



General Practice Pharmacist

FAB0920

Applicant Information

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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 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

Introduction

Evidence from both the Royal College of GPs and the Kings Fund points to the fact that it is vital that GP federations, are uniquely placed at the centre of the primary care arena, and that they can pave the way for greatly improving quality standards and accessibility to care.

GP Federations not only provide better outcomes for patients but will also result in significant and sustainable efficiencies for the service.

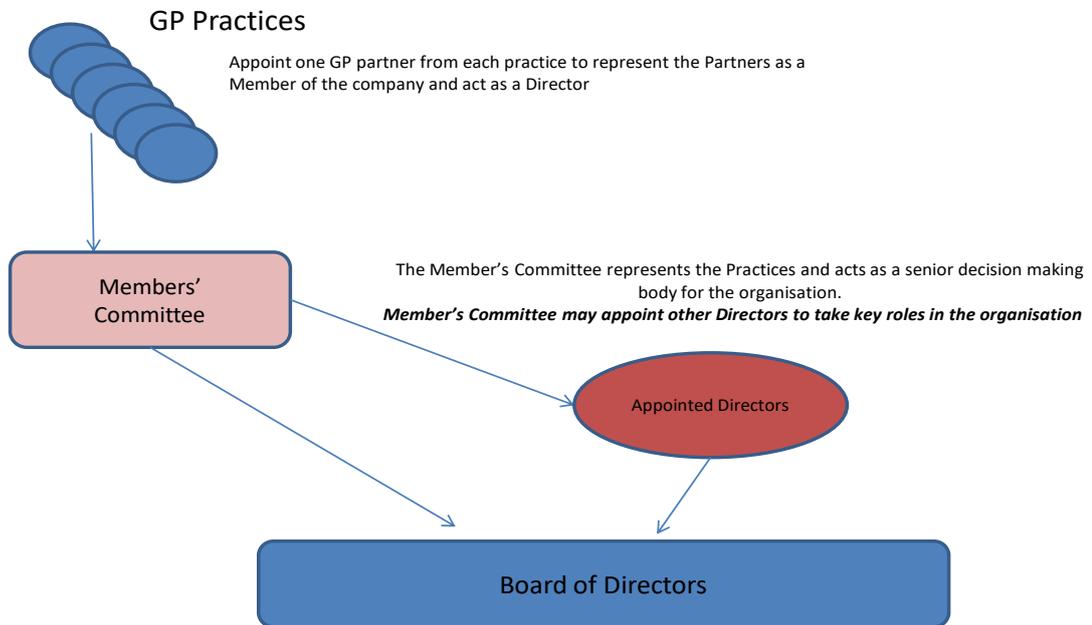
In Northern Ireland the creation of the federation model has been both led and funded by GPs themselves.

Key Components of the Northern Ireland GP Federation Model

- An average size of a GP federation is circa 100,000 patients with 20 practices.
- Their boundaries are in line with the current boundaries for Integrated Care Partnerships.
- Each Federation has been established as a Community Interest Company Limited by Guarantee in the not for profit sector.
- Currently there are 17 Federations incorporated covering 1.8 million of a patient population.
- Northern Ireland is the only part of the United Kingdom that has a unified model of Federations governed by a unified Members Agreement covering its entire population.
- Governance arrangements are as outlined in Fig 1.

Figure 1

Indicative Corporate Structure: GP Federations NI



The Board of Directors takes executive responsibility for managing the organisation

Within this organisational model the GP practice is sovereign with the number of Member Directors being one per practice. Member Directors have formed a Members' Committee in which the major governance authority of the organisation is vested.

The Members' Committee have the authority to appoint Directors in line with the rules of the Members Agreement. It is these Directors that form the Board of Directors who are charged within the delegated authority of the members to take responsibility for the managing of their own Federation.

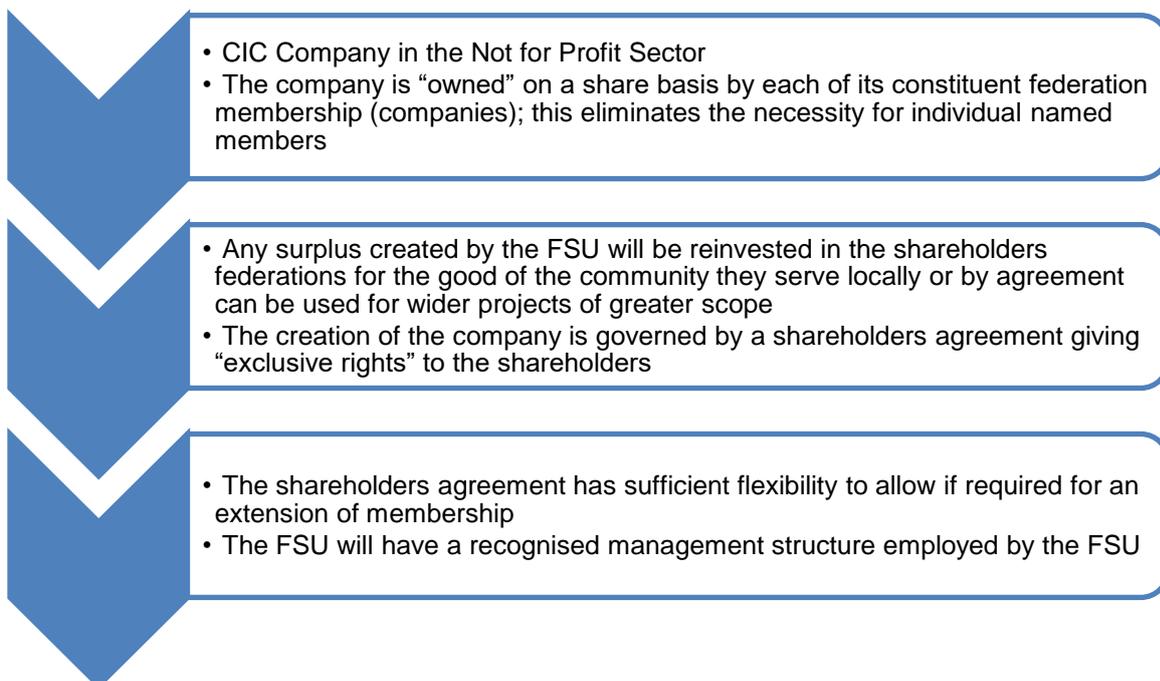
The Federations

The Federations are established in the following locations:



The Federation Support Unit (FSU)

Each area has established and incorporated a FSU. The FSU is a community interest company and has the following organisational attributes:



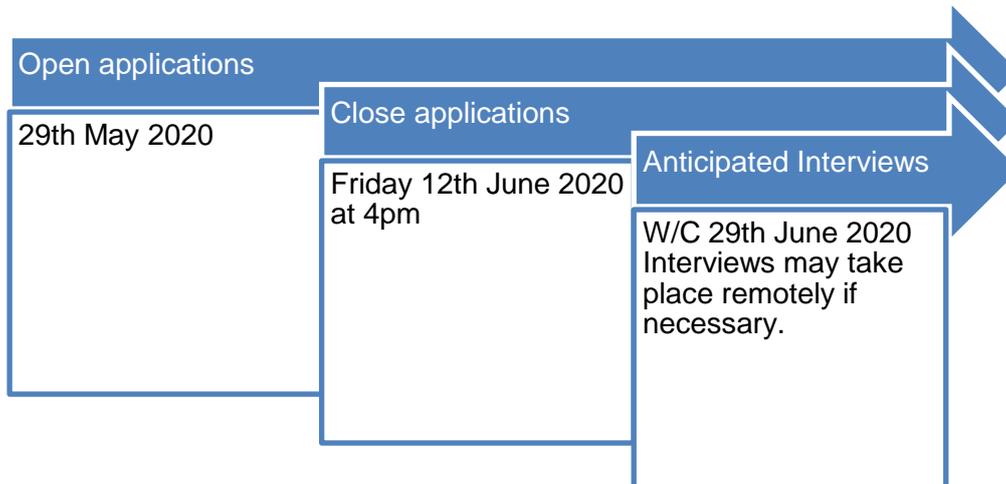
The FSU has been designed to provide federation members with affordable support initially in the provision arena.

Some examples of FSU functions include: central management expertise and specialists, planning, accounting, contracting, communication both internal and external and human resources.

The core purpose therefore of the FSU is to ensure that clinicians are

“Free to focus on ensuring they provide the best clinical outcomes for their patients while improving the quality of care patients receive”

Recruitment Process



Following the interview:

- You will be notified that: (1) you have been successful at interview and will be made a job offer OR (2) you have been successful at interview and are on the waiting list pending an offer being made OR (3) you have been unsuccessful at interview;
- References will be sought for all successful candidates. Please note this occurs when a conditional offer is made. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

Please note: it will not be possible for candidates to take up a post until all criteria specified within the Personnel Specification have been met

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.

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.

Tips for completing / submitting your application form

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

For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts); and number, expiry date and nature of professional registration (including part/branch of the register as appropriate).

Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.

Please note that essential and where relevant, desirable criteria may be used at shortlisting. Applicants should therefore make it clear on their application form

whether or not they meet the desirable criteria, as per the Personnel Specification. Failure to do so may result in you not being shortlisted.

Candidates with a Disability

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

Return of application forms

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

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

Late applications will not be accepted

Please note:

- It is your responsibility to check that your application has been submitted successfully. GP Federations are 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.

Waiting List

A waiting list will be created to fill vacancies in the Antrim/Ballymena Federation based on the principles contained in Appendix D.

Appendix A

GENERAL PRACTICE PHARMACY TERMS AND CONDITIONS

GP Federations offer a competitive remuneration package and terms and conditions of employment. Our employment practices and policies adhere to all relevant employment legislation and we are committed to promoting diversity and equality of opportunity in employment for our staff. As well as the items listed below, Federations also offer occupational maternity, paternity, and adoption pay, as well as an occupational sick pay scheme.

Place of Employment

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

Working Hours / Pattern

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

Continuous Service

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

Salary

General Practice Pharmacist		
£34,330 Entry level with no experience of working as a general practice pharmacist and no Independent Prescribing qualification	£35,370 Entry level with experience of working as a general practice pharmacist and no Independent Prescribing qualification	£36,410 Entry level with experience of working as a general practice pharmacist and an Independent Prescribing qualification
Any further pay progression will be dependent on meeting additional agreed skills as required by Federation		

Annual Holidays

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part time staff). Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

Statutory Holidays

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

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

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

Pension

This post will be pensionable from the date of commencement of employment. GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria.

Mileage Claims

Costs associated with necessary business travel will be reimbursed. Members of staff will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey.

Appendix B

JOB DESCRIPTION

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

KEY RESULT AREAS

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

Improving Safety:

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

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

Improving Quality:

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

Improving Efficiency and Cost Effectiveness:

- Assist practices in delivering DHSSPSNI priorities and plans for medicines optimisation, health and well-being.
- Reduce levels of prescribing expenditure as appropriate in accordance with targets.

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

Governance

- Undertake regular clinical audit
- Participate in organisational audit as required
- Provide a training resource for primary care Health Care professionals and other relevant staff with respect to prescribing and medicines management.
- Comply with clinical governance policies of the practices and the Federation and apply clinical governance principles consistently
- Have regard to competency standards required of all prescribers
- Be aware of and reflect advice/requests in respect of good practice and professional guidance provided to the practice multidisciplinary team e.g. from GMC, NMC and RCGP
- Be aware of the legal and professional issues pertinent to working as a General Practice Pharmacist including: duty to maintain effective registration and comply with requirements for fitness to practice; accountability and delegation
- Utilise the resources produced by the HSCB Pharmacy and Medicines Management Team as appropriate to your daily activity

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

Team Working and Development

- Participate in personal appraisal processes
- Undertake and keep up to date with relevant mandatory training
- Support and deliver enhanced liaison and closer working with local community pharmacists
- Be aware of and comply with organisational policies including those relating to health and safety
- Work collaboratively with other prescribing support pharmacists within the Board area to assess need, establish priority and monitor standards of practice in relation to prescribing.
- Act as the medicines expert within the practice. Work within the multi-disciplinary team to plan, organise and deliver medicines related changes within the practice.
- Plan and manage own time effectively and fulfil work requirements and commitments to a high standard, without compromising own health and wellbeing.

Record keeping

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

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of the developing role and changing circumstances and after consultation with the post holder. The post holder must have current indemnity insurance that covers all the tasks that are required to be undertaken.

PERSONNEL SPECIFICATION

Criteria		Essential / Desirable	Method of Assessment
Professional Registration	Registration with the Pharmaceutical Society of Northern Ireland (PSNI) or eligible for membership.	Essential	Application form
Qualifications	Undergraduate degree in Pharmacy	Essential	Application form
	Registered as an Independent Prescriber or be willing to undertake an Independent Prescribing qualification	Essential	Application form
Skills, Knowledge & Experience	By 31 August 2020 have a minimum of 3 years post – registration experience in pharmacy.	Essential	Application Form
	Experience of working in general practice	Desirable	Application Form / Interview
	In-depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare	Essential	Application Form / Interview
	An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing	Essential	Application Form / Interview
	Experience in use of IT	Essential	Application Form / Interview
Other	Hold a full current driving licence and/or* have access to a form of transport which will permit the applicant to meet the requirements of the post in full. *This relates to any individual who has declared that they have a disability which debars them from driving.	Essential	Application Form
	Willingness to travel within locality and group of Federation practices	Essential	Application form

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

Appendix B

A list** will be created to fill vacancies for both posts which may arise in the following Federation areas:

Antrim Ballymena Federation

**Starting salary will be determined by professional registration and experience.*

A list* will be created to fill vacancies which may arise in the Antrim Ballymena Federation

***A 12-month waiting list will also be compiled for any subsequent full time/part time permanent/temporary posts which may arise in the Antrim Ballymena Federation.

Full time and part time working hours will be available.

For more information
application details***

Please contact rachael.mcbride@northernfsu.co.uk

Closing date for
completed applications

Friday 12th June 2020 at 4pm

Interview date

WC 29th June 2020 (subject to change), possibly remotely

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Appendix C

General Practice Pharmacist Waiting List Principles

Following interview, a list will 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. The following rules will be applied:

- Formal offers of posts 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.

Appendix D

List of GP Practices in Antrim/Ballymena Federation

ANTRIMBALLYMENA FEDERATION
Crumlin Medical
Maine Medical Ahoghill
Brenaghmore Medical
Antrim Castle Surgery
Oriel Surgery
Cullybackey Health Centre
The Surgery, Galgorm
Slemish View Medical Practice
The Gables Medical Centre
Waveney Medical Practice
Ballymena Family Practice
Broughshane Medical Practice
Portglenone H/C
Seven Towers Practice
Smithfield Medical Centre
Kells & Connor Medical Centre
The Family Practice
Antrim Health Centre
Maine Medical Cullybackey
Antrim Health Centre
Braid Family Practice
Toome Surgery
Randalstown Medical Practice
Glens of Antrim
Rockfield Medical Ballymena
Old Bank Surgery