



# GP with Enhanced Skills (GPES) In Gynae Services

Northern GP Federation Support Unit

Ref: **GPES/GY/11/25**

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## Applicant Information Pack

**December 2025**

## Contents

Introduction .....	3
Northern Ireland GP Federations .....	3
GP Elective Care Services .....	6
Recruitment & Selection Process .....	7
Tips for completing / submitting your Expression of Interest Form .....	8
Terms & Conditions of Engagement .....	10
Job Description .....	11
Person Specification .....	14
Appendix 1: Job Advertisement .....	16

## Introduction

To provide the best possible healthcare for the people we serve, it is essential that GP Federations attract and retain suitably qualified and experienced individuals who are 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 engagement within GP Federations and information which should assist you in the completion of your Expression of Interest form.

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

## Northern Ireland GP Federations

### Introduction

Evidence from both the Royal College of GPs and the Kings Fund points to the fact that it is vital that GP Federations, are uniquely placed at the centre of the primary care arena, and that they can pave the way for greatly improving quality standards and accessibility to care.

GP Federations not only provide better outcomes for patients but will also result in significant and sustainable efficiencies for the service.

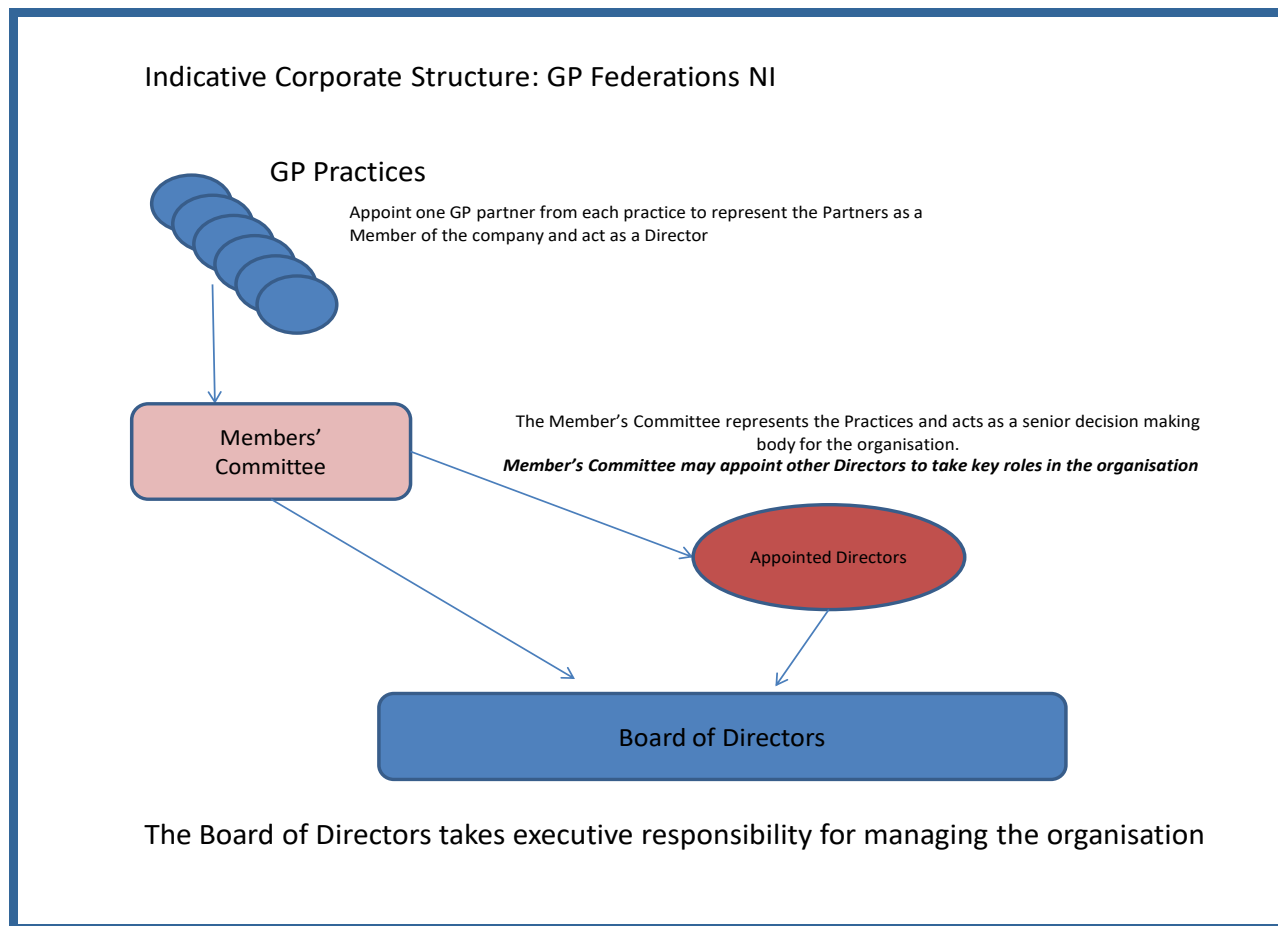
As well as this priority objective, Federations will act as a catalyst for better outcomes in the other major strategic objectives of our service namely, GMS PLUS/SHIFT LEFT/TYC/Donaldson/GP recruitment/Federation alignment to trusts and other key stakeholders/out of hours/7 day working/potential gains/improved efficiency/better patient outcomes/sustainability/reform.

**In Northern Ireland the creation of the Federation model has been both led and funded by GPs themselves.**

### Key Components of the Northern Ireland GP Federation Model

- An average size of a GP Federation is circa 100,000 patients with 20 practices.
- Their boundaries are in line with the current boundaries for Integrated Care Partnerships.
- Each Federation has been established as a Community Interest Company Limited by Guarantee in the not-for-profit sector.
- Currently there are 17 Federations incorporated covering 1.8 million of a patient population.
- Northern Ireland is the only part of the United Kingdom that has a unified model of Federations governed by a unified Members Agreement covering its entire population.
- Governance arrangements are as outlined in Fig 1.

**Figure 1**



Within this organisational model the GP practice is sovereign with the number of “Member Directors” being one per practice. Member Directors have formed a Members’ Committee in which the major governance authority of the organisation is vested.

The Members’ Committee have the authority to appoint “Directors” in line with the rules of the Members Agreement. It is these Directors that form the “Board of Directors” who are charged within the delegated authority of the members to take responsibility for the managing of their own Federation.

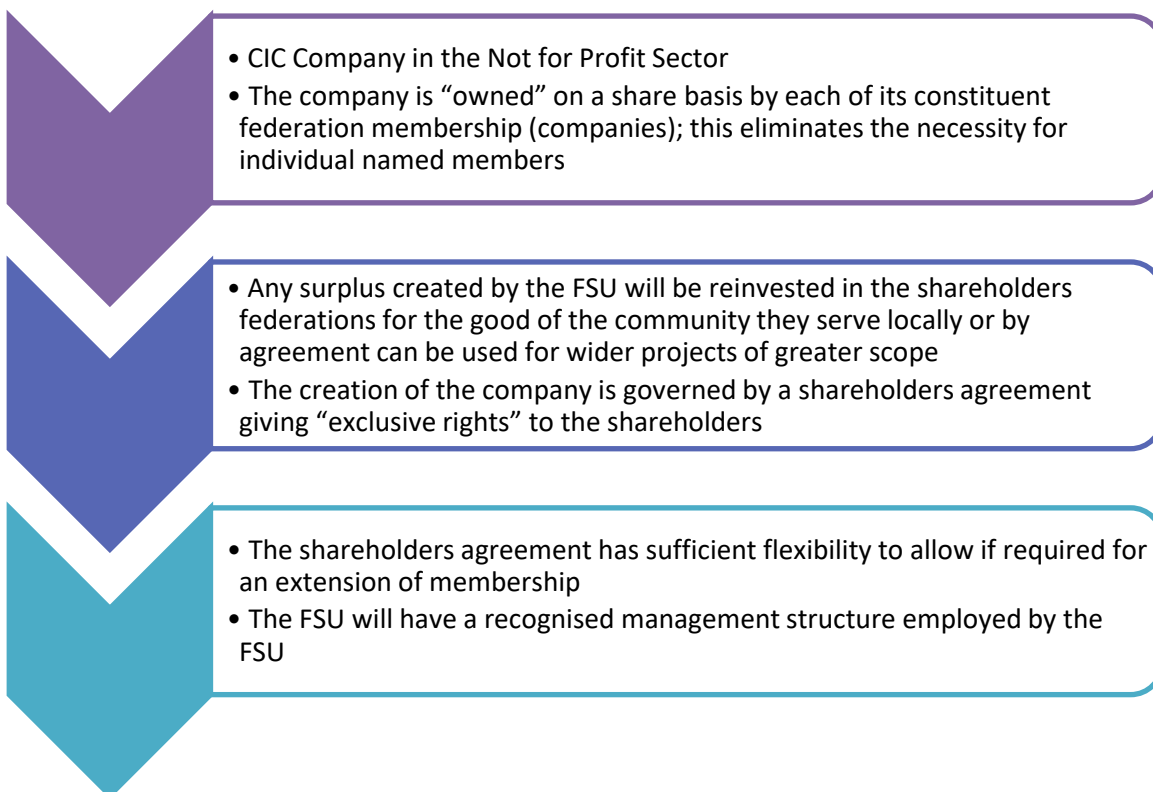
## The Federations

The Federations exist in the following locations:



## The Federation Support Unit (FSU)

The Federation Support Unit is a community interest company and has the following organisational attributes:



The FSU has been designed to provide federation members with excellent, affordable support initially in the provision arena.

Some examples of FSU functions include central management expertise and specialists, planning, accounting, contracting, communication both internal and external and human resources. It is envisaged that the FSU will outsource as many of these services as possible.

The core purpose therefore 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”***

## **GP Elective Care Services**

GP Elective Care Services (GPECS) aims to improve patient care by harnessing and developing skills which may not be available in all practices. Services are based in host GP Practices and facilitated by GPESs. This provides an alternative referral pathway for GP's.

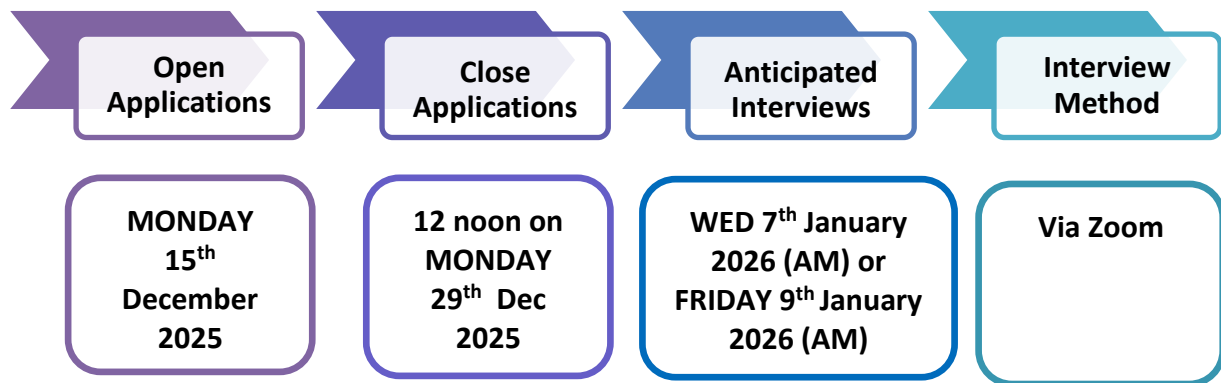
Services currently running in the Northern GP Federation area:

- Dermatology
- MSK
- Primary care skin surgery
- Gynaecology
- Vasectomy

As well as providing the above clinical services, GPESs deliver relevant educational webinars via the "Confidence in ...." series. These primary care focused talks are presented by working GPs with an interest in each area. The webinars can be watched live or viewed as a recording, with CPD certificates available for attendance. Recordings can be viewed, and places booked with the link below:

<https://gpecs.easternfsu.com/>

## Recruitment Process



## Pre-employment checks

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

### 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.

### 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. As part of the Federation's pre-employment checks, the Northern Ireland Primary Medical Performers List (PMPL) held by HSCB, will be checked and verified. If an applicant is not registered on this list the offer will be withdrawn.

If successful, appointees 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.

### Criminal Records Checks

As part of the Recruitment and Selection process it may 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 GPES may be engaged to deliver services.

## Tips for Completing / Submitting your Expression of Interest Form

All sections of the Expression of Interest 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 form. Therefore, you must ensure that your 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 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 [cathy.christie@northernfsu.co.uk](mailto:cathy.christie@northernfsu.co.uk).

### Return of Expressions of Interest Forms

Expression of Interest forms should be completed and returned via email to:

[hr@northernfsu.co.uk](mailto:hr@northernfsu.co.uk)

Expression of Interest forms must be submitted by:

**12 noon on Monday 29<sup>th</sup> December 2025**

**Late EOI forms will not be accepted.**

#### **Please note:**

- It is your responsibility to check that your form 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.



**Reserve List**

A waiting list may be compiled for future same or similar opportunities arising. The reserve list will normally be held for 12 months.

## GP FEDERATION TERMS AND CONDITIONS of ENGAGEMENT

**Host Practice:** Northern GP Federation (Glengormley Practice & Frocess Medical Centre)

Whilst we have an immediate vacancy in this area, we will be generating a waiting list for the position of GPES within the wider Northern GP Federation area.

### Working Hours / Pattern:

There are 2 positions:

- 3 Sessions available in Glengormley Practice on Tuesday (AM) **or** Friday.
- 3 Sessions available in Frocess Medical Centre (Friday AM)

Working 1 session per month. A session is 4 hours in duration. Hours must meet the service needs; these will be determined by the relevant GP Federation.

### Remuneration:

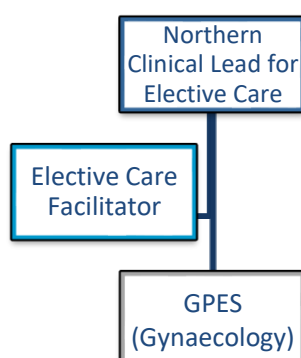
Job Title	Remuneration
GP with Enhanced Skills (GPES) In Gynae Services	£9627.84 per annum (based on 3 sessions per month)
<p><b>Pension</b></p> <p>This role is pensionable from the date of commencement. GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria.</p> <p>Pension is payable in addition to the GPES's sessional rate.</p> <p>The GP Federation contribution is 22.5% when an GPES opts-in to the scheme.</p> <p>A GPES may wish to opt-out of the scheme, however, they can claim in lieu of this at 16.3%.</p>	

### Mileage Claims

Costs associated with necessary business travel will be reimbursed. Claimants 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.

<b>Job Title</b>	<b>GP with Enhanced Skills (GPES) in Gynaecology Services</b>
<b>Federation</b>	Northern GP Federation Support Unit (NFSU)
<b>Reports To</b>	Northern Clinical Lead for Elective Care
<b>Accountable To</b>	Clinical Director for Elective Care
<b>Hours of Work</b>	3 Sessions per month (12 hours per session)
<b>Posts:</b>	Post 1: Glengormley Practice (Tuesday AM or Friday) Post 2: Frocess Medical Centre (Friday AM)
<b>Salary</b>	£9,627.84 per annum (based on 3 sessions)
<b>Location(s)</b>	Northern Region

### Organisational Chart:



### Job Summary:

The primary role of the GP with Enhanced Skills (GPES) in Gynaecology Services is to facilitate the delivery of increased capacity in primary care to manage common gynaecological conditions, offer long-acting contraceptive services and to facilitate practices through a process of education and peer support within gynaecology.

The common gynaecological conditions will initially include menorrhagia in the under 40 age group and problems associated with the perimenopause and hormone replacement therapy. The provision of long-acting contraceptive services will include fitting of intra-uterine and sub-dermal contraceptive devices.

The management of women with menorrhagia will be in accordance with locally agreed guidelines developed by primary care clinical leads and secondary care leads in gynaecology and based primarily on current NICE guidance.

The management of women in the perimenopause and requiring advice regarding hormone replacement therapy will be in accordance with locally agreed guidelines developed by primary care clinical leads and secondary care leads in gynaecology and based primarily on NICE guidance.

### Key Responsibilities:

- Accepting referrals from primary care colleagues
- Arranging assessment of patients at local clinics
- Undertake new and follow up consultations including a full assessment of the condition and enter full details of history examination finding, diagnosis and treatment plan in the case record
- Triage, risk assess and accept referrals in accordance with the Standard Operating Procedures
- Provide appropriate treatment as recommended by local and national guidance
- Order appropriate investigations
- Decision to treat, advise or further refer will be communicated to the referring GP
- Follow up arrangements will be communicated to the referring GP
- Complete Data return proforma at end of each clinic
- Complete GPES claim form at the end of each clinic
- Take responsibility for seeing and acting on all results ordered including informing GP and patient

The management of referred patients will be based on local clinical pathways developed for the Gynaecology conditions being treated. These pathways are based on existing clinical guidelines where available with input from local clinical stakeholders.

### Education & Learning:

- Undertake revalidation and annual appraisal as set out by GMC
- Maintain a professional development logbook, recording, practical supervision received, courses attended and other related further education for completion of CP2A for appraisal
- Develop and maintain a peer network of support and learning at a local and national level.
- Assist in the provision of and participate in the supervision, teaching and training of other health care professionals and provide the opportunity to reflect and discuss areas of practice.
- Commitment to Continuing Medical Education and the requirements of Clinical Governance

### Ongoing CPD to Include:

- Regular CPD activity relating to Gynaecology role
- Annual GP appraisal to include Gynaecology role
- Annual Anaphylaxis training
- Annual BLS Training

### Leadership:

- Ability to communicate effectively with GP peers to include feedback and support
- Work with colleagues to develop effective clinical governance systems including documentation, communication, pathways and guideline development
- Commitment to shared expertise and disseminate information
- Contribute to the development of the team
- Participate in implementing national standards and guidelines at a local level
- Use effective change management skills to initiate and implement service and practice development making best use of resources to improve outcomes

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting the Northern GP Federation Support Unit by undertaking any responsibilities which are commensurate with this grade.

#### **Working Relationships:**

The GPES will need to establish and maintain effective working relationships with the following:

- ECR Clinical Director
- Regional ECR Manager
- Northern Clinical Leads
- Practice Personnel (Host Practice)
- Northern Federation Support Unit Personnel

#### **Record Management:**

All employees of FSU are responsible to the Executive Board for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. 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 Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the organisation's policy and procedures on records management and to seek advice if in doubt.

## PERSON SPECIFICATION: GP with Enhanced Skills in Gynaecology Services (GPES)

ATTRIBUTES	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<p>Applicants must satisfy <u>all</u> of the criteria listed below:</p> <ul style="list-style-type: none"> <li>▪ Hold current registration with General Medical Council (GMC)</li> <li>▪ Inclusion on the Northern Ireland Primary Medical Performers List (PMPL)</li> <li>▪ Experience in dealing with common gynaecological conditions</li> <li>▪ Hepatitis B Immunisation</li> <li>▪ Must be providing GMS services as a GP for a least 48 session per year</li> <li>▪ Letter of competence in intra-uterine techniques (LoCIUT) or equivalent <ul style="list-style-type: none"> <li>- <i>Evidence of recertification if necessary</i></li> </ul> </li> <li>▪ Letter of competence in sub-dermal techniques (LoCSDI) or equivalent <ul style="list-style-type: none"> <li>- <i>Evidence of recertification if necessary</i></li> </ul> </li> </ul>	<p>Application Form</p> <p>Questions asked at interview</p> <p>Provision of evidence documents (registration certs, immunisation record)</p> <p>Employment References</p>	<p>Applicants should satisfy one or more of the criteria listed below:</p> <ul style="list-style-type: none"> <li>▪ A diploma level qualification in Gynaecology medicine or relevant discipline</li> <li>▪ Experience of teaching and training colleagues in Gynaecology care</li> <li>▪ Minimum 2 years' experience providing Gynaecology services in primary or secondary care</li> </ul>	<p>Application Form</p> <p>Questions asked at interview</p> <p>Employment References</p>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>▪ Ability to maintain confidentiality and discretion</li> <li>▪ Ability to work on own initiative as well as part of a team</li> <li>▪ Sound interpersonal skills</li> </ul>	<p>Questions asked at interview</p> <p>Employment References</p>		

ATTRIBUTES	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
CIRCUMSTANCES	<ul style="list-style-type: none"> <li>Flexibility and ability to work irregular hours on an occasional basis as required</li> <li>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.</li> </ul>	Copy of driving licence will be required and/or evidence of mobility to undertake the duties of the post		

#### Applicants Please Note:

Whilst elements of the essential criteria of the Personnel Specification will form the basis for shortlisting, these may become more stringent by introduction of desirable criteria (if stated).

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

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

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

**The Northern GP Federation is an Equal Opportunities Employer**

**Exciting Opportunity**  
**GP with ENHANCED SKILLS (GPES)**  
**In Gynae Services**

**GPECS**  
**NORTHERN GP FEDERATION  
SUPPORT UNIT**  
**ARE SEEKING TO RECRUIT**  
**2 GP WITH ENHANCED SKILLS (GPES)**  
**IN GYNAECOLOGY SERVICES**  
**(GPES/GYNAE/11/25)**

As a GP with Enhanced Skills (GPES) in Gynaecology Services you will facilitate the delivery of increased capacity in primary care to manage common gynaecological conditions, offer long acting contraceptive services and to facilitate practices through a process of education and peer support within gynaecology.

**Salary:** £9627.84 per annum  
(based on 3 Sessions per month)

**Contract:** Permanent

**Hours:** 3 sessions per month (12 hours)

**Two posts available -**

**Post 1:** Glengormley Practice (Tuesday AM or Friday)  
**Post 2:** Frocess Medical Centre (Friday AM)

**FOR FURTHER INFORMATION & TO REQUEST AN  
EXPRESSION OF INTEREST FORM PLEASE EMAIL**  
**[hr@northernfsu.co.uk](mailto:hr@northernfsu.co.uk)**

Alternatively contact **Human Resources** on  
**028 9620 8333** for further information

Whilst these immediate vacancies are in Glengormley & Frocess Medical Centre, a Reserve List will be compiled for similar vacancies that arise in the next 12 months within the Northern GP Federation region

**Closing Date for Completed Expressions of Interest**  
**12 noon on**  
**Monday 29<sup>th</sup> December 2025**

**THE NORTHERN GP FEDERATION IS AN  
EQUAL OPPORTUNITIES EMPLOYER**  
[www.northernfsu.co.uk](http://www.northernfsu.co.uk)