to the email address given at the point of application. Offer emails will require a response of acceptance or decline within 2 working days of issue. If the applicant does not contact the Recruitment Team within 2 working days of issue, then the Recruitment Team will move to the next person on the reserve list.
- In such instances the applicant will retain their rank order and will be contacted again when another suitable vacancy arises.
- If an applicant declines or does not respond to an offer which matches their stated preferences on 3 separate occasions, the applicant's name will be removed from the reserve list and they will not be considered any further, unless mitigating circumstances can be demonstrated.

For permanent offers, once an applicant has been offered and accepted a permanent post, they will be removed from the waiting list. If an applicant accepts an offer for a GP Federation Area but subsequently refuses the offer, they will be removed from the waiting list, unless mitigating circumstances can be demonstrated

If an applicant accepts or refuses a temporary offer, they will retain their rank order on the list and will be contacted again when another vacancy arises. If an applicant accepts a temporary offer but is also on the permanent list, they will retain their place on the permanent list.

Pre-Employment Checks

The following pre-employment checks will be carried out prior to appointing someone to a post:

References

All appointments are subject to two satisfactory references being received. Please be specific when providing addresses/contact details for your referees. One of your references must have knowledge of your present work/or most recent employment & be in a supervisory/managerial capacity. Please note that we always seek a reference from your last employer, where applicable. **References will be requested only after a job offer has been made.**

Professional Registration/Qualification Checks/Verification of Identity

Human Resources will carry out checks to confirm professional registration and any qualifications which are listed as essential in the Personnel Specification. You will also be required to produce original documents to verify your identity, one of which must be photographic identification.

Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this within a reasonable time period (**10 working days from conditional offer of appointment**) the offer may be withdrawn.

If successful, candidates will be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g., Passport/travel documents. Failure to do so will result in non-appointment.

Health Assessment

Appointments may be subject to assessment by the Occupational Health service.

Access NI Checks

As part of the Recruitment and Selection process it will be necessary to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed. The above checks must be completed before an appointee commences employment.

A criminal record will not necessarily be a bar to obtaining a position.

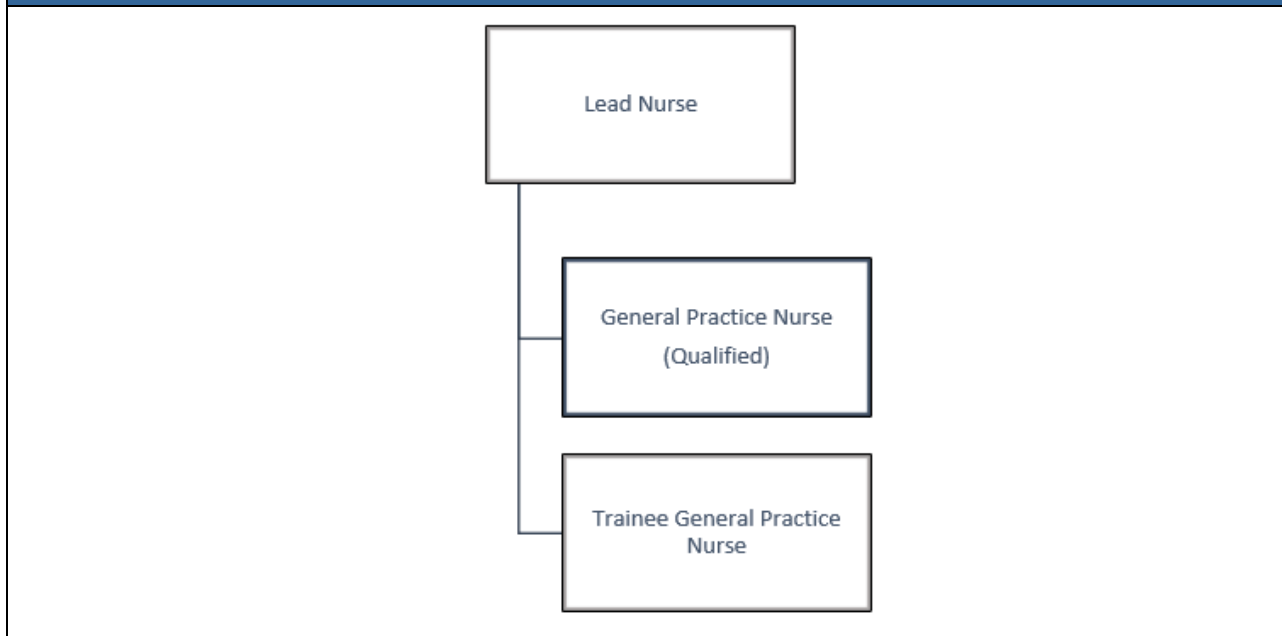
The GP Federation Support Unit has a policy on the recruitment of ex-offenders and a policy on the secure handling, use, storage, and retention of disclosure information. Both policies are available to all applicants on request. Please contact hr@northernfsu.co.uk.

The GP Federation Support Unit adheres to the AccessNI Code of Practice, please see:

<https://www.nidirect.gov.uk/publications/accessnicode-practice>.

Job Title	General Practice Nurse (GPN) – Qualified
Federation	Designated GP Practice(s) in Federation area
Reports To	Lead Nurse in Federation Practice Supervisor/Mentor in designated GP Practice(s)
Salary	£33,706 - £40,588 per annum (Band 6 equivalent)
Location(s)	Working in designated GP practices within Antrim and Ballymena GP Federation
Hours of Work	37.5 hours per week (part-time hours may be considered)

Organisational Chart:



Job Purpose:

The General Practice Nurse post-holder will provide nursing services to the practice population through evidence based, quality focused care. Within the scope of practice, and as appropriate to the role, the post-holder will undertake a range of nursing assessments, providing safe, effective, and person-centred care/treatment in partnership with GPs, Advanced Nurse Practitioners, and other members of the MDT. Working within practice policy, protocols and DoH service frameworks, the post-holder will strive to improve standards of care for patients and their families and be involved in identifying practice population needs.

The General Practice Nurse will be involved in Long Term Conditions management. The post-holder will have knowledge of the GMS contract, NICE Guidelines and The Quality and Outcomes Framework (QOF) and will work within the current NMC Code and to agreed practice standards and protocols. The post-holder will facilitate clear communication between clinical, administrative and community teams to ensure consistency in care and treatment for patients and their families.

Main Duties and Responsibilities:

Clinical Practice

The GPN will:

1. Provide assessment, treatment, screening and health education services and advice, working in accordance with local and national protocols, guidelines, NICE guidelines, and the NMC Code including the Quality and Outcomes Framework (QoF)
2. Provide person-centred nursing care which encompasses the core HSC values of Compassion, Openness and Honesty, Collaboration and Excellence (DoH 2018) (NMC The Code, 2018)
3. Provide day-to-day supervision and/or clinical supervision to members of the General Practice team
4. Evaluate and adapt care using evidence-based practice, in consultation with colleagues for ongoing care delivery and team education, quality improvement and audit
5. Deliver nurse-led clinics for a range of long-term conditions and public health activities where appropriate training has been provided
6. Keep accurate, contemporaneous records in accordance with the General Practice policies, GDPR (2018), General Practice IT Systems, NMC Code and current NI standards for nursing and midwifery practice
7. Communicate effectively with patients, families/carers ensuring they are involved in decisions about their care/treatment and where relevant support the patient with self-management of their condition
8. Communicate effectively with all members of the multi-disciplinary team, including General Practice Nurses and GPs to ensure the delivery of quality integrated care
9. Provide brief focused lifestyle advice to enable self-management for patients whose health, including mental health, could be at risk
10. Adhere to Department of Health and Nursing and Midwifery Council's guidance for the safe handling, administration, storage, cold chain, custody and disposal of medicinal products including vaccines
11. Adhere to the General Practice guidelines, policies and procedures
12. Participate in public health initiatives to improve the health of the practice population including health promotion, prevention of ill health and accidents. Other health promotion may include Breast & Cervical screening services, Healthy Leg clinics and support for vaccination programmes as set out by JCVI and DoH to promote Health & Well-being
13. Investigate concerns raised, act in accordance with the current NMC Code and the General Practice guidance and escalate if necessary. Ensure appropriate feedback to those concerned and implement recommendations

Education and Learning

The GPN will:

1. Maintain professional registration on the NMC register, ensuring adherence to annual renewal and the three yearly revalidation requirements
2. Take responsibility for own personal/professional development, providing sufficient evidence of the achievement of set objectives through individual performance and the review process
3. With line manager, plan and identify personal development needs to meet any gaps in clinical practice and develop a personal plan which maintains Continuous Professional Development (CPD) and addresses any knowledge and/or skill deficits in support of clinical practice
4. Participate in clinical supervision, appraisal and other development opportunities and support
5. Participate in the preceptorship and supervision of others
6. Undertake Quality 2020 Level 1 and Level 2 Attributes Framework training

Research and Evidence-Based Practice

The GPN will:

1. In conjunction with GP practice staff participate in research, data collection, audit and quality improvement activities to support continuous improvement of patient care and services
2. Seek feedback from patients, their families and carers to inform improvements in care and services. Be able to communicate to patients the evidence underpinning their care

Leadership and Management

The GPN will:

1. Adhere to Health and Safety policy and statutory regulations
2. Report any signs of ill health in colleagues
3. Delegate appropriately to staff in accordance with the DoH Delegation Framework (2019)
4. Prioritise work to be an effective member of the general practice team
5. Monitor and evaluate the provision of nursing care against local governance arrangements
6. Contribute to General Practice team meetings and other multi-disciplinary forums
7. Report any adverse incidents, accidents or near misses and undertake analysis, in line with local policies and professional duty of candour
8. Adhere to the local whistleblowing policy and raise concerns appropriately
9. Adhere to financial and resource allocation to ensure budgets are not overspent
10. Take charge, when necessary, as part of continuing professional and managerial development

General Responsibilities

The General Practice Nurse is required to promote and support the mission and vision of the service for which they are responsible:

1. At all times provide a caring service and to treat those with whom the post-holder comes into contact with in a courteous and respectful manner
2. Demonstrate their commitment by regular attendance and the efficient completion of all allocated tasks
3. Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations
4. Adhere to Equality and Good Relations duties throughout the course of their employment, as in Section 75 of the Northern Ireland Act 1998
5. Ensure the ongoing confidence of the public in-service provision
6. Support the organisation in complying with its obligations under Human Rights legislation
7. Maintain high standards of personal accountability

Record Management:

All employees are legally responsible for all records held, created or used as part of their business, including patient, corporate and administrative records whether paper based or electronic and including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998 and General Data Protection Regulations (GDPR). Employees are required to be conversant with the GP Federation policy and procedure on records management and to seek advice if in doubt.

Other Responsibilities:

Environmental Cleaning

The GPN will recognise, adhere to and promote the key principle that “ Cleanliness matters is everyone’s responsibility, not just the cleaners” .Whilst there are staff employed who are responsible for cleaning services, all employees have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, visitors, staff and members of the general public.

Infection Prevention and Control

The GPN is committed to reducing Healthcare associated infections (HCAIs) and staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:

1. Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’)
2. Using the correct ‘7 step’ hand hygiene technique
3. Being ‘bare below the elbows’ when in a clinical environment
4. Following Federation policies and the Regional Infection Control Manual
5. Wearing the correct Personal Protective Equipment (PPE)
6. Ensuring correct handling and disposal of waste (including sharps) and laundry
7. Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised
8. Ensuring compliance with High Impact Interventions

Equal Opportunities:

The GP Federation is an Equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religious belief, political opinion, race, gender, marital status, dependants, age, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement and promote equality of opportunity.

This job description is not meant to be definitive and may be amended to meet the changing needs of the Employer.

PERSON SPECIFICATION: General Nurse Practitioner - Qualified (Primary Care)

ATTRIBUTES	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Registered Nurse Adult: First level on the NMC Register <p>AND</p> <ul style="list-style-type: none"> ▪ Possess a Post Graduate Certificate/Advanced Certificate in General Practice Nursing 	<p>Application Form / NMC Register</p> <p>Provision of qualifications certificates</p>
EXPERIENCE	<ul style="list-style-type: none"> ▪ A minimum of 2 years post registration experience, one of which must be in a General Practice nursing setting 	<p>Application Form</p> <p>Interview</p> <p>Employment References</p>
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Applicants must demonstrate full understanding of the current NMC Code and Scope of Professional Practice ▪ Applicants must demonstrate sound clinical knowledge of current nursing practice 	<p>Application Form</p> <p>Interview</p>
SKILLS & ABILITIES	<ul style="list-style-type: none"> ▪ Applicants must demonstrate the ability to communicate assertively, effectively and sensitively with patients and clients and across a range of workplace situations ▪ Applicants must demonstrate the ability to take responsibility for their own learning ▪ Applicants must demonstrate the ability to effectively organise and plan their work ▪ Applicants must demonstrate the ability to work effectively as part of the multidisciplinary team ▪ Applicants must be able to demonstrate IT literacy – e.g. use computers effectively, including Microsoft Office and/or other relevant systems 	<p>Application Form</p> <p>Interview</p>
CIRCUMSTANCES	<ul style="list-style-type: none"> ▪ The successful candidate must hold a full current driving license (valid in the UK) and have access to a car at the closing date or have access to a form of transport which will permit the applicant to carry out the duties of the post in full. <i>This relates only to any person who has declared that they have a disability that debars them from driving.</i> 	<p>Copy of driving licence will be required and/or evidence of mobility to undertake the duties of the post</p>

Whilst the essential criteria detailed within this Personnel Specification will form the basis for shortlisting, the GP Federation reserves the right to enhance using the desirable criteria to facilitate shortlisting.

The GP Federation is an Equal Opportunities Employer



WE ARE HIRING
QUALIFIED
GENERAL PRACTICE NURSE
(GPN/AB/05/24)

Here at the Antrim & Ballymena GP Federation, we work as a team of professionals, supporting our local GPs to focus on ensuring they provide the best clinical outcomes for patients while improving the quality of care provision

Salary: £33,706 - £40,588 per annum
Contract: Permanent
Hours: 37.5 hours per week
(Part-time hours may be considered)
Location: Antrim & Ballymena GP Federation

FOR FURTHER INFORMATION & TO DOWNLOAD AN APPLICATION PACK VISIT
WWW.NORTHERNFSU.CO.UK/CAREERS
OR
WWW.NIJOBFINDER.CO.UK

Alternatively contact **Human Resources** on 028 9620 8333 OR email hr@northernfsu.co.uk to request an application pack

A RESERVE LIST WILL BE COMPILED FOR SIMILAR VACANCIES WHICH MAY ARISE WITHIN THE NEXT 12 MONTHS

It will be necessary to carry out an Enhanced Disclosure check through AccessNI prior to appointment

Closing Date for Completed Applications
12 noon on Thursday 16th May 2024

Anticipated Interview Date
Friday 31st May 2024

THE FEDERATION IS AN EQUAL OPPORTUNITIES EMPLOYER



Appendix B:

GP PRACTICES in ANTRIM BALLYMENA GP FEDERATION

PRACTICE	TOWN
CRUMLIN MEDICAL PRACTICE	Crumlin
MAINE MEDICAL AHOGILL	Ahoghill
BERNAGHMORE MEDICAL PRACTICE	Ballymena
ANTRIM CASTLE SURGERY	Antrim
ORIEL SURGERY	Antrim
CULLYBACKEY MEDICAL PRACTICE	Cullybackey
THE GABLES MEDICAL CENTRE	Ballymena
BALLYMENA FAMILY PRACTICE	Ballymena
BROUGHSHANE MEDICAL CENTRE	Broughshane
PORTGLENONE HEALTH CENTRE	Portglenone
SEVEN TOWERS PRACTICE	Ballymena
SMITHFIELD MEDICAL CENTRE	Ballymena
KELLS & CONNOR MEDICAL CENTRE	Kells
THE FAMILY PRACTICE	Antrim
ANTRIM HEALTH CENTRE	Antrim
MAINE MEDICAL CULLYBACKEY	Cullybackey
ANTRIM HEALTH CENTRE	Antrim
BRAIDVIEW MEDICAL PRACTICE	Ballymena
TOOME SURGERY	Toomebridge
THE HEALTH CENTRE	Randalstown
GLENS OF ANTRIM MEDICAL CENTRE	Cushendall
ROCKFIELD MEDICAL CENTRE	Ballymena
OLD BANK SURGERY	Ballymena