



**APPLICANT
INFORMATION PACK**

**GP
FELLOW**

FIXED TERM (1 YEAR)

GPF / FSU / 10 / 24

**GP FEDERATION
SUPPORT UNIT**



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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.

Should you wish to find out more about Federation Support Units/Federations and their work, please visit the websites for more information.

- Northern: www.northernfsu.co.uk
- Eastern: www.easternfsu.com
- Southern: www.southernfsu.co.uk
- Western: www.westernfsu.com

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.

GP Fellow Role

The GP Fellowship Scheme' aims to develop early career GPs.

The scheme serves the Eastern, Northern, Southern and Western areas which covers all 17 GP Federations. This will encompass a population of approximately 1.8 million patients.

Applicants will be able to state their preferred area of work (across the region) and will be accommodated where possible.

Benefits

Divide into 3 main areas@:

1. Development of a specialist interest in the General Practice Elective Care Service Clinics (GPECS)

- Opportunity to develop specialist skills e.g., Dermatology, MSK, Education etc.

Some further information on GPECS and PICR Team available at:
[GP Elective Care Services](#)

2. Clinical Work across a range of practices in a supported role in the Practice Improvement Crisis Response Team (PICR)

- Guaranteed work arranged by the PICR Team - 6 clinical sessions per week.

Some further information on GPECS and PICR Team available at:
[PICR Team](#)

3. Leadership development in planning and service development in local federations.

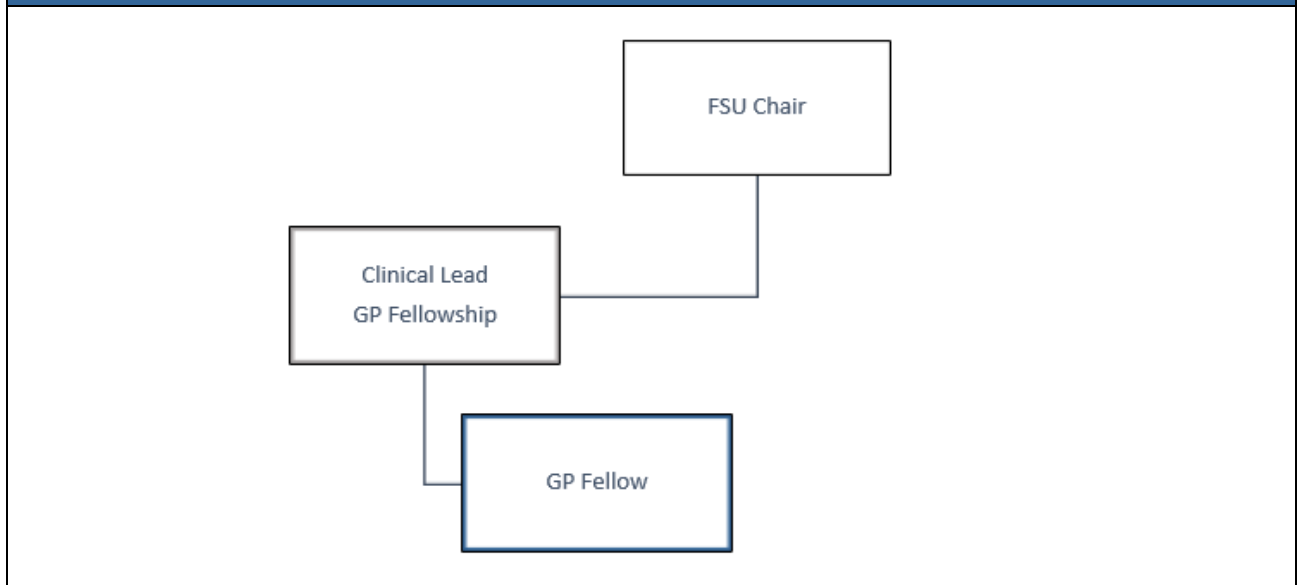
Gain experience in service redesign and implementation, management, and project work.

- a) Self-directed learning tailored to salaried GP needs.
- b) Linkage to regional QI projects relevant to Primary Care
- c) Introduction to new practices and experience.
- d) Induction day with training on various computer systems.
- e) Access to a GP Mentorship scheme & Coaching sessions.

Job Description and Person Specification

Job Title	GP Fellow
Federation	GP Federation Support Unit
Accountable To	Federation Chair
Reports To	Clinical Lead - GP Fellowship
Salary	£77,905 per annum (based on 8 sessions per week)
Location(s)	Working in designated GP practices within chosen FSU area
Employment Status	Fixed Term (for 1 Year)

Organisational Chart:



Location of GP Fellow Posts:

Fellowships roles are available in all 4 Federation Support Unit Areas across the region. Links to FSU, LMC etc will be in the Fellows base locality; mentorship will be, at least in part, be provided by a GP in the Fellows locality.

The clinical sessions worked with the PICR team will be targeted towards practices in the GP Fellows locality area which require support, though on occasions there may be a requirement for Fellows to travel outside their locality, dependant on practice needs. Specialist interest (GPECS) opportunities are currently limited to advanced services that can support training and as such Fellows may be required to travel to gain GPECS experience in their chosen specialty (outlined below).

Job Summary:

The Federation Support Unit (FSU) is designed to provide Federation members with excellent, affordable support, initially in the provision arena but having the potential to support Federations' commissioning agenda if required in the future and is a Community Interest Company limited by shares with each member Federation being a shareholder in the FSU.

Each Federation is organised on the basis of a not-for-profit community interest company limited by guarantee.

Key Responsibilities:

Specialist Interest - GPECS

Fellows will work across the GPECS services and in local trust departments. Whilst Fellowship opportunities can be based across the region, GPECS training opportunities are currently offered in the following areas:

- **Dermatology** – Eastern FSU Area/ Northern FSU Area
- **MSK** – Eastern FSU Area
- **Vasectomy** – regional – training Derry federation
- **Women's Health** – Eastern FSU Area/ Northern FSU Area
- **Primary Care Surgery** – Eastern FSU Area/ Northern FSU

Please note that places are limited, successful candidates may be asked to state a preference for specialism and allocated based on score at interview.

Clinical Work in PICR Team

Fellows will work, with close support in the established PICR Team, and will be included in regular meetings, with training provided. The PICR Team will enable Fellows to gain a breadth of knowledge and experience in numerous practices. To develop an understanding of the common themes which result in practice difficulties, as well as the recommendations and improvements that can support practices. Fellows will be provided with the opportunities to develop their own leadership experience in this role and to fully understand how practices are managed.

Leadership Development

All post-holders will be expected to develop skills in leadership, management and teaching. In addition, it is expected that post-holders will develop skills in quality improvement and service commissioning. All post-holders will be expected to maintain a portfolio of learning and to participate in appraisal and revalidation. The post-holder will be expected to meet regularly with the Clinical Lead for the Fellowship programme to discuss their progress and to identify key learning opportunities. Fellows will be allocated a GP Mentor to design a personal development plan and to provide them with one-to-one support.

They will be expected to undertake leadership in project development and become involved in work relevant to patient safety and service improvement.

Key Responsibilities - continued:

Working Week

The 8 sessions per week will be split as follows:

- 6 sessions Clinical work in a GP Practice, through the PICR Team.
- 1 sessions per week for developing specialist skills in GPECS
- 1 session per week for Personal Development, Leadership and Quality Improvement

The post-holder will work towards a postgraduate qualification in their chosen field during the Fellowship. Study leave funding will be limited to paying a £2,000 contribution to course fees for a single Postgraduate qualification in a field relevant to the post. For peer group support, there will be a monthly meeting for all the GP Fellows.

Communication:

The post-holder will work closely with a range of stakeholders to ensure strong and effective partnership arrangements with GP Practices, Federations, HSCB, Trusts and other health care providers. Post-holders will be expected to prepare work for presentation at conferences, Practice Based Learning (PBL) days or online seminars.

Management:

The Clinical Lead for the Fellowship programme will take responsibility for regular performance review and counselling on career development. The post-holder will be expected to participate in NHS appraisals and maintain a portfolio of learning.

Objectives:

Specific objectives for the job holder will be agreed through the process of individual performance reviews.

Records Management:

All employees of FSU are responsible to the FSU Board for all records held, created or used as part of their business including 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 Environment Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the organisation's policy and procedures on records management and to seek advice if in doubt.

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.

NB: 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.

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 within the Person Specification attached.

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.

PERSON SPECIFICATION: GP Fellow

ATTRIBUTES	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
PROFESSIONAL REGISTRATION	Hold registration with the General Medicine Council (GMC)	Application Form		
QUALIFICATIONS	Candidate to have successfully completed, within 5 years of vacancy closing date, all aspects of MRCGP in a recognised UK GP training programme	Application Form		
SKILLS, KNOWLEDGE & EXPERIENCE	Demonstrate excellent communication skills to meet the needs of the post in full	Application Form/Interview		
	Demonstrate Leadership and management skills as described in NHS framework. Healthcare Leadership Model – Leadership Academy	Interview		
	Ability to inspire trust and confidence in keeping with GMC Good Medical Practice	Interview		
OTHER	Hold Professional Indemnity with a recognised medico-legal provider	Application Form		
	Hold a full current driving licence and/or** have access to a form of transport which will permit the applicant to meet the requirements of the post in full <i>**This relates to any individual who as declared that they have a disability which debars them from driving.</i>	Application Form		
	Willingness to travel within federation localities.	Application Form/interview	Willingness to work in Out of Hours service	Application Form/Interview

Competencies to be Demonstrated at Interview

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role. The competencies required are detailed in the Skills, Knowledge and Experience section, identified in the job description and in the NHS Healthcare Leadership Model with particular focus on the following:

- Influencing for results
- Engaging the team
- Connecting our service
- Evaluating information
- Inspiring shared purpose

Terms & Conditions of Employment

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 successful candidate will be employed by the Northern GP Federation Support Unit, however, may be based within one of the regional Federation Support Units listed below:

- Northern: www.northernfsu.co.uk
- Eastern: www.easternfsu.com
- Southern: www.southernfsu.co.uk
- Western: www.westernfsu.com

As and when considered necessary, or appropriate, employees may be transferred to any location within their Federation area. Due to the nature of this role, you may be required to work at any place where the employer/Federation has service provision.

Employment Status

The post-holder will be employed on a **Fixed Term** basis; for a period of **1 year**.

Appointment

It is anticipated that appointment to this role will take effect in **January 2025** (subject to negotiation).

Working Hours / Pattern

The post-holder will work 8 sessions per week. Attendance at some evening meetings, events outside normal working hours and travel within Northern Ireland will be required.

Reckonable Service

Previous employment with another Federation or another HSC employer may be considered in determining certain conditions for this post.

Probationary Period

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

Salary

GP Fellow

£77,905 per annum (based on 8 sessions per week)

Annual Holidays

The holiday year runs from 1 April to 31 March.

On the basis of being in Federation employment for one full year, a GP Fellow is entitled to 30 days annual leave entitlement (pro rata for a GP Fellow working four days per week - 24 days per annum).

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.

Public Holidays	
New Year's Day	Late May Bank Holiday
St Patrick's Day	12th July
Easter Monday	Summer Bank Holiday in August
Easter Tuesday	Christmas Day
Early Bank Holiday in May	Boxing Day

Occupational Sick Pay

Previous confirmed employment with another Federation, FSU or Health and Social Care Trust/Organisation, will be counted towards Occupational Sick Pay, unless there has been a break of 12 months or more.

- During the first year of service this will equate to one month's full pay and two month's half pay
- During the second year of service this equates to two month's full pay and two month's half pay
- During the third year of service this equates to four month's full pay and four month's half pay
- During the fourth and fifth years of service this equates to five month's full pay and five month's half pay
- After completing five years of service, you will receive six month's full pay and six month's half pay

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. The work base will be agreed on appointment.

Employee Benefits

Additional benefits available to Federation employees include:

- Access to HSC Pension Scheme (with 23.2% employer contribution)
- Employee Assistance Programme (Health Assured)
- Cash Health Plan (Health Shield)
- Cycle to Work Scheme
- Techscheme
- Specsavers Eye Care Vouchers (for DSE users)

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.

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 Cathy Christie (Human Resources Officer) by email at cathy.christie@northernfsu.co.uk

Return of Application Forms

Application forms can be completed and returned via email to hr@northernfsu.co.uk.

Application forms must be submitted by the stated closing date and time.

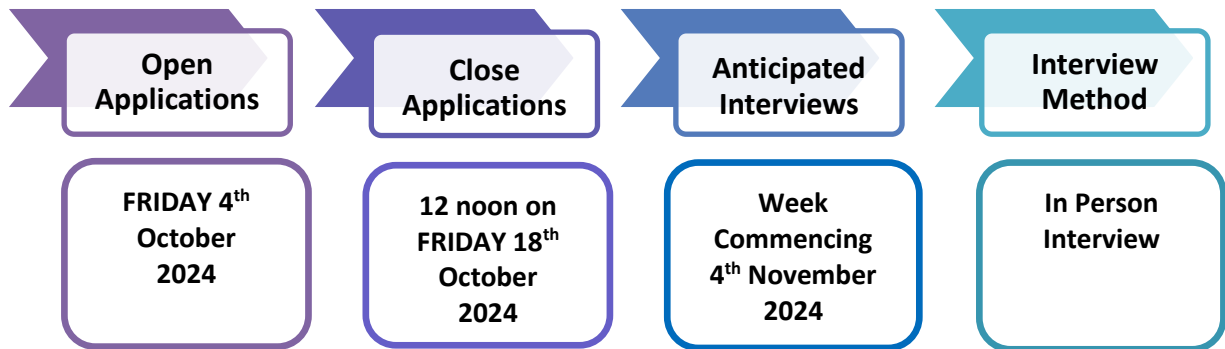
Late Applications

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.

Late applications will not be accepted.

Recruitment Process



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 & 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

Human Resources 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, 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.

Health Assessment

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

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 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 hr@northernfsu.co.uk.

The GP Federation Support Unit adheres to the AccessNI Code of Practice, please see:

[https://www.nidirect.gov.uk/publications/accessnicode-practice.](https://www.nidirect.gov.uk/publications/accessnicode-practice)



Northern
GP Federation Support Unit
Enabling Better General Practice

NORTHERN GP FEDERATION SUPPORT UNIT
ARE SEEKING TO RECRUIT
GP FELLOWS
(GPF/FSU/10 /24)

The GP Fellowship Scheme aims to welcome newly qualified GPs into general practice and to develop early GPs both personally and professionally. The purpose of the Scheme is to help practices attract, support and retain tomorrow's clinical practitioners.

For further information about the Scheme, view the Applicant Information Pack.

 **Location:** Regionally throughout Northern, Eastern, Southern & Western FSU regions

 **Salary:** £77,905 per annum (based on 8 sessions pw)

 **Contract:** Fixed Term (1 year)

 **Sessions:** 8 Sessions per week

 **Start Date:** January 2025 (subject to negotiation)

FOR FURTHER INFORMATION & TO DOWNLOAD AN APPLICATION PACK PLEASE VISIT

www.northernfsu.co.uk

Alternatively contact Human Resources for further information via:

 hr@northernfsu.co.uk

 [028 9620 8333](tel:02896208333)

It will be necessary to carry out an Enhanced Disclosure check through AccessNI prior to appointment

Closing Date:
12 noon on Friday 18th October 2024

Anticipated Interview Dates:
Week Commencing 4th November 2024

THE FEDERATION IS AN EQUAL OPPORTUNITIES EMPLOYER

www.northernfsu.co.uk

