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**CONTENTS**

# 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**



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 in 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 an 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.

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@southernfsu.co.uk

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 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 hr@southernfsu.co.uk

**Return of application forms**

Application forms can be completed and returned via email to hr@southernfsu.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 similar vacancies in the Southern Federation Support Unit based on the principles contained in Appendix B.

**Appendix A**

**GP FEDERATION 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 Project Support Manager will be based in the Southern FSU office in Newry and will work closely with the Operations Manager.

**Working Hours / Pattern**

Normal working pattern will be 9am – 5pm Monday to Friday however you must have flexibility to be available for some evening meetings as will be determined by the GP Federation and must meet the business need of the GP Federation.

**Continuous Service**

Previous employment with another Federation, FSU or Health and Social Care Organisation, may be counted towards continuous service.

**Salary**

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| **Senior Mental Health Practitioner** | **Salary** |
| The Federation would recommend that this role is considered equivalent of Band 6 | £31,365 - £37,890 |
| 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 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, 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.

**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**

# 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 HR Team within 2 working days of issue, then the HR 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.