



WEST BELFAST FEDERATION

General Practice Nurse  
(Training Programme)

TGPN/2024/16

Applicant Information Pack

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## **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.

## Vacancy Information

The Antrim and Ballymena & the West Belfast Federations are recruiting for the following posts:

<b>1. General Practice Nurse (Training Programme) Permanent Post</b>	<b>Hours:</b> 37.5 hours per week <b>Salary:</b> Band 5- Agenda for Change (AfC) equivalent, £28,407- £34,581 per annum  Progressing to permanent post (on successful completion of training programme) <b>Salary:</b> Agenda for Change (AfC Band 6 equivalent) £35,392 - £42,618 per annum	<b>Based:</b> West Belfast Federation
<b>2. General Practice Nurse (Training Programme) Permanent Post</b>	<b>Hours:</b> 37.5 hours per week <b>Salary:</b> Band 5 Agenda for Change (AfC) equivalent £28,407- £34,581 per annum  Progressing to permanent post (on successful completion of training programme) <b>Salary:</b> Agenda for Change (AfC Band 6 equivalent) £35,392 - £42,618 per annum	<b>Based:</b> Antrim Ballymena Federation

### Waiting List

The Antrim and Ballymena and the West Belfast Federations may compile a waiting list for the next 6 months.

### GPN Training Programme

Registered Nurses wishing to become GPNs will be recruited and appointed to the employing Federation at the equivalent of Band 5 level. Aligned to the Northern Ireland General Practice Career Pathway([General Practice Nursing | NIPEC \(hscni.net\)](http://www.hscni.net))participants will undertake a Postgraduate/ Advanced Certificate in General Practice Nursing delivered by Ulster University and, the HSC Clinical Education Centre (CEC) General Practice Nurse Development Programme.

## **JOB DESCRIPTION – General Practice Nurse (GPN Training Programme)**

<b>JOB TITLE:</b>	General Practice Nurse (GPN Training Programme)
<b>SALARY:</b>	Initially £28,407 - £34,581 per annum (Agenda for Change (AfC Band 5 equivalent), rising to £35,392 - £42,618 per annum (Band 6 equivalent) on successful completion of the GPN training programme
<b>LOCATION:</b>	Designated GP Practice(s) in employing Federation area
<b>ACCOUNTABLE TO:</b>	Federation Chair
<b>RESPONSIBLE TO:</b>	Federation Lead Nurse  Practice Supervisor/Mentor in designated GP Practice(s)

### **JOB PURPOSE**

This General Practice Nurse (GPN) post is a permanent position, which requires the applicant to complete a 1-year training programme. On successful completion of training, GPNs will continue to work in GP Practices within the employing Federation's geographical area. This role provides a unique opportunity for qualified nurses who wish to pursue a career as a General Practice Nurse and to undertake a period of further training and development based in a GP Surgery within the relevant GP Federation. The Trainee will work over a 5-day working week, between Monday and Friday, with one day per week normally used for training when participating in Training and Education programmes.

The training will consist of 3 components:

- GPNs will undertake the Knowledge and Skills programme for Treatment Room nurses through the NI Clinical Education Centre (CEC).
- GPNs will also undertake a Postgraduate/Advanced Certificate in General Practice at Ulster University.
- GPNs will work in General Practice, increasing his/her competency as a new GPN (clinical component). Practice learning will include support from a dedicated Practice Supervisor/Mentor.

Within the CEC and the university components, attendance is essential and a commitment to self-directed study is expected. Learning action plans and goals to be achieved will be agreed between the CEC staff, university staff, the practice staff and the post holder. Ongoing employment with the Federation will require the applicant to complete the GPN training programme including successful completion of all education and training, in order to move to a band 6 equivalent post and continue their employment with the Federation.

## **MAIN DUTIES/RESPONSIBILITIES**

### **CLINICAL PRACTICE**

The General Practice Nurse will acquire the knowledge and skills to undertake the following duties safely and effectively:

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 including Diabetes; Asthma & Chronic Obstructive Pulmonary Disease; Cardiovascular Disease; Chronic Kidney Disease; and Hypertension
6. Keep accurate, contemporaneous records in accordance with the General Practice policies, GDPR (2018), General Practice IT Systems, NMC requirements and current regional standards for nursing and midwifery record keeping 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. Deliver 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

13. Investigate concerns raised, act in accordance with the NMC's current Code and the General Practice guidance and escalate if necessary. Ensure appropriate feedback to those concerned and implement recommendations

## **EDUCATION AND LEARNING**

The General Practice Nurse will:

1. Maintain professional registration on the NMC register
2. Participate in clinical supervision, appraisal and other development opportunities and support

## **CEC COMPONENTS:**

Alongside formal training, the General Practice Nurse will be required to complete a portfolio demonstrating his/her competencies and skills for the Treatment Room role, under the supervision of a Mentor/Practice Nurse Lead.

## **UNIVERSITY COMPONENTS:**

The General Practice Nurse will:

3. Attend University for required face to face sessions and fully engage in required self-directed study to meet deadlines and assessments as required
4. Ensure learning in the classroom setting is translated into the workplace environment
5. Identify where insight into specific areas will contribute to learning and negotiate with the practice team to support learning
6. Engage with university assessors and clinical supervisors to maximise the potential for learning and development
7. Be an advocate for general practice nursing using every opportunity to raise awareness of the speciality

## **RESEARCH AND EVIDENCE-BASED PRACTICE**

The General Practice Nurse will acquire the knowledge and skills to:

1. 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 General Practice Nurse will acquire the knowledge and skills to:

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 in order 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 s/he comes into contact in a courteous and respectful manner
2. Demonstrate his/her commitment by regular attendance and the efficient completion of all allocated tasks
3. Carry out her/his 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 her/his 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

## **RECORDS 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.

## **ENVIRONMENTAL CLEANING**

The General Practice Nurse will learn to 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 Trainees 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 General Practice is committed to reducing Healthcare associated infections (HCAs) and Trainees 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 ie cleaned, disinfected and/or sterilised;
8. Ensuring compliance with High Impact Interventions



Factor	Criteria	Method of Assessment
<b>Skills / Abilities (continued)</b>	<ul style="list-style-type: none"> <li>▪ Applicants must be able to demonstrate IT literacy for example 'the ability to use computers effectively, including use of Microsoft office and/or other relevant systems-please provide an example of this.</li> </ul>	Application
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Full current driving licence (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 training post in full.</li> </ul> <p><i>**This relates only to any person who has declared that they have a disability that debars them from driving.</i></p>	Application

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

***We are an Equal Opportunities Employer.***

## Recruitment Process

Process	Dates
Open applications	Friday 12 <sup>th</sup> April 2024
Close applications	12 noon Friday 26 <sup>th</sup> April 2024
Anticipated date for interviews	W/C 13 <sup>th</sup> May 2024
<b>Following the interview:</b> <ul style="list-style-type: none"><li>You will be notified that: (1) you have been successful at interview and will be made a job offer <b>OR</b> (2) you have been successful at interview and are on the reserve *waiting list pending an offer being made <b>OR</b> (3) you have been unsuccessful at interview.</li><li>References will be sought for all <u>successful</u> candidates and job offer stage only. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.</li></ul>	
<b>Please note: it will not be possible for candidates to take up a post until all criteria specified within the Personnel Specification have been met</b>	
<b>Please see Appendix A - Waiting List Principles</b>	

### How to Apply

Please complete the relevant application form and monitoring form and return by email to [recruitment@easternfsu.co.uk](mailto:recruitment@easternfsu.co.uk)

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

GP Federations are not responsible for any technical difficulties that may arise and are not obliged to accept a late application in these circumstances.

### Interviews

Please note a decision may be taken to hold interviews remotely via video conferencing.

### Further Information

We are happy to answer any queries you may have regarding the General Practice Nurse vacancy or General Practice Nurse (Training Programme) vacancies, please email [recruitment@easternfsu.co.uk](mailto:recruitment@easternfsu.co.uk) and your query will be directed to the appropriate Lead Nurse.

## 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 and 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

The Recruitment Team 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, staff 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 on request by contacting [recruitment@easternfsu.co.uk](mailto:recruitment@easternfsu.co.uk).

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

## **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 on the basis of 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 [angela.emmett@easternfsu.co.uk](mailto:angela.emmett@easternfsu.co.uk).

### **Late applications will not be accepted**

#### **Please note:**

It is your responsibility to check that your application has been submitted successfully. The GP Federation is 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.

## Appendix A- GP Federation Terms & Conditions

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.

### Place of Employment

The posts will be based within the following Federation areas:

- Antrim and Ballymena (Federation geographical area includes Ahoghill, Antrim, Ballymena Broughshane, Crumlin, Cullybackey, Cushendall, Kells, Portglenone, Randalstown, Toomebridge)
- West Belfast- (Federation geographical area includes Andersonstown Road, Falls Road, Grosvenor Road, Springfield Road and Stewartstown Road and associated areas.)

### Working Hours / Pattern

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.

### Continuous Service

Please note previous service with HSC/NHS employers will be recognised for determining entitlement for both annual leave and occupational sick leave.

### Salary

Registered Nurses wishing to become GPNs will be recruited and appointed to the employing Federation at the equivalent of Band 5 level of Agenda for Change.	<b>£28,407 - £34,581 Per annum</b>
Qualified General Practice Nurse (GPN)– Successful completion of the training programme - equivalent of Band 6 Level of Agenda for Change.	<b>£35,392 - £42,618 per annum</b>

## Annual Holidays

The holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. If you are in the service of the Federation on 1<sup>st</sup> 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.

Spring	Summer	Winter
Easter Monday	12 <sup>th</sup> July	Christmas Day
Easter Tuesday	Late August Bank Holiday	Boxing Day
Early May Bank Holiday		New Year's Day
Late May Bank Holiday		
St Patrick's Day		

## 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.

## Waiting List Principles

Following interview, a General Practice Nurse- Training Programme 6 month waiting list will be created for permanent vacancies arising with candidates ranked in order based on their performance at interview.

Offers from the waiting 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 waiting 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 waiting 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.