



EAST ANTRIM  
GP FEDERATION

# GENERAL PRACTICE PHARMACIST

## APPLICANT INFORMATION PACK

GPP/EA/05/26



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## Vacancy Information

We are delighted to announce that a vacancy has arisen within the **East Antrim GP Federation** for the position of **General Practice Pharmacists** (Fixed Term for 2years).

We seek to recruit:

<b>WTE</b>	<b>Work Location</b>
1.6	See Appendix B

Part-time working may be considered.

The Federation will compile a 12 month reserve list for similar vacancies in this particular federation area.



## 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 is designed to provide you with a brief overview of the role of GP Federations, the terms and conditions of employment within GP Federations and information which should assist you in the completion of your application form.

Thank you for your interest in applying for a position within GP Federations and we look forward to receiving your application.

Should you wish to find out more about the Federation and its work, please visit our website [www.northernfsu.co.uk](http://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 Federations

The Federations exist in the following locations:

- **NORTHERN Area (4):**  
Causeway / Antrim Ballymena / East Antrim / Mid Ulster
- **EASTERN Area (8):**  
North Belfast / South Belfast / East Belfast / West Belfast / Ards / North Down / Down / Lisburn
- **SOUTHERN Area (3):**  
Newry & District / Craigavon / Armagh & Dungannon
- **WESTERN Area (2):**  
Derry / South West



## **The Federation Support Unit (FSU)**

Each area has established and incorporated an FSU. 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 they provide the best clinical outcomes for their patients while improving the quality-of-care patients 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, General Practice Pharmacy, Advanced Nurse Practitioners, 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 senior mental health practitioner.



## JOB DESCRIPTION

**JOB TITLE** General Practice Pharmacist(s)

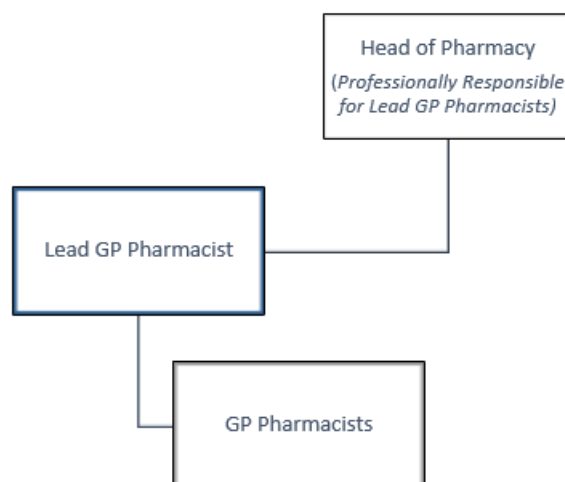
**FEDERATION** East Antrim GP Federation

**REPORTS TO** Lead General Practice Pharmacists

**NUMBER OF DIRECT REPORTS** Not Applicable

**LOCATION(S)** Working in designated GP practices within East Antrim GP Federation area

## ORGANISATIONAL CHART



## Job Purpose

Working as part of a team, the postholder will have and will develop clinical pharmacy skills that will improve safety, efficiency, effectiveness and consistency of prescribing in primary care.

All activity will be agreed according to the Federation prescribing action plan and as part of the planning process with the relevant GP practice/s. Clinical patient facing activities will only be undertaken with the agreement of GPs in the practice.



## MAIN RESPONSIBILITIES

### Improving Safety

The post holder will:

- Develop, implement and manage the repeat prescribing system within GP Practices. Manage the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions and reviewing medicines reaching review dates and flagging up those needing a review to the GP. Audit the system annually and develop and update the repeat prescribing protocol accordingly.
- Review medication requests, repeat prescriptions and hospital discharge summaries on behalf of the practice, working with GP staff to ensure appropriate decisions are made and safe, appropriate systems are operating.
- Ensure that all medicines are reconciled within 5 days of receipt of information associated with patient discharge. Gather and review all required patient information and liaise with relevant hospital, community and primary care colleagues to ensure the practice manages medicines correctly following transfer of care
- Utilise medicines information skills to undertake at least annual outcome focussed medication reviews considering all sources of medical and pharmaceutical information regarding the individual patient. Apply medicines optimisation principles for patients on 4 or more repeat medications, care home residents and the frail and elderly.
- Develop and manage prescription form security protocols and processes to ensure safe handling of prescription forms in the practice setting.
- Highlight to professional lead any issue which impacts on ability to deliver an equitable clinically effective service and assist in identifying possible solutions.
- Communicate complex pharmaceutical information regarding all aspects of medicines use in an understandable form patients and carers using negotiation, persuasion, motivation and counselling skills. This may include situations where there are barriers to understanding.
- Appropriately influence multi-disciplinary, general practice, and other healthcare teams within the Federation on prescribing and medicines management issues and network to promote the delivery of a high level of clinically effective care.

### Independent Prescribing

The post holder will:

- Utilise the Independent Prescribing qualification, when achieved, as required and advised by the Lead GP Pharmacist and Federation.
- Undertake a prescribing role as appropriate.

### Improving Quality

The post holder will:

- Improve prescribing quality through implementation of and compliance with the NI Formulary in particular those sections which are a priority for the practice and Federation including antimicrobial agents
- Responsible within the practice for facilitating implementation, monitoring and evaluation of disease management guidelines and related prescribing policies. Support and provide assistance to GP and nurse colleagues to achieve this.
- Work closely with the GPs, nurses and other practice healthcare staff to resolve day-to-day medicines issues through the application of pharmaceutical knowledge and expertise



- Undertake prescribing as soon as possible after appointment for an agreed cohort of patients as defined by competency and need
- Utilise expert pharmaceutical knowledge to create care plans in an agreed format for patients with long term conditions in partnership with GP clinical leads
- Analyse and interpret complex information from a variety of sources regarding individual patients including biochemistry, medication and clinical condition.
- Ensure consistency in prescribing across practices within the Federation
- Make effective use of practice systems to improve the health of patients e.g., through development and implementation of searches and audit

### **Improving Efficiency and Cost Effectiveness**

The post holder will:

- Assist practices in delivering DHSSPSNI priorities and plans for medicines optimisation, health and well-being.
- Reduce levels of prescribing expenditure as appropriate in accordance with targets.
- Responsible for facilitation and development of organisational structures within each designated practice to manage all elements of prescribing including repeat and acute prescribing systems, generic prescribing, adoption of therapeutic tendering choices and product standardisation choices
- Establish and run searches using the practice clinical system, working in partnership with practice staff and the HSCB Pharmacy and Medicines Management staff to identify areas for improvements in quality and reductions in cost of prescribing
- Use practice systems and other technology appropriately to assist in the delivery of coordinated, appropriate care
- Develop systems and processes to carry out regular analysis of the practice's prescribing i.e., data from practice clinical system, prescribing statements and Compass Reports to enable management of practice prescribing budget, identification of prescribing trends and to achieve the objectives of the GPP Business Case.
- Responsible for interpreting the above data and making practice recommendations for cost-effective, rational and safe prescribing based on same.
- Produce regular detailed reports on practice progress on reducing prescribing cost and achieving objectives and contribute to the collation of outcome data in order to evaluate the GPP role.
- Utilise relevant software for the recording of the interventions carried out and contribute to the development of the systems for intervention recording

### **Governance**

The post holder will:

- Undertake regular clinical audit
- Participate in organisational audit as required
- Provide a training resource for primary care Health Care professionals and other relevant staff with respect to prescribing and medicines management.
- Comply with clinical governance policies of the practices and the Federation and apply clinical governance principles consistently
- Have regard to competency standards required of all prescribers
- Be aware of and reflect advice/requests in respect of good practice and professional guidance provided to the practice multidisciplinary team e.g., from GMC, NMC and RCGP



- Be aware of the legal and professional issues pertinent to working as a General Practice Pharmacist including duty to maintain effective registration and comply with requirements for fitness to practice, accountability and delegation
- Utilise the resources produced by the HSCB Pharmacy and Medicines Management Team as appropriate to your daily activity
- Undertake appropriate CPD to maintain competence for the tasks that are required; assess competence against criteria tailored to working as part of a practice team e.g., NICPLD General Practice Pharmacist Programme. Provide onward dissemination of this where appropriate.
- Contribute to incident reporting and participate in risk management systems. Collaborate with the Lead General Practice Pharmacist, other General Practice Pharmacists and the Federation Head of Pharmacy as appropriate in resolving and managing incidents.

### **Team Working and Development**

The post holder will:

- Undertake required post-registration Pharmacist Foundation Programme
- Undertake required Independent Prescribing qualification, if not already achieved
- Participate in personal appraisal processes
- Undertake and keep up to date with relevant mandatory training
- Support and deliver enhanced liaison and closer working with local community pharmacists
- Be aware of and comply with organisational policies including those relating to health and safety
- Work collaboratively with other prescribing support pharmacists within the Board area to assess need, establish priority and monitor standards of practice in relation to prescribing.
- Act as the medicine's expert within the practice. Work within the multi-disciplinary team to plan, organise and deliver medicines related changes within the practice.
- Plan and manage own time effectively and fulfil work requirements and commitments to a high standard, without compromising own health and wellbeing.

### **Record Keeping**

The post holder will:

- Maintain clinical records in line with practice and regional standards for information governance
- Comply with GP practice and regional standards on data protection, confidentiality, information sharing, safeguarding, consent, mental capacity, duty of care, duty of candour, duty to raise concerns, vicarious liability etc.
- Ensure all public and patient communication about clinical and operational pharmacy services is of the highest professional standard



## Person Specification

Criteria		Essential OR Desirable	Method of Assessment
<b>PROFESSIONAL REGISTRATION</b>	Registration with the Pharmaceutical Society of Northern Ireland (PSNI) or eligible for membership.	Essential	Application Form
<b>QUALIFICATIONS</b>	Possess an Undergraduate degree in Pharmacy	Essential	Application Form
	Be willing and committed to undertake the required post-registration Pharmacist Foundation Programme (at the earliest opportunity on coming into post).	Essential	
	Registered as an Independent Prescriber <b>OR</b> Be willing and committed to undertake the required Independent Prescribing qualification at the appropriate point, as determined by the Lead GP Pharmacist	Essential	
<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	By <b>1<sup>st</sup> September 2026</b> , applicants must have a minimum of 3 years post – registration experience in pharmacy.	Essential	Application Form / Interview
	In-depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare	Essential	
	Be able to demonstrate knowledge of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing	Essential	
	Experience in use of IT systems	Essential	
	Experience within General Practice Pharmacy	Desirable	Application Form
<b>PERSONAL ATTRIBUTES</b>	Ability to maintain confidentiality and discretion.	Essential	Questions asked at Interview
	Ability to work on own initiative as well as part of a team.	Essential	Employment References
	Sound interpersonal skills	Essential	



<b>PERSONAL CIRCUMSTANCES</b>	The successful candidate must hold a full current driving license (valid in the UK) and have access to a car or have access** to a form of transport which will permit the applicant to carry out the duties of the post in full.  <b><i>(** this relates only to any person who has declared that they have a disability, which debars them from driving).</i></b>	Essential	Application Form  Copy of driving licence will be required and/or evidence of mobility to undertake the duties of the post
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Candidates who are shortlisted for interview will need to demonstrate that they have the required competencies to be effective in this demanding role. The competencies required are detailed in the Job Description and the Skills, Knowledge and Experiences sections of this Job Description & Person Specification.

***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 Federation is an Equal Opportunities Employer***



# Training & Development Opportunities

## GP PHARMACIST

GP Federations are committed to providing training and development opportunities to Pharmacy staff from the beginning of employment to equip them for their role within General Practice.

Following commencement of employment GP Pharmacists will be required to undertake the post-registration Pharmacist Foundation Programme.

In addition, for staff who join without already being registered as an Independent Prescriber (IP), they will be required to undertake the IP qualification in the early years of employment within a reasonable timeframe determined by their Lead GP Pharmacist and Federation.

Tuition fees for both qualifications are centrally funded. Whilst study time is provided, it is anticipated that staff will also commit an appropriate amount of time outside of work to successfully complete both qualifications.

### Post-registration Pharmacist Foundation Programme

Once in post, a new GP Pharmacist will be required to undertake the post-registration Pharmacist Foundation Programme at the earliest opportunity.

The programme has been specifically developed to support pharmacists working within General Practice. The programme is work-based consisting of live workshops, webinars and the development of a portfolio to evidence developing competence against the competencies within the Foundation Pharmacy Framework. The programme aims to develop these competencies within the GP practice setting. Participation in the programme will also help individuals to develop skills in relation to portfolio development, thereby preparing them for the Independent Prescribing (IP) programme.

As GP Pharmacists have at least three years post-registration experience, it is anticipated that the majority of participants will complete the programme within 16-18 months of commencement.

For further information, please see <https://www.nicpld.org/courses/fp/PBP/>

### Independent Prescribing Qualification (IP)

On completion of the post-registration Pharmacist Foundation Programme, GP Pharmacists are required to undertake the Independent Prescribing Course. This post-graduate Certificate course is divided into four modules and runs over a ten-month period. It includes 12 days' learning in practice, the purpose of which is to enable the student to transfer their learning from the theory element of the course and to develop and practise clinical examination skills relevant to the condition(s) for which they intend to prescribe. The pharmacist may complete their learning in practice at any point during the ten-month period.

On successful completion of the course, the GP Pharmacist's registration will be annotated accordingly, and a prescribing role undertaken as required and as appropriate. This role will be advised by the Lead GP Pharmacist and Federation.

For further information, please see <https://www.nicpld.org/courses/ip/>



## Recruitment Process



### Return of Application Forms

Application forms can be completed and returned via email to [hr@northernfsu.co.uk](mailto:hr@northernfsu.co.uk)

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

#### Please note:

- It is your responsibility to check that your application has been submitted successfully. GP Federations are not 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.

### Interview Outcome

Following the interview:

You will be notified that: (1) you have been successful at interview and will be placed on the Federations waiting list OR (2) you have been unsuccessful at interview.

### References

References will be sought for all successful candidates at job offer stage. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

### Reserve List

Following interviews, a reserve list may be compiled for future same or similar vacancies arising. The reserve list will normally be held for **12 months**.



## 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. Both referees should be from an employment background.

### 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. The successful candidate 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 the offer being withdrawn.

### Health Assessment

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

### Criminal Records 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 a final offer of employment is made. 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](mailto: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>.



# 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 based within **East Antrim 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 **Fixed Term (2 Year)** basis.

## Working Hours / Pattern

The successful candidates will be required to work **37.5 hours per week**. The Federation is willing to consider part-time working on request.

Working pattern (distribution of working hours) will be determined by the GP Federation and must meet service needs of the GP Federation.

A number of Flexible Working provisions are offered by the Federation, what provisions are available depends on the role being undertaken. For further detail please contact [hr@northernfsu.co.uk](mailto:hr@northernfsu.co.uk).

## Reckonable Service

Previous (verified) employment with another Federation or another HSC employer may be considered in determining certain conditions for this post.

## Salary

**£46,981 - £50,706 per annum.**



## 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 month's 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.

The HSC Pension Scheme is a defined benefit scheme and scheme members receive an excellent package of pension benefits which are index linked and guaranteed by Government.

Employer contribution rate of **23.2%**.

Please see <https://hscpensions.hscni.net/> for further information.



## **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:

- Access to HSC Pension Scheme (with 23.2% employer contribution)
- 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
- Fleet Scheme



## Tips 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); and number, expiry date and nature of professional registration (including part/branch of the register as appropriate).

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 or not 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 [hr@northernfsu.co.uk](mailto:hr@northernfsu.co.uk).



## Appendix A: Job Advertisement



 **EA Fed**  
EAST ANTRIM FEDERATION

**SEEKS TO RECRUIT**

# General Practice Pharmacists

(GPP / EA / 05 / 26)

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**Salary:** £46,981 - £50,706 per annum  
**Contract:** Fixed Term (for 2 years)  
**Hours:** Full-Time - 37.5 hours per week  
(Part-Time Working may be considered)  
**Location:** East Antrim GP Federation Area

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THE SUCCESSFUL CANDIDATES MAY ONLY TAKE UP POST ONCE 3 YEARS POST REGISTRATION EXPERIENCE HAS BEEN ACHIEVED

FOR FURTHER INFORMATION & TO DOWNLOAD AN APPLICATION PACK VISIT  
[WWW.NORTHERNFSU.CO.UK](http://WWW.NORTHERNFSU.CO.UK)

Alternatively contact HR on 02896208333 or via email to [hr@northernfsu.co.uk](mailto:hr@northernfsu.co.uk) to request an application pack

**Closing Date:** 12 noon on **Monday 25<sup>th</sup> May 2026**  
**Interview Date:** **W/C 11<sup>th</sup> June 2026**

THIS APPOINTMENT IS SUBJECT TO AN ENHANCED ACCESS NI DISCLOSURE  
THE FEDERATION IS AN EQUAL OPPORTUNITIES EMPLOYER

**APPLY NOW**





## Appendix B: GP Practices of East Antrim GP Federation

<b>PRACTICE</b>	<b>TOWN</b>
Templepatrick Surgery	Templepatrick
Rosehall Medical Practice	Newtownabbey
Glengormley Practice	Glengormley
Meadowbridge Surgery	Whitehead
Old School Surgery	Greenisland
Scotch Quarter Practice	Carrickfergus
Inver Surgery	Larne
Corran Surgery	Larne
The Castle Practice	Carrickfergus
Victoria Surgery	Larne
Larne Health Centre	Larne
Whitehouse Practice	Newtownabbey
Ballyclare Group Practice	Ballyclare
Abbots Cross Medical Practice	Newtownabbey
Tramways Medical Centre	Newtownabbey
Notting Hill Medical Practice	Newtownabbey