DOWN
GP FEDERATION

FFP Down CIC

APPLICANT INFORMATION PACK

Senior Mental Health Practitioner -

Down Federation

Ref-SMHP/2026/36

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 -Stepped Care Model
- Appendix B- Terms & Conditions & Waiting List Principles

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).

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.

SENIOR MENTAL HEALTH PRACTITIONER VACANCY

Down GP Federation is recruiting for a Senior Mental Health Practitioner.

We are looking for an experienced, patient-focused professional to join our team and deliver high-quality mental health support in primary care within the Down Federation area.

Senior Mental Health Practitioner- **Salary- £47,810 - £54,710 per annum (full- time)**		
Location	**Hours**	**Duration**
Montalto GP Practice, Ballynahinch, and other practices within Down GP Federation area.	*37.5 hours per week *Applications for part-time hours may be considered, provided the full 37.5 hours can be covered collectively by the part-time appointees.	Permanent

We will also create a waiting list of suitable candidates for further permanent and temporary vacancies arising over the next 12 months.

JOB DESCRIPTION

JOB TITLE:	Senior Mental Health Practitioner – Multidisciplinary Team Primary Care (GP Practice)
REPORTS TO:	Primary Care Mental Health Manager
ACCOUNTABLE TO:	Federation Chair
PROFESSIONALLY RESPONSIBLE TO:	Identified professional supervisor (Social work, Nursing, Occupational Therapy, and Psychology)
INITIAL BASE LOCATION:	Designated GP Practice(s) in Down GP Federation area

GP Federations

In 2015/16, GP practices formed not-for-profit companies known as GP Federations. These Federations cover populations of 100,000 people with membership drawn from all of the GP practices in that area. The Health and Social Care Board (HSCB) currently contracts with GP practices which can then subcontracted to another provider. With the establishment of Federations, GP practices now, as a group, sub-contract to their local Federation. It is the GP Federation who will be the employer of the Senior Mental Health Practitioners in Primary Care.

Multidisciplinary Team (MDT)

In October 2016, “Health and Wellbeing 2026: Delivering Together” a 10-year plan for transforming health and social care in Northern Ireland was launched by the Department of Health (DOH). This plan was the response to a report produced by an Expert Panel led by Professor Bengoa tasked with considering the best configuration of Health and Social Care Services in Northern Ireland. A key element of this plan is the development of multidisciplinary teams (MDTs) of professionals working alongside GPs as first responders in general practice. Following a period of engagement with the Health and Social Care (HSC) system and service users the Department of Health (DOH) proposed that the HSCB commission multidisciplinary teams (MDTs) in General Practice in 2018/19.

These MDTs are intended to deliver the vision set out in “Delivering Together” with an increased emphasis on a holistic model of health and wellbeing which includes physical, mental and social wellbeing with a greater focus on prevention and early intervention. The teams will be community facing and will use community development approaches.

The main role and function of these new multidisciplinary teams (MDTs) is to provide a first contact and brief intervention service to patients presenting in General Practice. Each multidisciplinary team will be made up of GPs, nursing staff, practice based social workers, senior mental health practitioners, pharmacists and physiotherapists.

The Senior Mental Health Practitioner can be from one of four professional backgrounds Social Work, Nursing, Occupational Therapy or Psychology. The Senior Mental Health Practitioner will be an integral part of the MDT working alongside other professionals in a seamless and coordinated way effectively meeting the holistic needs of the GP patient and their families.

Job Purpose

The post holder is responsible for ensuring the delivery of safe and effective care to the whole practice population. S/he will be highly specialist resource providing clinical expertise in care, advice and support within General Practice. S/he will lead and/or work within the multi-disciplinary team in order to ensure a seamless, coordinated approach to person-centred care, across the clinical pathway, and provide timely onward referral to other professionals and agencies as appropriate. Clinically the focus of the role is the delivery of evidence-based practice for patients/families, providing an initial assessment to patients of any age, presenting with undifferentiated undiagnosed mental health problems providing initial management including brief interventions or prescribing, where appropriate, and reviewing patients at the request of the GP S/he will work collaboratively with the whole general practice team to lead and/or participate in the provision of expert advice in developing, implementing and monitoring policies, procedures and protocols which meet national, regional and local requirements.

The fundamental role for mental health care practitioners within a GP Practice is to ensure that individual needs are met in a timely, appropriate and accessible manner. GPs estimate that mental ill-health accounts for a significant percentage of their daily workload in general practice, either as the sole problem or a major part of the presenting problem. GPs also indicate that patients who present with mental health problems tend to consult more

frequently and have longer consultations than those without mental illness, and therefore place a high workload demand on general practice.

The role and function of the Senior Mental Health Practitioner is to work as a core member of the new MDTs alongside the GP in his/ her practice providing a first contact mental health service to patients across the lifespan who present in General Practice with a mental health issue.

The Senior Mental Health Practitioner will undertake consultations with patients registered with the practice presenting with a range of needs and based on a standardised assessment pathway will provide an initial formulation of need, provide clinical advice, watchful waiting, prescribe if appropriate, provide initial short-term treatment and/or signpost to other services. The post holders will work primarily with people who are not eligible for, or availing of, other services from the Health and Social Care Trust either primary or secondary care services. It is envisaged that while the Senior Mental Health Practitioner may assess patients with the full range of mental health issues, they will only provide short term interventions with patients at step one or with patients on the perimeter of step two (see appendix 1 stepped mental health model) The Senior Mental Health Practitioner will have a critical role in signposting and / or referring patients and will have a critical interface role with Trust primary mental health care teams, primary care mental health and wellbeing hubs, recovery colleges, and the community mental health teams for older people. The Senior Mental Health Practitioner will refer patients with higher level complex mental health conditions directly to more appropriate Health and Social Care Trust services.

The Senior Mental Health Practitioner will have specific areas of specialist or expert practice and will mentor and develop other members of staff and contribute to the training and professional development agenda according to their particular area of expertise.

The post holder will also know and understand Health and Social Care Trust services and will provide advice and guidance to other multi-disciplinary team members on Trust pathways and Trust thresholds for intervention. The post holder will be expected to provide cover for colleagues within the Primary Care MDT and deputise for the Team Leader / Manager as required and work evenings as required.

Main Responsibilities

The post holder will:

- Deliver first contact care to both pre-booked and patients presenting with undifferentiated, undiagnosed mental health problems in General Practice.
- Lead in providing a person-centred holistic approach to assess both the physical, psychological and social needs of the patient/client, families and carers.
- Make professionally autonomous decisions for which s/he is accountable and provide safe, evidence based, cost effective, individualised patient care.
- Provide individual, time-limited, mental health assessments, provide brief interventions and prescribe for patients as necessary.
- Assess and manage when required risk of self-harm or harm to others.
- Accept referrals from GPs, undertake comprehensive mental health assessment of individuals' and identify and manage potential risks.
- Act as a specialist expert resource within the general practice team in planning and communicating complex programmes of care to all disciplines and in partnership patients/clients, families and their carers, to support timely access to relevant care.
- Support service users to identify, shape and manage their own health and wellbeing needs using recognised recovery models.
- Lead on the establishment of procedures to support the physical health monitoring of services users, in accordance with NICE Guidelines.
- Monitor, and where appropriate, carry out physical health monitoring assessments with patients identified, in accordance with NICE Guidelines.
- Agree a plan in conjunction with the service user (and significant others) and signpost or refer to the local recovery college, mental health hub or other organisations providing Step 2 services such as “Psychological Talking Therapies”, or signpost/ refer to step 1 services in the locality.
- Co-ordinate and act as liaison between Professionals/Agencies ensuring the patient receives continuity of service.
- Work collaboratively with Trust Mental Health teams and the Community and Voluntary sector to ensure effective management of the patient and carers needs.
- Plan and implement skilled, evidence-based brief interventions in conjunction with the Service User and significant others as part of the overall package of care.

- Provide accurate written and electronic records, reports, statistical data and other associated documentation in accordance with GMS requirements and standards set by professional regulators.
- To ensure that all significant events are recorded, reported, reviewed and action taken within the context of the culture of continuous improvement.
- Adhere to the provisions contained in the Mental Health (N.I.) Order 1986, other relevant legislation including The Children (NI) Order 1995, and to MDT policies and procedures.
- Ensure that practice does not duplicate the work of Trust based primary mental health care teams adhering to clear protocols and referral pathways.
- To be actively involved in group modular programs and to demonstrate specialist group work skills to assist in appropriately engaging clients during group sessions.

Education and Development

The post holder will:

- Lead and/or support in the development, delivery and evaluation of education and learning activities specific to the area of expertise, both internal and external to the federation, as required.
- Lead and/or support the development, delivery and evaluation of patient education, working in collaboration with the multidisciplinary team and colleagues as appropriate.
- To liaise with the Service User, Peer and Carer Advocates and contribute towards User and Carer participation in the delivery of services.
- To provide consultation, advice and guidance to others in respect of the practitioner's professional role.
- To take an active role in the MDTs academic programme and participate in mandatory training and evaluation.
- To represent the MDT as required, participating in meetings, attending courses and conferences.
- Contribute to the creation of a learning environment within the MDT providing consultation and advice to colleagues within the wider GP service.
- Work in collaboration with Education Providers as appropriate.

Research and Evidence-Based Practice

The post holder will:

- Promote a learning environment for patients and other health professionals and facilitate a research culture to support continuous improvement activities.
- Facilitate the use of evidence-based practice, audit and peer review to enhance patient/client care and/or the service and disseminate relevant findings.
- Collate and record quantitative and qualitative data to demonstrate evidence of outcomes and quality and produces relevant reports.
- To evaluate the effectiveness of interventions and contribute to MDT review.
- Undertake regular audits and evaluations to determine compliance with practice standards.
- To adhere to agreed protocols pertaining to Governance including implementation of standards, risk management strategies and audit processes.

Leadership and Management

The post holder will:

- Work as an effective and responsible team member, supporting others and exploring the mechanisms to deliver transformation.
- Lead in the analysis of areas of need, working collaboratively to identify gaps in service provision, providing leadership in the co-design and development of new initiatives and management of services that take account of the needs of patients/clients, their families and carers.
- Participate in regular supervision and support and provide professional expert advice to other staff within Primary Care MDT.
- Participate in the recruitment and selection of staff.
- Lead multidisciplinary/multiagency practice development and service improvement projects.
- Engage Service Users and Carers and involve them in the planning and delivery of services.

Professional Responsibilities (Social Work, Nursing, Occupational Therapy or Psychology)

- To be professionally and legally responsible and accountable for all aspects of professional practice including the management of patients in their care.
- To maintain professional registration.
- To ensure personal accountability in accordance with their own professional Code of Practice.
- To attend the relevant professional forums as part of Continuous Professional Development.
- To support and supervise students on placement if appropriate.
- To participate in identifying and addressing own development needs through the Supervision Process.
- To work within Health Board and Primary Care clinical protocols, procedures and guidelines and Professional Standards set by the HCPC/ NMC /NISSC other professional bodies.
- To have an excellent working knowledge of national and local standards and monitor own and other's quality of practice as appropriate.
- Provide a high standard of care using safe effective, evidence-based interventions in accordance with current research and professional standards.
- To identify and manage clinical risk within own caseload. To be aware of the boundaries of own practice and to manage the associated risk effectively.

General Responsibilities

Employees of the GP Federations and FSU will be 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 the efficient completion of all tasks allocated to them.
- Comply with the No Smoking Policy.
- Carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.
- Adhere to equal opportunities policy throughout the course of their employment, as in Section 75 of the Northern Ireland Act 1998.
- Ensure the on-going confidence of the public in service provision.

- Support the GP Federations and FSU in complying with its obligations under Human Rights legislation.
- Comply with the GP Federation and FSU and relevant professional codes of conduct.

Equality

The GP Federation 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, dependants, 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.

Records Management

All employees of the GP Federation are legally responsible for all records held, created or used as part of their business within the Federation including patient/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Federation's policy and procedures on records management and to seek advice if in doubt.

Environmental Cleaning

The GP Federation recognises the key principle that cleanliness matters. It is everyone's responsibility, not just the cleaners to ensure an hygienically clean environment. Whilst there are staff employed by the Federation who are responsible for cleaning services, all staff employed by the Federation have a responsibility to ensure a clean, comfortable and safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention & Control

All Staff should co-operate fully with regard to Federation policies and procedures relating to infection prevention and control.
Staff, in delivery of all care must:

- Wash their hands thoroughly between each patient contact.

- Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.
- Be aware of the Federation's Infection Control guidance and the Northern Ireland Regional Infection Control Manual and ensure they obtain mandatory Infection prevention control training or other specific infection control related training as required.

User involvement

Staff members are expected to involve patients, clients and their families in developing, planning and delivering our services in a meaningful and effective way

Location

Co-location of the members of the MDT within general practice is highly desirable, however, not always practical. Where the estate does not facilitate co-location creative use of alternative accommodation within the federation area may be required. The mental health senior practitioner will, as far as practicable, be based in a GP Practice however they may be expected to provide services across more than one GP Practice.

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 that the GP Federations and FSU operate a "No Smoking" Policy and all employees MUST comply with this.

We are an Equal Opportunities Employer.

PERSONNEL SPECIFICATION

Senior Mental Health Practitioner – Multidisciplinary Team Primary Care (GP Practice)

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.

Essential Criteria

1. Registered Mental Health Nurse, live on NMC register, or, Professional Social Work qualification and registration with the Northern Ireland Social Care Council (NISCC), or, Registered Occupational Therapist, or, practitioner psychologist registered with The Health and Care Professions Council (HCPC).

2. Three years post qualifying experience in one of the above disciplines at Band 6 or equivalent, of which two years should be in an adult mental health setting.

3. The successful candidate must hold a full current driving license (valid in the UK) and have access to a car at the closing date or have ** access to a form of transport which will permit the applicant to carry out the duties of the post in full.
   *(** this relates only to any person who has declared that they have a disability, which debars them from driving).*

4. Demonstrate relevant knowledge and experience of working in adult services including knowledge of relevant legislation, best practice guidelines as well as an understanding of the role of all statutory agencies, and community services.

The following are essential criteria which will be measured during the interview stage.

KNOWLEDGE & SKILLS

1. Have relevant knowledge of developments in mental health care, including legislation, policies, procedures and current issues.

2. Demonstrate a commitment to delivering the optimum standard of patient centred/ client centred care
3. Demonstrate an understanding of clinical governance including risk management
4. Have an excellent understanding of a range of appropriate therapeutic interventions and evidence of application of same
5. Have a commitment to on-going personal and professional development
6. Effective Planning & Organisational skills with an ability to prioritise own workload.

Desirable Criteria

1. Experience of working in a primary care/ community care setting
2. Experience of community development approaches to addressing the needs of service users with mental health difficulties

Applicants please note:

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

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

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

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

Recruitment Process

Process	Dates
Applications Open	Friday 13th November 2026
Applications Close	Friday 27th November 2026 at 12.00 Noon. Your completed application should be emailed to recruitment@easternfsu.co.uk
Anticipated interview date	Thursday 3rd December 2026

HOW TO APPLY

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 Down 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 for further permanent and temporary and full time and part-time roles will also be compiled for Down Federation.

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

Tips for completing / submitting your application

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 portal application.

Therefore, you must ensure that your application 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 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

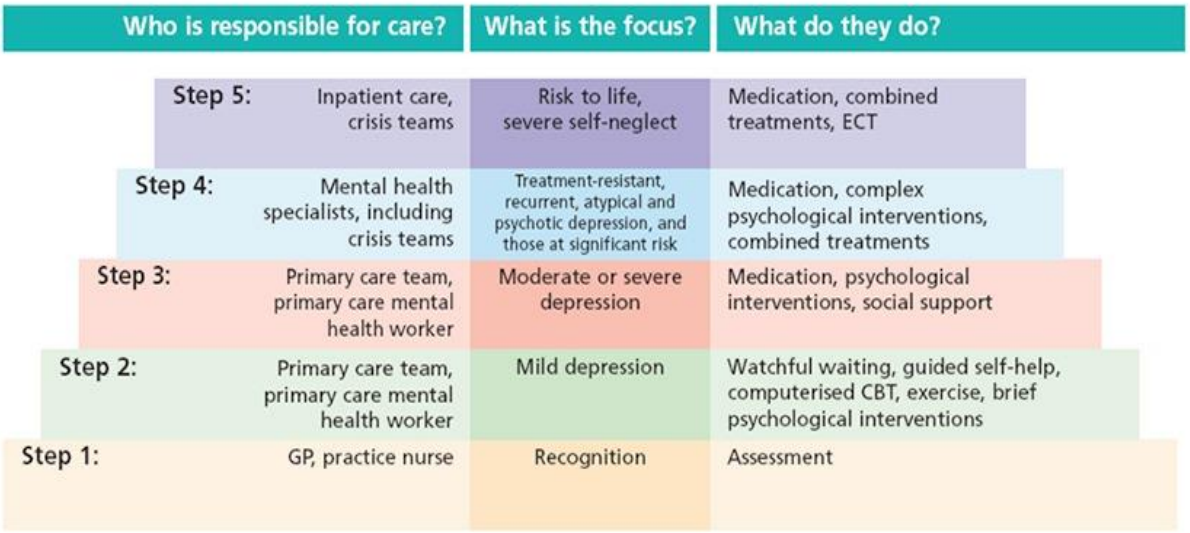
GP Federations are committed to ensuring that applicants with a disability have equality of opportunity and are considered solely on their merits. Therefore, if you require any assistance/reasonable adjustments during the recruitment process, please give details on your application form in the relevant section. If you would like to speak to someone about reasonable adjustments, please contact recruitment@easternfsu.co.uk
.

Appendix A

Stepped Care Model

Stepped Care is a system of delivering and monitoring treatments, so that the most effective yet least resource intensive, treatment is delivered to patients first; only 'stepping up' to intensive/specialist services as clinically required.

"Having the right service in the right place, at the right time delivered by the right person."



Additional Information

Each person recruited as a MDT mental Health Practitioner will deliver the core role outlined in the attached job description, in line with their established professional skillset and background. For instance, they can bring a focus on:

Specialist Primary Mental Health Care Nurse
Promoting physical and mental health, effective psychological therapy interventions, pharmacological management/monitoring and in time non-medical prescribing

Clinical Psychologist/Counselling Psychologist
Detailed psychological assessments and providing evidence based primary care psychological intervention on individual and group basis. Provide support and supervision to other MD team members on psychological issues.

Specialist Mental Health Occupational Therapists
Anticipating, identifying and addressing social and occupational barriers to a client's ability to function effectively. The Specialist Mental Health Occupational Therapist will work with the MDT on the social determinants of health and well-being and assist in tackling health and social inequalities, building resource and resilience with individuals, groups and communities

Social Work Mental Health Practitioner
Holistic, relationship based, person centred and systems focused assessments and interventions to the work of the team. As well as providing expert input and interventions in relation to social wellbeing and social determinants of mental health such as poverty, loneliness, adverse childhood experiences and social relationships. They will promote social justice for individuals and communities (including interventions to address inequalities), promote a human rights-based approach that emphasises inclusion, citizenship and self-determination for those experiencing poor mental health.

They will also contribute expertise in relation to law and policy relevant to those experiencing poor mental health, contribute expertise in child and adult safeguarding and in complex risk assessment and management.

Appendix B

GP FEDERATION 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 Down 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.

Salary

Job Title	Salary
Primary Care Senior Mental Health Practitioner	£47,810 - £54,710 per annum pro rata

Recognition of Service for those coming into GP Federation Employment

New staff joining GP Federations from other HSC/NHS employers will have their anniversary date for salary increments and reckonable service for annual leave and sick leave entitlements recognised. On joining the Federation HR will confirm these

details with the previous employer.

Reckonable Service for those Returning to HSC Employment from MDTs

As per the Department of Health Workforce Policy Directive, Reference: HSC (AfC) (2) 2023, where an individual, previously employed within a NHS/HSC employer, has
taken up a role in support of the MDT programme with a GP Federation and is returning to HSC employment, Trusts are advised that they should apply the discretion afforded by the NHS Staff Handbook to consider the period of employment by the GP Federation as reckonable for the purpose of sick pay, annual leave, incremental credit, leave for new parents and redundancy pay.
See doh-hsc-afc-2-23.PDF (health-ni.gov.uk)

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.

APPENDIX C

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.