

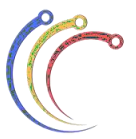
GP FELLOWSHIP



APPLICANT INFORMATION PACK

GPF/2024/33

*Applications from International Medical Graduates are welcome- we are a licensed sponsor
under the Skilled Worker immigration route.*



VACANCY INFORMATION

FSU GP Practice Management CIC is recruiting for GPs to join its GP Fellowship Scheme

- **Do you have a passion and commitment to General Practice?**
- **Seeking a Salaried General Practitioner Post with Specialist Interest opportunities?**
- **Are you motivated to be an integral member of a Practice team and develop your leadership skills?**

GP Fellowships offer all this and more, providing access to a range of development opportunities in a highly rewarding environment.

- GP Fellows are employed as Salaried GPs on a 2-year fixed term contract basis with the possibility of permanent Salaried GP position at the end of contract.
- The GP Practices where Fellows will undertake their Fellowship are based in the Southern area of Northern Ireland, in either Kilkeel, Co Down, Rathfriland, Co Down, Newtown Hamilton, Co Armagh or Mullaghbawn, Co Armagh.
- Fellows will be required to commit to *6 -**8 sessions per week.
- *6 sessions comprised of 4-5 sessions in practice and 1-2 sessions in training/education
- ** 8 sessions comprised of 6 sessions in practice and 2 sessions in training/education
- The cost of your personal professional indemnity will be reimbursed by the GP Practice.
- Salary *** £95,400 / £10,600 per session per annum (pro-rata). ***Full time 9 x 4 hr 10 min
Sessions per week - 37.5 hrs

Applications are welcome from:

- Fully qualified GPs and GPs who are within 6 months of completing their specialist training
- International Medical Graduates- we are a licensed sponsor under the Skilled Worker immigration route

Successful applicants can expect:

- ✓ A Salaried GP employment contract
- ✓ Peer Group Support
- ✓ Leadership Development Opportunities
- ✓ Specialist Interest - GPECS opportunities
- ✓ Study leave with up to £2000 contribution for a Post-grad qualification
- ✓ To be part of a Practice team with support from clinical & managerial leads
- ✓ Practice induction and training on Clinical IT systems
- ✓ Holiday, sick and maternity pay, membership of HSC/NHS pension



THE GP FELLOW ROLE

The General Practice Fellowship scheme is designed to provide newly qualified GPs with a 2-year programme of support and education whilst taking up a substantive role within a GP CIC managed Practice/s. Fellows will benefit from a combination of early career learning, mentorship, peer support and coaching, to help develop clinical and leadership skills and to facilitate development within their assigned CIC practice and across Primary Care.

BENEFITS OF BEING A FELLOW

Clinical Work in a practice managed by a CIC in a supported role.

- 6 clinical sessions per week (pro-rata for those working less than 8 sessions). You will have access to peer support

Development of a specialist interest available in a variety of settings including the General Practice Elective Care Service Clinics (GPECS)

- Opportunity to develop specialist skills e.g., Dermatology, MSK, Vasectomy Services, Primary Care Surgery and Women's health. This will be working in GP Elective Care services where available and trusts services. Some further information on GPECS available at: [GP Elective Care Services](#)
- Opportunity to develop specialist skills in other specialties such as Medical Education in collaboration with Queens University Belfast and Ulster University medical schools.
- Opportunities to develop skills in Inclusion Health working with vulnerable patients e.g. homeless, refugees, asylum seekers, prison health.
- Palliative Care

This list is not exhaustive and further suggestions for specialist areas can be tailored to your interests if resources are available.

Leadership development in planning and service development

Gain experience in service redesign and implementation, management, and project work to include:

- Self-directed learning tailored to salaried GP needs.
- Linkage to regional QI projects relevant to Primary Care
- Introduction to new practices and experience.
- Access to a GP Mentorship Scheme & Coaching sessions.
- Fellows will work towards a postgraduate qualification in their chosen field during the Fellowship. Study leave funding will be provided up to a maximum of £2,000.



GP FELLOWSHIP LOCATIONS

Fellowships roles are available within the following GP CIC Practices:

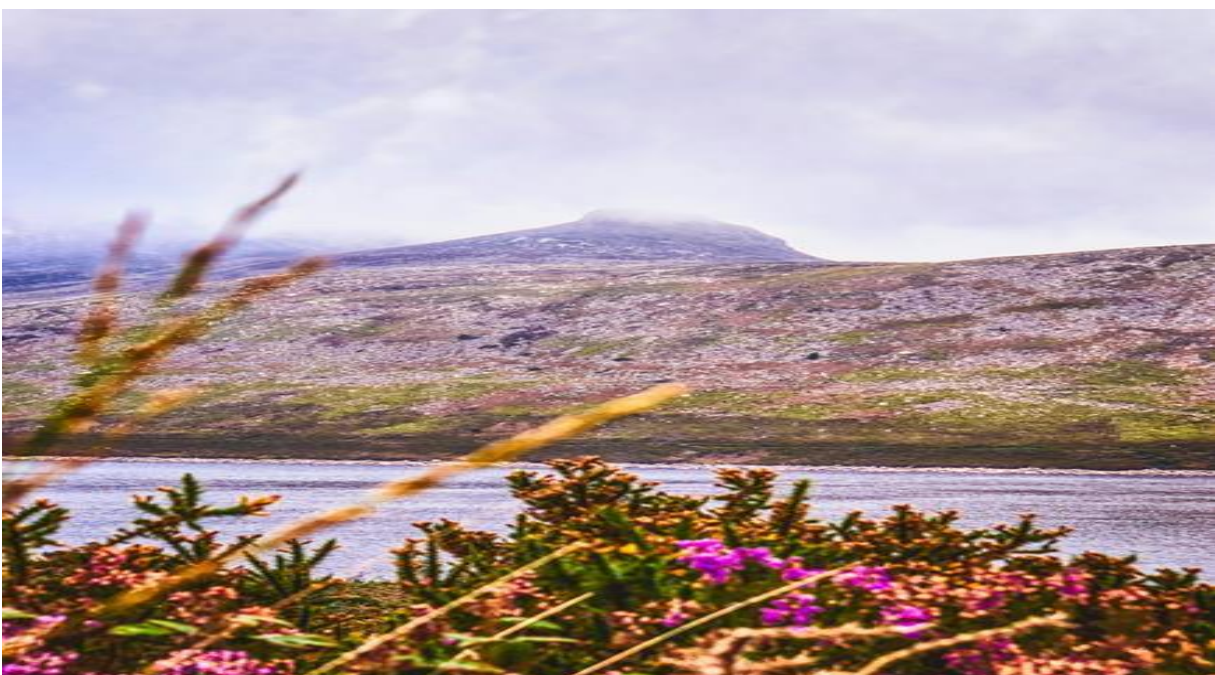
- Kilkeel, Co Down
- Rathfriland, Co Down
- Newtownhamilton, Co Armagh
- Mullaghbawn, Co Armagh

All practices are situated in the South East corner of Northern Ireland and are 45 to 70 minutes' drive from Belfast. They are located in both rural and coastal locations in the Mourne Area Of Outstanding Natural Beauty (AONB). Please see <https://mournelive.com/>

The practice locations can also be reached within 90 mins to 2hrs drive from Dublin in the Republic of Ireland.

Please note whilst Fellows will be based in the above locations, specialist interest opportunities are currently limited to advanced services that can support training and as such Fellows may be required to travel within Northern Ireland to gain GPECS experience in their chosen specialty.

If you have any queries around the Fellowship role or relocating to Northern Ireland to take up post, please get in touch by emailing recruitment@easternfsu.co.uk and we can arrange a call with a GP CIC contact to answer any questions you might have.



Mourne Mountains, Newry



LIVING IN NORTHERN IRELAND

Northern Ireland is one of the four constituent nations of the United Kingdom. It has a population of around 1.8 million people. We have one of the youngest populations in Europe, 53% are under the age of 40. Northern Ireland accounts for 6% of the total UK land. The people of Northern Ireland are among the happiest in the UK, consistently ranking highly in *UK happiness indexes. *Personal well-being in the UK - Office for National Statistics (ons.gov.uk)

There are lots of reasons to come to Northern Ireland, it is renowned for its friendly people, beautiful scenery, food, sports, history and film industry. It's an affordable place to live and due to its compact size, attractions and activities are very accessible.

Property Prices- Northern Ireland has a significantly lower average house price in comparison to many parts of the UK. As of April 2024, the average house price in Northern Ireland was around **£178,000. This compares to the UK average of £281,373. **https://landregistry.data.gov.uk/April_2024

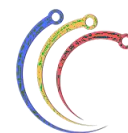
Transport Links- Northern Ireland has 2 international airports, Belfast International and Belfast City. There is also easy access to Dublin Airport which is a 1 hr 40-minute drive from Belfast.

Useful links

- <https://www.propertypal.com>
- www.discovernorthernireland.com
- www.nigoodfood.com/
- www.ni4kids.com/whatson
- www.northernirelandscreen.co.uk/

**For more information on living
and working as a GP in Northern Ireland-
please click [HERE](#)**





JOB DESCRIPTION

Job Title:	GP Fellow
Employer	FSU GP Practice Management CIC
Reports to:	Practice Clinical Lead
Accountable to:	GP Fellowship Clinical Lead
Hours of Work:	Up to 8 sessions / 33.33 hrs. per week
Salary:	£10,600 per session *£95,400 per annum pro rata <i>Based on whole time equivalent- 9 x 4 hr 10 min sessions per week - 37.5 hrs.</i>
Location(s):	Working in designated GP Practice (s)
Employment Status:	2 Year Fixed Term Contract with the possibility of a permanent Salaried GP position at the end of contract.

Job Summary

The General Practice Fellowship scheme is designed to provide early career qualified GPs with a 2-year programme of support and education whilst taking up a substantive role within a GP CIC managed Practice/s. Fellows will benefit from a combination of early career learning, mentorship, peer support and coaching, to help develop clinical and leadership skills and to facilitate development within their assigned CIC practice and across Primary Care.

Key Responsibilities

Fellows will become key members of the team in the practice where they are based and will:

- manage a case load and deal with a wide range of health care needs in primary care.
- work with clinical and non-clinical colleagues to ensure the highest standards of care are offered to all registered patients.
- have the opportunity to contribute to planning and decision making as a part of the wider practice team.

Clinical Work

Fellows will work in a GP CIC practice undertaking clinical duties normally carried out in practice, including the opportunity to attend practice meetings, helping to gain further understanding of general practice as a business.

Specialist Interest - GPECS

Fellows will work across a range of areas including but not limited to the GPECS services, local trust departments etc.





Leadership Development

All post-holders will be expected to develop skills in leadership, management and teaching. In addition, it is expected that post-holders will develop skills in quality improvement and service commissioning. All post-holders will be expected to maintain a portfolio of learning and to participate in appraisal and revalidation. The post-holder will be expected to meet regularly with the Clinical Lead for the Fellowship programme to discuss their progress and to identify key learning opportunities. Fellows will be allocated a GP Mentor to design a personal development plan and to provide them with one-to-one support.

They will be expected to undertake leadership in project development and become involved in work relevant to patient safety and service improvement.

Working Week

The postholder will undertake *6 -**8 sessions per week, as per their contract of employment.

*6 sessions comprised of 4-5 sessions in practice and 1-2 sessions in training/education

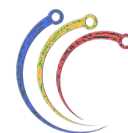
** 8 sessions comprised of 6 sessions in practice and 2 sessions in training/education

The postholder will work towards a postgraduate qualification in their chosen field during the Fellowship. Study leave funding will be limited to paying a £2,000 contribution to course fees for a single Postgraduate qualification in a field relevant to the post.

Clinical Work

- In accordance with the practice timetable, as agreed, the post-holder will make him/herself available to undertake a variety of duties including surgery face to face, telephone and online consultations and queries, visiting patients at home, checking, and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health.
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate





Team Working and Development

- Participate in personal appraisal processes. Successful candidates will be expected to comply and participate with GP appraisal and revalidation requirements as provided by NIMDTA.
- Fellows will be required to complete CPR training every 18 months.
- Undertake organised study sessions.
- Undertake training as required on various computer systems.
- Undertake and keep up to date with relevant mandatory training.
- Plan and manage own time effectively and fulfil work requirements and commitments to a high standard, without compromising own health and wellbeing.

Record keeping

- 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.

Other responsibilities within the organisation:

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
 - A commitment to life-long learning and audit to ensure evidence-based best practice
 - Contributing to evaluation/audit and clinical standard setting within the organisation
 - Contributing to the development of computer-based patient records
 - Contributing to the summarising of patient records and read-coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.

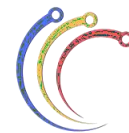
Confidentiality:

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.

In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.



**Health & safety:**

The post-holder will manage their own and others' health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures.

Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.

The post-holder will also work closely with a range of stakeholders to ensure strong and effective partnership arrangements with GP Practices, SSPG, Trusts and other health care providers. Post- holders will be expected to prepare work for presentation at conferences, Practice Based Learning (PBL) days or online seminars.

Management

The post holder will report to the Clinical Lead in their assigned practice with the Clinical Lead for the Fellowship programme taking responsibility for regular performance review and counselling on career development. The post-holder will be expected to participate in NHS appraisals and maintain a portfolio of learning.

Objectives

Specific objectives for the job holder will be agreed through the process of individual performance reviews.

Equality & Diversity

The GP Practice Management CIC 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, dependents, 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.

Fellows will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers, and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

NB: This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of the developing role and changing circumstances and after consultation with the post holder.

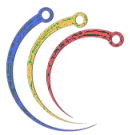


**Person Specification**

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified within the following Person Specification.

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



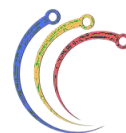


PERSON SPECIFICATION

Criteria		Method of Assessment	
Professional Registration & Qualifications	Hold Registration with the General Medicine Council (GMC)	Essential	Application Form
	To have successfully completed, all aspects of MRCGP in a recognised UK GP training programme. OR To be within 6 months of completing the above.	Essential	Application Form
Skills, Knowledge & Experience	Excellent communication skills to meet the needs of the post in full.	Essential	Interview
	Leadership and management skills as described in NHS framework.	Essential	Interview
	The ability to inspire trust and confidence in keeping with GMC Good Medical Practice	Essential	Application Form / Interview
Other	Willingness to travel within localities.	Essential	Application Form / Interview
	Hold a full current driving licence and/or*** have access to a form of transport which will permit the applicant to meet the requirements of the post in full. <i>***This relates to any individual who as declared that they have a disability which debars them from driving.</i>	Essential	Application Form

Candidates who are short-listed for interview will also need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role. The competencies required are detailed in the Skills, Knowledge and Experience section, identified in the job description and in the NHS Healthcare Leadership Model with particular focus on the following:

- Influencing for results
- Engaging the team
- Connecting our service
- Evaluating information
- Inspiring shared purpose



SUBMITTING YOUR APPLICATION

The closing date for completed applications:

Friday 30th August 2024 at 12.00 noon

Please email completed applications to recruitment@easternfsu.co.uk

Return of application forms

Application forms along with your equal opportunities monitoring form must be submitted by the stated closing date and time. Late applications cannot be accepted.

International Medical Graduates

Applications are welcome from International Medical Graduates under the Skilled Worker immigration route.

Data Processing: Please note FSU GP Practice Management CIC use the HR services of the [Eastern Federation Support Unit](#) to administer the recruitment process. Please see the FSU GP Practice Management CIC and the Eastern Federation Support Unit privacy statements for further information on the processing of recruitment data.

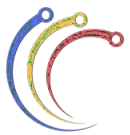
Guidance on completing your application form

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.





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 should have knowledge of your present work/or most recent employment & be in a supervisory/managerial capacity. Both referees should be from an employment background. Referees will only be contacted if a job offer is made.

Professional Registration/Qualification Checks/Verification of Identity

The Federation Support Unit 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 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 will be necessary to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

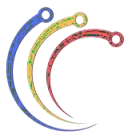
The above checks must be completed before an appointee commences employment.

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. A copy of the policy is available to all applicants on request'.

The GP Federation Support Unit adheres to the Access NI Code of Practice, please see <https://www.nidirect.gov.uk/publications/accessnicode-practice>





FURTHER INFORMATION

Candidates with a Disability

We 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 [Angela Emmett](#)

Date of Commencement

Given these roles are offered on a 2-year fixed term contract basis it is anticipated that applicants will be available to commence work within a reasonable timeframe, the specific date of commencement will be determined by availability of the applicant and business needs of FSU GP Practice Management CIC.

Annual Appraisal

All staff will participate in an appraisal process with their designated mentor. This is an opportunity to review their personal contribution over the previous year and plan for the year ahead, both in terms of their own development needs and the practical objectives that they should be working towards. In addition to this, successful candidates will be expected to comply and participate in GP appraisal and revalidation requirements as provided by NIMDTA and SPPG.

If you have any queries around the Fellowship role or relocating to Northern Ireland to take up post, please get in touch by emailing recruitment@easternfsu.co.uk and we can arrange a call with a GP CIC contact to answer any questions you might have.

