

**COOKSTOWN GP
C.I.C COMMUNITY INTEREST
COMPANY**



APPLICANT INFORMATION PACK

General Practice Nurse

JOB REF: GPN/2025/31



About Cookstown Family Practice

Cookstown Family Practice was formed in May 2023, formerly known as Dr Graham's, the contract is held by the Cookstown GP CIC (Community Interest Company). We have a strong commitment to delivering high-quality, patient-centred care and are also a NIMDTA GP Training practice.

The Practice covers an eight-mile radius, with a mix of urban and rural settings, we have a practice population of 2,950 patients. We endeavour to provide a family-based service, treating our patients as we would expect ourselves and our families to be treated.

Our team combines experience and specialist knowledge:

- **Dr Kathryn Potter – GP Clinical Lead**

Dr Potter has a special interest in women's health and family planning and is also a GP Trainer and Associate Director for GP Specialty Training at NIMDTA.

- **Dr Karen Bateson– Salaried GP**

With extensive experience in general practice, Dr Bateson is also a GP trainer.

Our wider team includes a Practice Manager, Treatment Room Nurse, Practice-Based Pharmacist, and a friendly, professional reception staff.

If this sounds like the kind of practice you would enjoy being part of, we look forward to receiving your application.

Vacancy Information

Cookstown GP CIC are recruiting for the following vacancy:

General Practice Nurse	Hours: 22.5 hours per week Salary: £37,338 per annum pro rata. Working Pattern: Monday 9.00 am -4.30 pm (inclusive of 1-hour unpaid lunch) 4 hours per day Tuesday to Friday.	Based: Cookstown Family Practice, 18 Loy Street, Loy Buildings, Cookstown, BT80 8PE
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JOB DESCRIPTION – General Practice Nurse

Job Title:	General Practice Nurse
REPORTS TO:	Lead GP, Cookstown GP Practice CIC
RESPONSIBLE TO:	Directors of Cookstown GP CIC
LOCATION:	Cookstown Family Practice
SALARY:	£37,338 per annum pro-rata
HOURS:	22.5 hours per week

JOB PURPOSE

The General Practice Nurse post-holder will provide nursing services to the practice population through evidence based, quality focused care. Within the scope of practice, and as appropriate to the role, the post-holder will undertake a range of nursing assessments, providing safe, effective, and person-centred care/treatment in partnership with GPs, and any other members of the MDT. Working within practice policy, protocols and DoH service frameworks, the post-holder will strive to improve standards of care for patients and their families and be involved in identifying practice population needs.

The General Practice Nurse will be involved in Long Term Conditions management. The post-holder will have knowledge of the GMS contract, NICE Guidelines and The Quality and Outcomes Framework (QOF) and will work within the current NMC Code and to agreed practice standards and protocols. The post-holder will facilitate clear communication between clinical, administrative and community teams to ensure consistency in care and treatment for patients and their families.

MAIN DUTIES/RESPONSIBILITIES

CLINICAL PRACTICE

The post-holder will:

1. Provide assessment, treatment, screening and health education services and advice, working in accordance with local and national protocols, guidelines, NICE guidelines, and the QOF framework, adhering to the NMC Code at all times.
2. Provide person-centred nursing care which encompasses the core HSC values of Compassion, Openness and Honesty, Collaboration and Excellence (DoH 2018) and NMC Code.
3. Provide day-to-day supervision and/or clinical supervision to members of the General Practice team.

4. Evaluate and adapt care using evidence- based practice, in consultation with colleagues for ongoing care delivery and team education, quality improvement and audit.
5. Provide nurse-led clinics for a range of long-term conditions and public health activities where appropriate training has been provided.
6. Keep accurate, contemporaneous records in accordance with the General Practice policies, GDPR (2018), General Practice IT Systems, NMC Code and current NI standards for nursing and midwifery practice.
7. Communicate effectively with patients, families/carers ensuring they are involved in decisions about their care/treatment and where relevant support the patient with self-management of their condition.
8. Communicate effectively with all members of the multi-disciplinary team, including General Practice Nurses and GPs to ensure the delivery of quality integrated care.
9. Provide brief focused lifestyle advice to enable self-management for patients whose health, including mental health, could be at risk
10. Adhere to Department of Health and Nursing and Midwifery Council's guidance for the safe handling, administration, storage, cold chain, custody and disposal of medicinal products including vaccines.
11. Adhere to the General Practice guidelines, policies and procedures.
12. Participate in public health initiatives to improve the health of the practice population including health promotion, prevention of ill health and accidents. Other Health Promotion may include Breast & Cervical screening services, Healthy Leg clinics, and support for vaccination programmes as set out by JCVI and DoH to promote Health & Well-being.
13. Investigate concerns raised, act in accordance with the current NMC Code and the General Practice guidance and escalate if necessary. Ensure appropriate feedback to those concerned and implement recommendations.

EDUCATION AND LEARNING

The post-holder will:

1. Maintain professional registration on the NMC register, ensuring adherence to annual renewal and the three yearly revalidation requirements
2. Take responsibility for own personal/professional development, providing sufficient evidence of the achievement of set objectives through individual performance and the review process.
3. With line manager plan and identify personal development needs to meet any gaps in clinical practice and develop a personal plan which maintains Continuous Professional Development (CPD) and addresses any knowledge and/or skill deficits in support of clinical practice.
4. Participate in clinical supervision, appraisal and other development opportunities and support.
5. Participate in the preceptorship and supervision of others.
6. Undertake Quality 2020 Level 1 and Level 2 Attributes Framework training.

RESEARCH AND EVIDENCE-BASED PRACTICE

The post-holder will:

1. In conjunction with GP practice colleagues participate in research, data collection, audit and quality improvement activities to support continuous improvement of patient care and services.
2. Seek feedback from patients, their families and carers to inform improvements in care and services. Be able to communicate to patients the evidence underpinning their care.

LEADERSHIP AND MANAGEMENT

The post-holder will:

1. Adhere to Health and Safety policy and statutory regulations.
2. Report any signs of ill health in colleagues.
3. Delegate appropriately to staff in accordance with the DoH Delegation Framework (2019)
4. Prioritise work to be an effective member of the general practice team.
5. Monitor and evaluate the provision of nursing care against local governance arrangements.
6. Contribute to General Practice team meetings and other multi-disciplinary forums.
7. Report any adverse incidents, accidents or near misses and undertake analysis, in line with local policies and professional duty of candour.
8. Adhere to the local whistleblowing policy and raise concerns appropriately.
9. Adhere to financial and resource allocation to ensure budgets are not overspent.
10. Take charge, when necessary, as part of continuing professional and managerial development.

GENERAL RESPONSIBILITIES

The General Practice Nurse is required to promote and support the mission and vision of the service for which they are responsible:

1. At all times provide a caring service and to treat those with whom the post-holder comes into contact with in a courteous and respectful manner.
2. Demonstrate their commitment by regular attendance and the efficient completion of all allocated tasks.
3. Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
4. Adhere to Equality and Good Relations duties throughout the course of their employment.
5. Ensure the ongoing confidence of the public in-service provision.
6. Support the organisation in complying with its obligations under Human Rights legislation.
7. Maintain high standards of personal accountability.

RECORDS MANAGEMENT

All employees are legally responsible for all records held, created or used as part of their business, including patient, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998 and General Data Protection Regulations (GDPR). Employees are required to be conversant with the Cookstown GP Practice CIC policy and procedure on records management and to seek advice if in doubt.

ENVIRONMENTAL CLEANING

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 employees 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 staff 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 Cookstown GP Practice CIC 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.

Equal Opportunities

Cookstown GP Practice CIC is an Equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religious belief, political opinion, race, gender, marital status, 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.

This job description is not meant to be definitive and is subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

Please note that the GP Cookstown GP Practice CIC operate a “No Smoking” Policy, and all employees must comply with this.

PERSONNEL SPECIFICATION – General Practice Nurse

JOB TITLE - General Practice Nurse – Cookstown GP CIC

The following are essential criteria, some of which as indicated, will be used to shortlist for interview but may also be further explored during the interview/selection stage. Other criteria will be explored during the interview/selection stage.

Factors	Essential Criteria	Criteria to be used for shortlisting.
Qualifications, Registration & Experience	Registered Nurse Adult: First level, on the NMC register with at least 1 years' post registration experience.	Shortlisting
Knowledge	Applicants must demonstrate full understanding of the current NMC Code and Scope of Professional Practice	Shortlisting
	Knowledge of current nursing practice, professional trends and issues applicable to Primary Care and General Practice.	Shortlisting
	Knowledge of managing of clinics.	Shortlisting
Skills / Abilities	- Applicants must demonstrate the ability to communicate assertively, effectively and sensitively with patients and clients and across a range of workplace situations - Applicants must demonstrate the ability to take responsibility for their own learning. - Applicants must demonstrate the ability to effectively organise and plan their work. - Applicants must demonstrate the ability to work effectively as part of the multidisciplinary team. - Applicants must be able to demonstrate IT literacy	

Circumstances	▪ Full current driving licence (valid in the UK) and have access to a car *or have access to a form of transport which will permit the Applicant to carry out the duties of the training post in full. *This relates only to any person who has declared that they have a disability that debars them from driving.	Shortlisting
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The following are desirable criteria and will ONLY be used where it is necessary to introduce additional job-related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these.

Factors	Desirable Criteria
Experience	▪ A minimum of 2 years working in General Practice as a registered nurse. ▪ Competent in taking cervical smear tests and have undertaken updated training within the last 3 years.

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

We are an Equal Opportunities Employer

Recruitment Process

Process	Dates
Open applications	Wednesday 5 th November 2025
Close applications	12 noon, Wednesday 19th November 2025

How to Apply

Please complete the relevant application form and monitoring form and return by email to recruitment@easternfsu.co.uk

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

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

Data Processing

Please note Cookstown GP CIC 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.

Further Information

We are happy to answer any queries you may have regarding the General Practice Nurse vacancy, please email recruitment@easternfsu.co.uk and your query will be directed to the appropriate person.

Pre-employment Checks

The following pre-employment checks will be carried out prior to appointing someone to a post:

References

All appointments are subject to two satisfactory references being received. Please be specific when providing addresses/contact details for your referees. One of your references must have knowledge of your present work/or most recent employment and be in a supervisory/managerial capacity. Please note that we always seek a reference from your last employer, where applicable.

Professional Registration/Qualification Checks/Verification of Identity

The Recruitment Team will carry out checks to confirm professional registration and any qualifications which are listed as essential in the Personnel Specification. You will also be required to produce original documents to verify your identity, one of which must be photographic identification.

Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this within a reasonable time period (**10 working days from conditional offer of appointment**) the offer may be withdrawn.

If successful, staff will be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g., Passport/travel documents. Failure to do so will result in non-appointment.

Health Assessment

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

Access NI Checks

As part of the Recruitment and Selection process it will be necessary to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed. The above checks must be completed before an appointee commences employment.

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

The Eastern FSU has a policy on the recruitment of ex-offenders and a policy on the secure handling, use, storage, and retention of disclosure information. Both policies are available on request by contacting recruitment@easternfsu.co.uk.

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

Tips for completing / submitting your application form

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

For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts); and number, expiry date and nature of professional registration (including part/branch of the register as appropriate). Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.

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

Candidates with a Disability

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

Late applications will not be accepted

Please note:

It is your responsibility to check that your application has been submitted successfully. Eastern FSU is not responsible for any technical problems you may experience and is not obliged to accept a late application from you in these circumstances.

Additional information may not be included on your application after the closing date/time.

