

**WEST BELFAST GP
FEDERATION**



APPLICANT INFORMATION PACK

General Practice Pharmacist Maternity Cover

JOB REF: GPPT/2026/03



CONTENTS



Introduction to Northern Ireland GP Federations
General Practice Pharmacist Vacancies
Job Description and Person Specification
Recruitment Process
Pre-employment Checks
Tips for completing/submitting your application form
Appendix A Terms & Conditions

Introduction

In order to provide the best possible healthcare for the people we serve, it is essential that GP Federations attract and retain staff who are appropriately qualified, professional in the service they deliver, happy and productive in their work and committed to lifelong learning and developing in their role.

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

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

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 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.

Governance and Professional Indemnity

Each member practice of a Federation is required to nominate one front-line GP to be a Member Director of the Federation. The Member Directors collectively comprise a Members Committee, in whom the major governance authority of the Federation is vested. From their number, the Member Directors elect a Board of Directors. The Board of Directors has delegated authority to take the executive responsibility for managing the Federation. The Chair of each Federation sits on their local FSU Board of Directors.

Where Federations employ professional staff to deliver first line care, professional indemnity is provided by the Medical Defence Union (MDU).

Pharmacists will be invited to join the Medical Defence Union (MDU) as full individual members to indemnify their work for the Northern Ireland GP Federations and FSUs. Indemnity cover for pharmacists will be provided and funded in full by the employing Federation / FSU for work undertaken as part of that employment.

Professional governance and leadership are delivered by a Senior Professional Manager in each relevant Federation and, currently, there are professional Heads of Pharmacy, Nursing and Mental Health in Federations where such staff are employed.

Direct Service Provision

As Federations grow, develop and mature, they are recognised as an efficient and effective model for staff employment or service provision. This is particularly where there are benefits to delivering and managing such services at scale. To date, these services include 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 in Primary Care to include social workers, physiotherapists and mental health workers.

General Practice Pharmacist Vacancy

The following Vacancy is currently available within the West Belfast GP Federation as below.

Federation	Hours	Anticipated Duration
West Belfast Federation	1 wte	Fixed Term Maternity Cover contract up to 31 December 2026

JOB DESCRIPTION

JOB TITLE:	General Practice Pharmacist
LOCATION:	Designated GP Practice(s) in Federation area
ACCOUNTABLE TO:	Federation Chair
RESPONSIBLE TO:	Lead General Practice Pharmacist
PROFESSIONALLY RESPONSIBLE TO:	Professional Head of Pharmacy

KEY RESULT AREAS

This is a team role where the post holder will have and will develop clinical pharmacy skills that will improve safety, efficiency, effectiveness and consistency of prescribing in primary care. All activity will be agreed according to the Federation prescribing action plan and as part of the planning process with the relevant GP practice. Clinical patient facing activities will only be undertaken with the agreement of GPs in the practice.

Improving Safety:

- Develop, implement, and manage the repeat prescribing system within GP Practices. Manage the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions and reviewing medicines reaching review dates and flagging up those needing a review to the GP. Audit the system annually and develop and update the repeat prescribing protocol accordingly.
- Review medication requests, repeat prescriptions and hospital discharge summaries on behalf of the practice, working with GP staff to ensure appropriate decisions are made and safe, appropriate systems are operating.
- Ensure that all medicines are reconciled within 5 days of receipt of information associated with patient discharge. Gather and review all required patient information and liaise with relevant hospital, community and primary care colleagues to ensure the practice manages medicines correctly following transfer of care
- Utilise medicines information skills to undertake at least annual outcome focussed medication reviews considering all sources of medical and pharmaceutical information regarding the individual patient. Apply medicines optimisation principles for patients on 4 or more repeat medications, care home residents and the frail and elderly.

- Develop and manage prescription form security protocols and processes to ensure safe handling of prescription forms in the practice setting.
- Highlight to professional lead any issue which impacts on ability to deliver an equitable clinically effective service and assist in identifying possible solutions.
- Communicate complex pharmaceutical information regarding all aspects of medicines use in an understandable form patients and carers using negotiation, persuasion, motivation and counselling skills. This may include situations where there are barriers to understanding.
- Appropriately influence multi-disciplinary, general practice, and other healthcare teams within the Federation on prescribing and medicines management issues and network to promote the delivery of a high level of clinically effective care.

Independent Prescribing

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

Improving Quality:

- Improve prescribing quality through implementation of and compliance with the NI Formulary in particular those sections which are a priority for the practice and Federation including antimicrobial agents
- Responsible within the practice for facilitating implementation, monitoring and evaluation of disease management guidelines and related prescribing policies. Support and provide assistance to GP and nurse colleagues to achieve this.
- Work closely with the GPs, nurses, and other practice healthcare staff to resolve day-to-day medicines issues through the application of pharmaceutical knowledge and expertise
- Undertake prescribing as soon as possible after appointment for an agreed cohort of patients as defined by competency and need
- Utilise expert pharmaceutical knowledge to create care plans in an agreed format for patients with long term conditions in partnership with GP clinical leads
- Analyse and interpret complex information from a variety of sources regarding individual patients including biochemistry, medication and clinical condition.
- Ensure consistency in prescribing across practices within the Federation
- Make effective use of practice systems to improve the health of patients e.g. through development and implementation of searches and audit.

Improving Efficiency and Cost Effectiveness:

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

Governance

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

and comply with requirements for fitness to practice, accountability, and delegation

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

Team Working and Development

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

Record keeping

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

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. The post holder must have current indemnity insurance that covers all the tasks that are required to be undertaken.

PERSONNEL SPECIFICATION

Criteria		Essential / Desirable	Method of Assessment
Professional Registration	Registration with the Pharmaceutical Society of Northern Ireland (PSNI) or eligible for membership.	Essential	Application form
Qualifications	Undergraduate degree in Pharmacy	Essential	Application form
	Be willing and committed to undertake the required post-registration Pharmacist Foundation Programme at the earliest opportunity on coming into post.	Essential	Application form
	Registered as an Independent Prescriber or Be willing and committed to undertake required Independent Prescribing qualification at the appropriate point as determined by Lead General Practice Pharmacist.	Essential	Application form
Skills, Knowledge & Experience	Have a minimum of 3 years post registration experience in pharmacy.	Essential	Application Form
	Experience of working in general practice	Desirable	Application Form / Interview
	In-depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare	Essential	Application Form / Interview
	An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing	Essential	Application Form / Interview
	Experience in use of IT	Essential	Application Form / Interview
Other	Hold a full current driving licence and/or* have access to a form of transport which will permit the	Essential	Application Form

	applicant to meet the requirements of the post in full. *This relates to any individual who has declared that they have a disability which debars them from driving.		
	Willingness to travel within locality and group of Federation practices	Essential	Application form

Candidates who are short-listed for interview will need to demonstrate that they have the required competencies to be effective in this demanding role. The competencies required are detailed in the job description and the Skills, Knowledge and Experience section of this job specification.

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.

General Practice Pharmacist Training & Development Opportunities

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

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

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

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

Post-registration Pharmacist Foundation Programme

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

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

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

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

Independent Prescribing (IP)

On completion of the post-registration Pharmacist Foundation Programme, GPPs are required to undertake the Independent Prescribing Course. This post-graduate Certificate course is divided into four modules and runs over a ten-month period. It includes 12 days' learning in practice, the purpose of which is to enable the student to transfer their learning from the theory element of the course and to develop and

practise clinical examination skills relevant to the condition(s) for which they intend to prescribe. The pharmacist may complete their learning in practice at any point during the ten-month period.

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

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

Recruitment Process

Process	Dates
Close applications	12 noon, Friday 20 th February 2026 Your completed application should be emailed to recruitment@easternfsu.co.uk
Anticipated Date of Interview	2 nd March 2026

Return of application forms

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

Data Processing

Please note West Belfast Federation use the HR services of the Eastern Federation Support Unit to administer the recruitment process. Please see the Eastern Federation Support Unit privacy statement for further information on the processing of recruitment data.

Waiting List

A 12-month waiting list will be generated for future posts (Temporary).

References

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

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 AccessNI Code of Practice, please see <https://www.nidirect.gov.uk/publications/accessnicode-practice>

As per the AccessNI Code of Practice the GP CIC has a policy on the Secure Handling, Use, Storage and Retention of Disclosure information. Please email recruitment@easternfsu.co.uk to request a copy.

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 at angela.emmett@easternfsu.co.uk.

Appendix A

GENERAL PRACTICE PHARMACY TERMS AND 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. As well as the items listed below, Federations also offer occupational maternity, paternity, and adoption pay, as well as an occupational sick pay scheme.

Place of Employment

The place of employment will be the designated GP Practice(s) within the West Belfast Federation area.

Working Hours / Pattern

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

Continuous Service

Previous employment with another Federation or FSU may be counted towards continuous service.

Salary

General Practice Pharmacist



Any further pay progression will be dependent on meeting additional agreed skills as required by Federation

Indemnity

Pharmacists will be invited to join the Medical Defence Union (MDU) as full individual members to indemnify their work for the Northern Ireland GP Federations and FSUs. Indemnity cover for pharmacists will be provided and funded in full by the employing Federation / FSU for work undertaken as part of that employment.

Annual Holidays

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part time staff).

Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

Statutory Holidays

You will receive the following Statutory (Public) Holidays with pay. Part time staff will receive a pro rata proportion of the bank holiday entitlement regardless of the days on which they are required to work. When the public holiday falls on a Saturday or Sunday; the 'substitute day' is normally the following Monday.

- New Year's Day
- St Patrick's Day
- Easter Monday
- Easter Tuesday
- 1st Monday in May (Early May Bank Holiday)

- Last Monday in May (Spring Bank Holiday)
- 12th July
- Last Monday in August (Summer Bank Holiday)
- Christmas Day
- Boxing 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.

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.