A logo with people and letters

Description automatically generated with medium confidence

Ref: GPPC0825

August 2025

Craigavon Federation

General Practice Pharmacist

Applicant Information

A logo on an orange background

AI-generated content may be incorrect.

**Contents**

[Introduction 3](#_Toc168657491)

[Job Description 5](#_Toc168657492)

[Personal Specification 10](#_Toc168657493)

[Recruitment Process 12](#_Toc168657494)

[Pre-Employment Checks 13](#_Toc168657495)

[Tips for Completing / Submitting your Application Form 14](#_Toc168657496)

[GP Federation Terms & Conditions 15](#_Toc168657497)

[APPENDIX A 18](#_Toc168657498)



# 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 Craigavon Federation and we look forward to receiving your application.

**Northern Ireland GP Federations**

GP Federations were established in Northern Ireland with two main aims:

* To support and protect GP Practices.
* To help deliver the transformation agenda in Health and Social Care.

GP Federations aim to provide better care, delivered in a more responsive way and closer to home, for patients registered on the lists of practices within the Federation. The focus is on working across the local health and social care community, in collaboration with a wide number of agencies, to design and implement innovative healthcare strategies and ways of delivering high quality care.

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 Federations**

The Federations are established in the following locations:

**The Federation Support Unit (FSU)**

Each area has established and incorporated an FSU. 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 they provide the best clinical outcomes for their patients while improving the quality-of-care patients receive.

**Direct Service Provision**

As Federations grow, develop and mature, they are increasingly recognised as an efficient and effective model for staff employment and service provision as part of the transformation of services in primary care and the community. A range of exciting services have already been introduced for example, General Practice Pharmacy, Advanced Nurse Practitioners, GP locum pool, Social Prescribing, Practice Based Learning (PBL) events and the shared management of a new and enhanced multi-disciplinary team (MDT) in Primary Care MDTS includes practice-based staff, district nurses, health visitors’, social workers, physiotherapists and senior mental health practitioner.

# Job Description

***Job Title****:* General Practice Pharmacist

***Location****:* Designated GP Practice(s) Craigavon Federation area

***Accountable To:*** Federation Chair

***Responsible To:*** Lead General Practice Pharmacist

***Professionally***

***Responsible To:*** Professional Head of Pharmacy

**Positions available:**

* Permanent: Up to 30 hours per week
* Temporary: Up to 37.5 hours per week

**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.

**Independent Prescribing**

* Utilise the Independent Prescribing qualification when achieved as required and advised by the Lead GPP and Federation
* Undertake a prescribing role as appropriate

**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**

* Undertake required post-registration Pharmacist Foundation Programme
* Undertake required Independent Prescribing qualification if not already achieved
* 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.***

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

***We are an Equal Opportunities Employer.***

# Personal Specification

**Job Title:** General Practice Pharmacist

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| Be willing and committed to undertake the required post-registration Pharmacist Foundation Programme at the earliest opportunity on coming into post. | Essential | Application form |
| Registered as an Independent Prescriber  **or**  Be willing and committed to undertake required Independent Prescribing qualification at the appropriate point as determined by Lead General Practice Pharmacist. | Essential | Application form |
| Skills, Knowledge & Experience | Have a minimum of 3 years post-registration experience in pharmacy by September 2025. | 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.***

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

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

***We are an Equal Opportunities Employer.***

# Recruitment Process

**Return of application forms**

Application forms can be completed and returned via email to [hr@southernfsu.co.uk](mailto: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 6-month waiting list for full-time and part-time, permanent and temporary roles will also be compiled for the Craigavon GP Federation.

**Interview Outcome**

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**

References will be sought for all successful candidates at job offer stage. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

# 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](mailto: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 for 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](mailto:hr@southernfsu.co.uk)

# GP Federation Terms & 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 as detailed below.

**Place of Employment**

The place of employment will be the Craigavon Federation.

**Working Hours / Pattern**

Normal working pattern is within Practice opening hours of Monday to Friday each week. The working pattern (distribution of working hours) will be agreed by the GP Federation and with a requirement to meet the business needs of the GP Federation.

A number of Flexible Working provisions are offered by the Federation, what provisions are available depends on the role being undertaken. For further detail please contact [hr@southernfsu.co.uk](mailto:hr@southernfsu.co.uk)

**Continuous Service**

Previous confirmed employment with another Federation, FSU or Health and Social Care Trust/Organisation, will be counted towards continuous service.

**Salary**

£44,962 - £48,526 per annum, pro rata

**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 or for those with recognised 5 years’ service and 33 days per annum pro rata after 10 years’ service or for those with recognised 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

**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 months’ full pay and two months’ half pay.
* During the second year of service this equates to two months’ full pay and two months half pay.
* During the third year of service this equates to four months full pay and four months half pay.
* During the fourth and fifth years of service this equates to five months’ full pay and five months’ half pay.
* After completing five years of service, you will receive six months’ full pay and six months’ half pay.

**Pension**

This post will be pensionable from the date of commencement of employment. Southern FSU has access to the HSC Pension Scheme as the company pension scheme.  The HSC Pension Scheme is a defined benefit scheme and scheme members receive an excellent package of pension benefits which are index linked and guaranteed by Government.

Employer contribution rate of 23.2%.

Please see <https://hscpensions.hscni.net/contributions/> for further information.

**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.

For further information please visit our website [www.southernfsu.co.uk](http://www.southernfsu.co.uk/)

A colorful circle with icons

Description automatically generated

# APPENDIX A

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:

Waiting List Principles

Waiting List Principles

* 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.

*Empowering General Practice to provide best Primary Care*

