



Lead General Practice Pharmacist
East Belfast Federation

LGPP/2021/39

Applicant Information

CONTENTS

- Introduction to Northern Ireland GP Federations
- Lead General Practice Pharmacist vacancy
- Job Description and Person Specification
- Recruitment Process
- Pre-employment Checks
- Tips for completing/submitting your application form
- Appendix A-Terms & Conditions
- Appendix B- Waiting List Principles

Introduction

In order to provide the best possible healthcare for the people we serve, it is essential that GP Federations attract and retain staff who are appropriately qualified, professional in the service they deliver, happy and productive in their work and committed to lifelong learning and developing in their role.

This information pack is designed to provide you with a brief overview of the role of GP Federations, the terms and conditions of employment within GP Federations and information which should assist you in the completion of your application form.

Thank you for your interest in applying for a position within GP Federations and we look forward to receiving your application.

Northern Ireland GP Federations

Evidence and recommendations from the Royal College of General Practice, the Kings Fund and the Bengoa Report highlight the benefits of GP Federations in addressing the increasing demand for primary care and the workforce challenges facing General Practitioners.

Across Northern Ireland, there are 17 GP Federations which have been established by GPs to support General Practice and facilitate the transformation of health and social care in a primary care setting. Each Federation has been established as a Not-For-Profit Community Interest Company and any financial surplus generated through efficiency is re-invested in front-line services.

Each Federation covers a patient population of approximately 100,000 patients and, because of scale, provides services which would not otherwise be delivered at individual Practice level.

The Federation Support Units (FSUs)

All 17 Federations are supported by 1 of 4 FSUs. Each FSU has been designed to provide Federation members with support, advice and expertise in the design and delivery of service provision. FSU functions include central management expertise, planning, accounting, communication, corporate governance and human resources. In some instances, these services will be outsourced.

The core purpose of the FSU is to ensure that clinicians are free to focus on ensuring that they provide the best clinical outcomes for their patients, while improving the quality of care that they receive.

Governance and Professional Indemnity

Each member practice of a Federation is required to nominate one front-line GP to be a Member Director of the Federation. The Member Directors collectively comprise a Members Committee, in whom the major governance authority of the Federation is vested. From their number, the Member Directors elect a Board of Directors. The Board of Directors has delegated authority to take the executive responsibility for managing the Federation. The Chair of each Federation sits on their local FSU Board of Directors.

Where Federations employ professional staff to deliver first line care, professional indemnity is provided by the Medical Defence Union (MDU).

Professional governance and leadership are delivered by a Senior Professional Manager in each relevant Federation and, currently, there are professional Heads of Pharmacy, Nursing and Mental Health in Federations where such staff are employed.

Direct Service Provision

As Federations grow, develop and mature, they are recognised as an efficient and effective model for staff employment or service provision. This is particularly where there are benefits to delivering and managing such services at scale. To date, these services include Practice Based Pharmacy, GP locum pool, Social Prescribing, Practice Based Learning (PBL) events and the shared management of a new and enhanced multi-disciplinary team in Primary Care to include social workers, physiotherapists and mental health workers.

Lead General Practice Pharmacist Vacancy

A permanent Lead General Practice Pharmacist vacancy is currently available within the East Belfast Federation as below.

Federation	Hours	Salary
East Belfast Federation	37.5 hours per week	£48,519 - £51,688 per annum.

JOB DESCRIPTION

JOB TITLE: Lead General Practice Pharmacist

LOCATION: Designated GP Practice(s) in Federation area

ACCOUNTABLE TO: Federation Chair

RESPONSIBLE TO: Professional Head of Pharmacy

KEY RESULT AREAS

The post holder will be the GP Federation strategic lead for the General Practice Pharmacist (GPP) service and will be responsible for the delivery of this service to promote safe, cost effective and evidence based prescribing. The postholder will have responsibility for management and clinical supervision of General Practice Pharmacists within the Federation. Whilst this postholder has overall responsibility for this service within the GP Federation, he/she will also work with individual GP practices and use his/her clinical pharmacy skills to 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. Contribute to the development and review of resources to manage prescribing systems.
- Review medication requests and repeat prescriptions and 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. Develop and implement changes arising from this across the Federation as appropriate.
- 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. Contribute to the process of Formulary development as required.
- 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. Contribute to the process of guideline development as required.
- Work closely with the GPs, nurses and other practice healthcare staff to resolve day-to-day medicines issues through the application of pharmaceutical knowledge
- Undertake prescribing 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. Represent the GP Federation in the reporting of progress.

- Make effective use of practice systems e.g. through searches and audit, to improve the health of patients.
- Be accountable for making timely decisions in complex situations with the ability to modify decisions when presented with new information or changing circumstances.

Improving Efficiency and Cost Effectiveness:

- Lead the planning, organisation and delivery of the Pharmaceutical Clinical Effectiveness Programme across the GP Federation.
- Work in collaboration with relevant Medicines Management Advisers to improve and streamline prescribing practices.
- 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. Produce summary reports on behalf of the Federation to demonstrate activity and achievements.
- 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
- Design, develop and implement searches within the practice, 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, comparisons with other Federation practices and to achieve the objectives of the GPP Business Case.
- Responsible for interpreting the above data and making practice and Federation recommendations for cost-effective, rational and safe prescribing based on same.
- Produce regular detailed reports on practice and Federation 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
- Critically evaluate data and complex information to identify potential improvements and barriers to service improvement.
- Encourage improvement and innovation, which may require challenging current thinking and means of service delivery.

Governance

- Translate the strategic plans and vision for the service into operational plans, including the risks, critical success factors and evaluation measures.
- Provide specialist advice and expertise to support the application of rational evidence-based prescribing at both patient and population level.
- Develop, implement and monitor prescribing guidelines, protocols and regional care pathways as appropriate.
- Undertake regular clinical audit
- Participate in organisational audit as required
- Provide a training resource for primary care Health Care professionals, practice staff and other GPPs within the Federation with respect to prescribing and medicines management.
- Comply with clinical governance policies of the practices and the Federation and apply clinical governance principles consistently
- Monitor and evaluate the outcomes of the service ensuring that appropriate adjustments are made to ensure sustainability of appropriate prescribing.
- 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. Contribute to the development and review of resources as required.
- Take responsibility for own performance and the performance of the GPPs in the Federation. 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 General Practice Pharmacists and the Federation Head of Pharmacy as appropriate in resolving and managing incidents.

People Management and Development

- Take professional, operational and clinical lead responsibility for the GPPs working across the GP Federation.
- Develop a high performing inclusive team that contributes to medicines optimisation across the Federation.

- Communicate the strategic and operational plans, progress and outcomes with the GP Federation and other key stakeholders.
- Be responsible for ensuring the delivery of the Federation prescribing action plan across the practices in the Federation area.
- Co-ordinate General Practice Pharmacist activity across a Federation in conjunction with the Federation chair.
- Manage the team of General Practice Pharmacists, set individual appraisal plans and review performance regularly. Motivate, coach and manage individuals within the team, strengthening their performance and aligning to their personal development requirements to ensure service goals are achieved.
- Share responsibility for the clinical supervision of GPPs within the Federation in conjunction with the practice prescribing lead GP
- Plan and manage own time effectively and fulfil work requirements and commitments to a high standard, without compromising own health and wellbeing.
- Hold self, individuals and the team to account for achieving agreed performance standards and challenge when service expectations are not being met and take appropriate corrective action.
- Provide training / support for General Practice Pharmacists as required.
- Undertake and keep up to date with relevant mandatory training
- Delegate appropriate responsibility and authority to the level of staff within his/her control consistent with effective decision making whilst retaining responsibility and accountability for results
- 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.
- Work with the Federation Head of Pharmacy to carry out monitoring of activity and delivery of objectives.
- Use information / reports to identify outliers and address any issues arising with appropriate practice.
- Support and deliver enhanced liaison and closer working with local community pharmacists
- Participate in regional forums to support the development of the GPP role
- Be aware of and comply with organisational policies including those relating to health and safety
- Participate as required in the selection and appointment of staff reporting to him/her.

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.

PERSON 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
	Holds a relevant postgraduate pharmacy qualification e.g., PG Cert, PG Diploma, MSc, PhD in subject area relevant to the role.	Essential	Application Form
	Registered as an Independent Prescriber.	Essential	Application Form
Skills, Knowledge & Experience	Have a minimum of 5 years post-registration experience in pharmacy.	Essential	Application Form
	A minimum of 12 months experience of working in general practice.	Essential	Application Form

	A minimum of 12 months experience of management of staff to include performance management, task allocation, recruitment of staff, line management supervision.	Essential	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 and analysis of complex technical information.	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 Federation group of practices.	Essential	Application Form

Recruitment Process

Process	Dates
Applications Open	Friday 19 th November 2021
Close applications	Thursday 2 nd December 2021 at 4.00 pm. Your completed application should be emailed to recruitment@easternfsu.co.uk
<i>Anticipated Dates of Interview</i>	Interviews anticipated the weeks beginning Monday 6 th and Monday 13 th December 2021.

Following the interview:

Applicants will be notified that: (1) they have been successful at interview and will be made a job offer OR (2) they have been successful at interview and are on the waiting list pending an offer being made OR (3) they 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 a final outcome notification being sent.

Return of application forms

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

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

Interviews

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

Waiting List

A 12-month waiting list will be compiled for further permanent and temporary Lead GPP Roles arising within East Belfast GP Federation.

Pre-employment checks

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

References

All appointments are subject to two satisfactory references being received. Please be specific when providing addresses/contact details for your referees. One of your referees should have knowledge of your present work/or most recent employment and be in a supervisory/managerial capacity. Both referees should be from an employment background. Referees will only be contacted if a job offer is made.

Professional Registration/Qualification Checks/Verification of Identity

The Federation Support Unit will carry out checks to confirm professional registration and any qualifications which are listed as essential in the Personnel Specification. You will also be required to produce original documents to verify your identity, one of which must be photographic identification. Proof of qualifications and/or professional registration will be required if an offer of employment is made.

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

Criminal Records Checks

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

The above checks must be completed before an appointee commences employment.

A criminal record will not necessarily be a bar to obtaining a position. The GP Federation Support Unit has a policy on the recruitment of ex-offenders. A copy of the policy is available to all applicants on request.

The GP Federation Support Unit adheres to the 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 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); 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 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 application or recruitment process, please contact Angela Emmett, at angela.emmett@easternfsu.co.uk.

Appendix A

LEAD 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.

Lead General Practice Pharmacist Salary

Entry level- £48,519 per annum.

Entry level with significant experience as general practice pharmacist i.e., >5 Years- - £51,688 per annum.

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

PERMANENT/TEMPORARY 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 but also taking account of individual location and working hours preferences which must match the vacant post. The following rules will be applied:

- Applicants will **only** be offered posts which match their stated preferences, in the first instance.
- Formal offers of posts within GP Federation areas will be issued by email to the email address given at the point of application. Offer emails will require a response of acceptance or decline within 2 working days of issue. If the applicant does not contact the Recruitment Team within 2 working days of issue then the Recruitment Team will move to the next person on the waiting list. In such instances the applicant will retain their rank order and will be contacted again when another suitable vacancy arises.
- If an applicant declines or does not respond to an offer which matches their stated preferences on 3 separate occasions, the applicant's name will be removed from the waiting list and they will not be considered any further, unless mitigating circumstances can be demonstrated.
- For **permanent** offers, once an applicant has been offered and accepted a permanent post they will be removed from the waiting list. If an applicant accepts an offer for a GP Federation Area but subsequently refuses the offer they will be removed from the waiting list, unless mitigating circumstances can be demonstrated
- If an applicant accepts or refuses a **temporary** offer they will retain their rank order on the list and will be contacted again when another vacancy arises.

If an applicant accepts a temporary offer but is also on the permanent list, they will retain their place on the permanent list.