

**General Practice
Elective Care Service**



APPLICANT INFORMATION PACK

Elective Care Vasectomy Nurse

JOB REF: VN/2025/34



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Introduction

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

- A brief overview of the role of GP Federations
- 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 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.

Primary Care Vasectomy Nurse Vacancy

A Vacancy is currently available within the Ballyclare Group Practice

Federation	Clinics	Anticipated Duration
Ballyclare Group Practice	1-2 sessions per month inc Thursday Mornings	Permanent



JOB DESCRIPTION

Salary:	£36,483 per annum pro rata
Location:	Ballyclare Group Practice, 2 George Avenue, Ballyclare, BT39 9HL
Hours:	1-2 sessions per month (inc Thursday mornings)
Reports to:	Clinical Lead for Vasectomy service
Responsible to:	Clinical Director Elective Care
Duration:	Permanent

Job Purpose

The postholder will be required to work as an effective member of the Elective Care Team. The postholder will be required to assess the nursing needs of vasectomy patients, whilst they are in the clinical setting, and carry out appropriate care independently or in conjunction with the doctor. S/he will receive patient referrals from the GP team and other Health Care Professionals aligned to the service. S/he is responsible for the nursing assessment, treatment, management and evaluation of care for patients within the primary care vasectomy setting. The postholder will also undertake clinical consultations, deliver and record care in line with the NMC Code (2018), General Practice guidelines and GP clinical systems, without direct supervision. S/he may also be required to act as a supervisor for registered and non-registered staff and/or students.

Main Duties/Responsibilities

Clinical Practice

The post holder will be required to:

1. Adhere to the Federation guidelines, policies and procedures.
2. Assess, plan, implement and evaluate evidence-based clinical care for patients according to agreed care pathways and in line with NICE guidelines, other national and local policies.
3. Ensure that person-centred nursing care is delivered which encompasses the core HSC values of Compassion, Openness and Honesty, Collaboration and Excellence (DoH 2018) (NMC Code 2018).
4. Provide skilled care and information for patients during routine consultation and during vasectomy procedures, making accurate, contemporaneous records and in accordance with General Practice policies, General Practice IT Systems and NMC guidance.

5. Communicate effectively with all members of the team, to ensure the delivery of quality care.
6. Develop skills in pre-vasectomy assessment and counselling. This involves communicating effectively with patients, ensuring that they are aware of the risks and benefits of this procedure, the steps of the procedure, the post-procedure care and follow-up. Ensure that they have enough information to be able to make an informed decision about whether to have the procedure or not.
7. Participate in clinical audit and quality improvement activities to enhance patient care and services.
8. Take all concerns raised, seriously and act in accordance within the NMC Code 2018.
9. Be responsible for cleaning and preparing the operating room before and after each patient procedure.
10. Prepare set-up for vasectomy surgery: i.e. safe and aseptic setup of sterile field, lay out instruments, dressings, local anaesthetic, cleansing fluid, etc that are all required for vasectomy surgery. Set-up and use the hyfrecator machine and attached plate, and safely dispose of hyfrecator tips at end of each procedure. Clean and store away the hyfrecator machine at the end of a surgical session. Report any defects if noted.
11. Assist surgeon throughout the procedure and be aware of patient needs and anxieties. Reiterate post-procedure advice regarding wound care, pain relief, hygiene, supportive underwear, and what to do if complications arise (e.g. wound infection, haematoma) and give information regarding post-vasectomy semen analysis.
12. Ensure proper segregation and disposal of clinical waste and sharps, adhering to Department of Health and Nursing and Midwifery Council's guidance for the safe handling, administration, storage, cold chain (where applicable), custody and disposal of medicinal products.
13. Monitor and maintain stock levels of equipment and medications for procedures, and liaise with clinical lead for re-ordering of items that are needing replaced.
14. Develop clinical skills in wound assessment and dressings.
15. Maintain skills in resuscitation and management of medical emergencies such as anaphylaxis. Know how to use, and where to access, the emergency bag, defibrillator, and oxygen in a medical emergency. Ensure that any items used are reported and replaced after use in an emergency.

Education And Learning

The post holder will:

1. Maintain professional registration on the NMC register and revalidate every three years.

2. With line manager plan and identify his/her personal development needs to meet any gaps in clinical practice and develop a personal plan to address any knowledge and/or skill deficits.
3. Participate in education programmes, including clinical supervision, appraisal and other development opportunities and support.
4. Participate in the preceptorship/ mentorship and supervision of others.
5. Give and receive feedback on the performance of self and others.

Research and Evidence Based Practice

The post holder will participate in research, data collection, audit and quality improvement activities to support continuous improvement of patient care and services.

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
4. Prioritise her/his time to work effectively.
5. Monitor and evaluate the provision of nursing care against local governance arrangements.
6. Contribute to 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 (NMC 2015).
8. Adhere to the local whistleblowing policy and raise concerns appropriately;

General Responsibilities

The post holder is required to promote and support the mission and vision of the service for which they are responsible:

1. At all times provide a caring service and to treat those with whom s/he comes into contact in a courteous and respectful manner.
2. Demonstrate his/her commitment by regular attendance and the efficient completion of all allocated tasks.
3. Carry out her/his duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
4. Adhere to Equality and Good Relations duties throughout the course of her/his employment, as in Section 75 of the Northern Ireland Act 1998.
5. Ensure the ongoing confidence of the public in-service provision.

6. Support the organisation in complying with its obligations under Human Rights legislation.
7. Maintain high standards of personal accountability.

Records Management

All employees are legally responsible for all records held, created or used as part of their business, including patient, corporate and administrative records whether paper based or electronic and 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 and General Data Protection Regulations (GDPR). Employees are required to be conversant with the General Practice policies and procedures 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, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Federation 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 General Practice 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.

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

Notes to applicants:

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. The criteria to be used in shortlisting are included on the application form, whilst other criteria will be assessed later in the selection process.

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	
SECTION 1: The following are essential criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage.	
Factor	Criteria
Qualifications/ Registration	<ul style="list-style-type: none"> Registered Nurse: first level, on the NMC register In addition to the above if your NMC has lapsed and/or if you have not been employed in a nursing position within the last 5 years you must have completed a Return to Nursing course to be eligible for shortlisting
Knowledge/Skills	<ul style="list-style-type: none"> Applicants must demonstrate full understanding of the current NMC Code and Scope of Professional Practice 2018 Applicants must demonstrate sound clinical knowledge of current nursing practice Applicants must be able to demonstrate IT literacy
	The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:
Skills/ Abilities	<ul style="list-style-type: none"> Applicants must demonstrate understanding of the roles and responsibilities of the post Applicants must demonstrate the ability to communicate assertively, effectively and sensitively with patients and clients and across a range of workplace situations.

	<ul style="list-style-type: none"> • Applicants must demonstrate the ability to take responsibility for their own personal and continuous development. Applicants must demonstrate the ability to identify, challenge and report potential risk / clinical risk situations. • Applicants must demonstrate the ability to effectively organise and plan their work. • Applicants must demonstrate the ability to analyse and assess situations and make judgements to make informed decisions. • Applicants must demonstrate the ability to work effectively as part of the multi – disciplinary team.
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DESIRABLE CRITERIA	
SECTION 2: these 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 criteria. Failure to do so may result in you not being shortlisted	
Factor	Criteria
Experience	<ul style="list-style-type: none"> • 6 months experience working in minor surgery. This criterion will be waived in the case of those who were seconded from Senior Nursing Assistant posts in community or similar to complete their Nursing qualification through Open University.
Qualifications	<ul style="list-style-type: none"> • Include equivalencies where necessary

Applicants please note:

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.

As part of the Recruitment & Selection process it may be necessary for the Organisation to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

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

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

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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	Wednesday 30th July 2025
Close applications	<p>Wednesday 13th August 2025, 12 noon.</p> <p>Your completed application should be emailed to recruitment@easternfsu.co.uk</p>
Anticipated Interview date	To Be Confirmed

Interviews

Please note a decision may be taken to hold interviews remotely dependent on social distancing guidance.

Waiting list

A 12-month waiting list for further Permanent or Temporary roles may be compiled.

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>

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.

Probationary Period

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

Hours of Work

The standard hours of work are 37.5 hours per week. Attendance at some evening meetings, events outside normal working hours and travel within Northern Ireland will be required.

Continuous Service

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

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).

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.

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.