

**EASTERN
FEDERATION
SUPPORT UNIT**



APPLICANT INFORMATION PACK

NICRN Primary Care Clinical Research Nurse

JOB REF: CRN/2025/29



CONTENTS



Introduction to Northern Ireland GP Federations
Job Description and Person Specification
Recruitment Process
Pre-employment Checks
Notes for completing/submitting your application form
Appendix A- Terms & Conditions & B Waiting List Principles

Introduction

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

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

Thank you for your interest in applying for a position with Eastern FSU and we look forward to receiving your application.

Northern Ireland GP Federations

Evidence and recommendations from the Royal College of General Practice, the Kings Fund and the Bengoa Report highlight the benefits of GP Federations in addressing the increasing demand for primary care and the workforce challenges facing General Practitioners.

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 Eastern Federation Support Unit (FSU)

Eastern FSU employs over 20 staff to provide corporate & operational services and professional management at scale to its member GP Federations, on a local and regional basis.

Within the Eastern area, there are 8 GP Federations which FSU supports:

- Ards
- Down

- East Belfast
- Lisburn
- North Belfast
- North Down
- South Belfast
- West Belfast

The 8 GP Federations cumulatively employ over 200 staff working as General Practice Pharmacists, Senior Mental Health Practitioners and Nurses. By coming together within a largescale, primary care organisation, it enables economies of scale, not achievable by a single practice, such as:

- General practice pharmacy scheme
- Nursing initiatives
- Multi-disciplinary teams

In addition, Eastern FSU manages a range of local and regional services, which patients benefit from, and we employ over 70 staff directly to deliver these including:

- Elective care services
- Practice improvement and crisis response
- Connected community care (social prescribing)
- Practice based learning
- Other ad hoc services

Eastern FSU and its eight GP Federations are clinically led, not-for-profit Community Interest Companies which means that they exist for the benefit of its community. Any financial surplus generated must be reinvested in the Company.

More information on our projects and services can be found on our website www.easternfsu.com

NICRN & Eastern FSU

The Northern Ireland Clinical Research Network (NICRN) was established to provide the opportunity for the public and researchers in Northern Ireland to become involved in high quality clinical research studies in the areas of prevention, diagnosis, treatment, and health care delivery in the community. The Network covers all of Northern Ireland with a population of ~1.9 million and aims to improve the speed, quality, and integration of research into clinical care, ultimately resulting in improved patient care.

NICRN and the Eastern Federation Support Unit have come together to re-establish the Primary Care group of the NICRN. The Primary Care Clinical Research Nurses will be based within the Eastern Federation Support Unit and will work closely with the officers, nurses and other groups within the NICRN. The NICRN PC works closely with the national UK Primary Care Research Networks.

Primary Care Clinical Research Nurse Vacancies

The following vacancies are currently available within the Eastern Federation Support Unit as below.

Salary: £37,338 - £44,962 per annum pro rata (AfC - Band 6 equivalent)

	Hours	Anticipated Duration
Primary Care Clinical Research Nurse – 2 Posts Available	<p>Full-time –</p> <p>10 Sessions/ 37.5 hours per week</p> <p>Applications for part-time working will be considered based on business need, minimum 0.6 WTE / 22.5 hours per week.</p>	<p>2-year fixed term in the first instance with possibility of permanency</p>

Waiting List

A 12-month waiting list for further fixed term, full-time and part-time roles will also be compiled.

JOB DESCRIPTION

JOB TITLE:	Northern Ireland Clinical Research Network (NICRN) Primary Care Clinical Research Nurse
SALARY:	£37,338 - £44,962 per annum.
DURATION:	2-year fixed term contract in the first instance with possibility of permanency.
LOCATION:	Eastern FSU, 1 Bradford Court, Belfast/ Hybrid Working with travel to general practice sites within Northern Ireland.
REPORTS TO:	Primary Care Research Manager
RESPONSIBLE TO:	Head of Service Delivery

JOB SUMMARY/MAIN PURPOSE:

The NICRN Primary Care Clinical Research Nurse will work as a member of the NICRN to support and promote the practice of clinical research. The role will support the aims of the NICRN, working in partnership with key stakeholders to secure the achievement and maintenance of national targets, including the accrual of patients into trials and other high-quality studies, within the network.

The postholder will co-ordinate a portfolio of clinical trials and as part of the multi-professional team, is responsible for identification, screening and recruitment of research participants, thereafter, supporting their care, management, and follow-up in clinical trials adhering to local and national regulatory, research and professional guidelines, policies and standard operating procedures.

KEY RELATIONSHIPS:

- NICRN Primary Care Research Manager
- Head of Service Delivery, Eastern FSU
- NICRN Primary Care Clinical Lead
- Federation-based GP Research Lead(s)
- GP Federations
- NICRN Manager
- NICRN Lead Nurse
- Director of Nursing, EFSU

PRINCIPAL DUTIES

Clinical Research

Working appropriately within their scope of professional practice and without direct supervision, the postholder manages a portfolio of clinical trials as a NICRN Clinical Research Nurse, liaising closely with the Chief/Principal/Co Investigators, and other staff.

Summary

1. Support the process of adoption of studies to the NICRN portfolio.
2. Participate in Multi-professional Team and other meetings to discuss trial eligibility, screening, identification and recruitment of potential trial participants.
3. On going responsibility for the day to day running of clinical trials.
4. Assist in meeting targets for patient accrual into the NICRN and UK Research Network portfolio.
5. Act as a NICRN resource for clinical research in Primary Care in conjunction with the Research Manager; this involves travel to general practice sites within the HSC Eastern Federation Support Unit/s in Northern Ireland.
6. Contribute to development, adoption and review of protocols in relation to:
 - Development of patient and nursing activities, patient information, quality of life assessment and data collection.
 - Evaluation of new protocols
 - Checklist development in support of protocol activities, screening, treatment, testing and data collection forms.
 - Development of 'study pack' protocol to facilitate recruitment.
 - Co-ordination and participation in protocol initiation meetings.
 - Provision of education to primary care personnel regarding existing/new/updated protocols; the role of the NICRN Clinical research nurse role and the clinical research process.

- Facilitating and reviewing protocol compliance at all stages of the trial.

Clinical Research Practice

Working within Standard Operating Procedures and Ethical and Good Clinical Practice (GCP) standards:

- Liaises with clinical staff in preparation for study implementation.
- Identifies and tracks potential trial patients
- Confirms patient eligibility and assists in scheduling screening investigations.
- Performs patient registration and randomisation procedures.
- As the primary contact and resource, provides accessible and regular communication, contact information, ongoing education and support for patients or legal representative/ next of kin throughout the duration of the study intervention which includes:
 - a key role in relation to the informed consent process throughout patient engagement within trials.
 - regarding treatments and possible side-effects, treatment compliance, patient's understanding, awareness of the patient's process for reporting side-effects and receiving medical care or advice as appropriate during the study.
 - support patient understanding based on condition / treatment / protocol / preference, or new evidence, and if appropriate to stop study therapy in the patient's best interest.
- Contributes to data collection for research studies, including collection of clinical data, taking physiological measurements, obtaining biological samples and administering questionnaires.
- Ensures adequate supply of documents / equipment / laboratory supplies, for the performance of each study.
- Maintains screening logs and site records as required.
- Completes Case Report Forms for each study patient.
- Ensures primary care records meet requirements for Case Report Form completion, and liaise with NICRN Primary Care Manager, NICRN Coordinator, data manager regarding further data processing, delivery and storage.
- Monitors patient recruitment, identifies and raises recruitment problems and strategies with investigator and provides feedback to the NICRN Primary Care Manager/Coordinator, Clinical Leads and Executive Committee Meetings.

- Collects, documents and timely notifies to internal and external bodies of serious adverse events or incidents as they arise.
- Produces reports on patient profiles, trial recruitment and treatment toxicity as necessary.
- Ensures compliance with and promotion of Good Clinical Practice (GCP) and Research Governance Standards for clinical trials and maintenance of GCP training according to Clinical Trials legislation.
- Facilitates CRA during monitoring meetings as required.
- Facilitates of end-of-study visits as required.
- Assists in audit and quality assurance procedures and meetings.
- Devises other operations or communication pathways, as required, for the effective co-ordination of each study, in liaison with the study investigator and NICRN Primary Care Manager/Coordinator.
- Monitors patient test results, liaises with Investigator or clinical team, as necessary and initiates changes to treatment as required per protocol.
- Assesses patient care needs and refers and liaises with members of the multi-professional team as appropriate.
- Ensures appropriate blood / tissue / other biological samples are collected from patients as per patient consent and protocol schedule, where these tests are not part of routine care / are not processed in local clinical laboratories.
- Processes blood / tissue / other biological samples as per protocol. Prepares all samples for storage, shipping or posting.
- Ensures safe maintenance of appropriate laboratory equipment, supplies and specimens.
- Complies with policies and Control of Substances hazardous to Health (COSHH) guidelines.
- Maintains patient confidentiality at all times.
- Promotes the delivery of person-centred nursing care which encompasses the core HSC values of Compassion, Openness and Honesty, Collaboration and Excellence (DoH 2018) and NMC Code.
- Provides day-to-day mentorship, supervision and/or clinical supervision to members of the broader team.
- Evaluates and adapt cares using evidence- based practice, in consultation with colleagues for ongoing care delivery and team education, quality improvement and audit.
- Keeps accurate, contemporaneous records (including research related documentation) in accordance with the General Practice policies, GDPR

(2018), General Practice IT Systems, NMC Code and current NI standards for nursing and midwifery practice.

- Monitor the NICRN Primary care portfolio, in collaboration with the NICRN Coordinating center's portfolio management team, ensuring timely data upload whilst being the principal contact for resolution of any data queries
- Communicates effectively with patients, families/carers ensuring they are involved in decisions about their care/treatment and where relevant supports the patient with self- management of their condition.
- Communicates effectively with all members of multi-disciplinary teams, including General Practice Nurses and GPs to ensure delivery of quality integrated care.
- Adheres to Department of Health and Nursing and Midwifery Council guidance for the safe handling, administration, storage, cold chain, custody and disposal of medicinal products including vaccines.
- Adheres to Eastern Federation Support Unit and General Practice guidelines, policies, and procedures.
- Generates relevant accrual data and information for the HSC Eastern Federation Support Unit and NICRN.

EDUCATION, PRACTICE AND PROFESSIONAL DEVELOPMENT

The post-holder will:

- Maintain professional registration on the NMC register, ensuring adherence to annual renewal and the three yearly revalidation requirements
- Take responsibility for own personal/professional development, providing sufficient evidence of the achievement of set objectives through individual performance and the review process.
- With line manager plan and identify personal development needs to meet any gaps in clinical practice, role development and personal plans which maintain Continuous Professional Development (CPD) and addresses any knowledge and/or skill deficits in support of clinical practice.
- Participate in the Appraisal process
- Participate in clinical supervision and other development opportunities and support.

- Participate in the preceptorship, induction and supervision of others including new NICRN Clinical Research staff, and other members of the NICRN, as required.
- Participate in Clinical Research Nurse Action Plans
- Act as a resource to non-research staff with regard to educating on the conduct of the clinical research process within primary care.
- Proactively engage and participate in broader events linked to education and research for example, attending and participating/presenting at conferences/events, and contributing to research seminars,
- Pursue nursing research evidence and identify relevant research questions related to patient and nursing issues, developing nursing research protocols, or practice guidelines as appropriate. Perform or facilitate nursing research, as appropriate.

LEADERSHIP AND MANAGEMENT

- Work across multi-centre studies, liaising with the Clinical Research Associate (CRA) or Trial Co-ordinator, maintaining on-going, timely and effective communication.
- Attend Investigator meetings and contribute to national and international trial education and discussion.
- Assist in the development of research policies / procedures / standard operating procedures for NICRN
- Contribute to discussions at team meetings and other multi-disciplinary forums. regarding research issues and incoming study activity.
- Contribute to NICRN Clinical Research meetings, facilitating teamwork, highlighting progress, problems and identifying problem solving approaches.
- Act as representative for the NICRN, and take charge when required, as part of continuing professional and managerial development.
- Delegate appropriately to staff in accordance with the DoH Delegation Framework (2019)
- Organise weekly work schedule, and liaise with NICRN Primary Care Manager/ Coordinator and NICRN team regarding workload or any other issues, prioritising work to be an effective member of the team.

- Monitor and evaluate the provision of nursing care against local governance arrangements.
- Report any adverse incidents, accidents or near misses and undertake analysis, in line with local policies and professional duty of candour.
- Adhere to the local whistleblowing policy and raise concerns appropriately. Adhere to financial and resource allocation.
- Ensure that the views of consumers are effectively sought, channelled, and acted upon, including the efficient actioning of the complaints procedure in accordance with the Eastern Federation Support Unit policy.
- Ensure systems are in place for the safe use of medical devices, incidents and accidents are recorded and reported in line with EFSU policy.

GENERAL RESPONSIBILITIES

Employees of the Eastern Federation Support Unit are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Eastern Federation Support Unit's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the Eastern Federation Support Unit policies, procedures, and guidelines.

RECORDS MANAGEMENT

All employees of Eastern Federation Support Unit are legally responsible for all records held, created or used as part of their business within the Eastern Federation Support Unit, including patient/client, corporate and administrative records whether paper based or electronic and also 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. Employees are required to be conversant with the Eastern

Federation Support Unit 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 (HCAIs) 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, i.e. cleaned, disinfected and/or sterilised;
8. Ensuring compliance with High Impact Interventions

This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the post holder works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

Please note Eastern FSU operates a “No Smoking” Policy and all employees MUST comply with this.

We are an Equal Opportunities Employer

Personnel Specification

Post: NICRN- Primary Care, Clinical Research Nurse

Location: Eastern Federation Support Unit

Notes to applicants:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note Eastern FSU reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

Essential Criteria <i>Applicants must satisfy all the criteria listed below:</i>		Method of Evaluation
Qualifications/ & Training	<p>Registered Adult Nurse First level on the live NMC Register.</p> <p>AND</p> <p><i>Willing to undertake Qub research module – Delivering clinical trials from protocol to patient within 12 months</i></p> <p>https://www.qub.ac.uk/DeliveringClinicalTrialsFromProtocoltoPatient</p>	Application Form

Experience	3 years post registration nursing experience with at least 2 years specialist knowledge in an acute setting or in the implementation and conduct of randomised Clinical trials	Application Form and Interview
Knowledge	<p>Knowledge of Good Clinical practice (GCP) and Research Governance together with the ability to disseminate the knowledge and Information.</p> <p>Ability to work as part of a team Knowledge of clinical trials and consent process An understanding of the role of Clinical Research Nurse</p>	<p>Interview</p> <p>Interview</p>
Other	<p>Excellent written communication skills and experience in the use of Microsoft office.</p> <p>Willing to work flexible hours when required.</p>	<p>Application Form</p> <p>Application Form</p>
	<p>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.</p> <p><i>**This relates only to any person who has declared that they have a disability that debars them from driving.</i></p>	Application Form

Desirable Criteria		
Qualifications/ & Training	Post registration qualifications	Application Form
Experience	Experience in planning, coordinating, and conducting clinical trials/other research study designs.	Application Form
Other Essential Criteria to be tested at interview		
Aptitudes & Skills	<p>Ability to:</p> <ul style="list-style-type: none"> ➤ communicate assertively, effectively and sensitively with patients and clients and across a range of workplace situations. ➤ effectively organise and plan their work to meet tight deadlines. ➤ work constructively and effectively as part of a multidisciplinary team. ➤ work in a variety of settings without direct supervision. 	Interview

	<p>Applicants must demonstrate the ability to take responsibility for their own learning and commitment to continuing professional development in line with the requirements of the post and current practice.</p>	<p>Interview</p>
--	--	-------------------------

Guidance Notes for completing / submitting your application form.

All sections of the application form must be completed in full. Please note shortlisting will be carried out based on the criteria set out in the Personnel Specification, using solely the information you provide on the application form. Therefore, you must ensure that your application form clearly indicates how you meet the criteria stated in the Personnel Specification, as failure to do so may result in you not being shortlisted.

For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts).

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

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

Submission of Application Forms:

Your completed application should be emailed to recruitment@easternfsu.co.uk

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 at angela.emmett@easternfsu.co.uk

Late Applications

Please note:

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

Recruitment Process

Process	Dates
Applications Open	Tuesday 17 th June 2025
Close applications	12 noon, Tuesday 8 th July 2025 Your completed application should be emailed to recruitment@easternfsu.co.uk
Short listing Date	Thursday 7 th August 2025

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. One of your references must have knowledge of your present work/or most recent employment & be in a supervisory/managerial capacity. **References will be requested only after a job offer has been made.**

Professional Registration/Qualification Checks/Verification of Identity

The Human Resources Team will carry out checks to confirm any professional registration and qualifications which are listed as essential in the Personnel Specification. 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.

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 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 an appointee commences employment.

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

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

Please note that the GP Federations and FSU operate a “No Smoking” Policy and all employees MUST comply with this.

We are an Equal Opportunities Employer

Appendix A - Overview of Terms & Conditions

Eastern FSU offers 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, Eastern FSU offers occupational maternity, paternity, and adoption pay, and an occupational sick pay scheme.

Hours of Work

The standard hours of work are 37.5 hours per week.

Hybrid Working

Eastern FSU offer hybrid working currently comprised of 3 days office working and 2 days working from home for office based staff (if desired). Arrangements will be subject to satisfaction of the needs of the role.

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 10 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.

Continuous Service

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

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. Employer contribution rate of 23.2% - please see <https://hscpensions.hscni.net/>

Probation Period

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

Appendix B - Permanent/Temporary Waiting List Principles

Following interview, a 12-month waiting list may be created containing all the successful candidates. All successful candidates will be ranked in order based on their performance at interview. Offers from the waiting list will then be made as and when posts become available in rank order but also taking account of working hour preferences which must match the vacant post. The following rules will be applied:

- Formal offers of posts within GP Federation areas 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
- If an applicant accepts or refuses a temporary offer, they will retain their rank order on the list and will be contacted again when another vacancy arises.

If an applicant accepts a temporary offer but is also on the permanent list, they will retain their place on the permanent list.