Life after training
(Aug 2018)
Welcome to Life after Training

CONGRATULATIONS
YOU’RE QUALIFIED

Congratulations – You are now a fully-fledged GP!

We hope you have enjoyed your time as a GP Trainee in the NI Training Scheme. NIMDTA has put together this booklet to provide some information and “signposting” as you join the NI GP workforce. You are very welcome to contact NIMDTA about any GP matter and we will try to help you, or point you to someone who has the information you need!

We are regularly asked to circulate information about CPD, GP Appraisal/Revalidation, and job opportunities both in NIMDTA and elsewhere!

Under GDPR, you need to provide a contact email address if you want us to keep you updated.
Please forward your email address to: gpcpd.nimdta@hscni.net

You can also find out about events and other useful information on our Twitter and Facebook

Good Luck – it has been a pleasure to work with you all - and we hope you have a long and very successful career in General Practice!

Dr Claire Loughrey
Director of Postgraduate General Practice Education
NIMDTA
Who to Contact

It can be difficult to know the correct person to contact regarding a query. Below are email contacts for a number of agencies in NI relating to GP.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Email</th>
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<tbody>
<tr>
<td>HSCB Revalidation</td>
<td><a href="mailto:GPrevalidation@hscni.net">GPrevalidation@hscni.net</a></td>
</tr>
<tr>
<td>NIMDTA CPD</td>
<td><a href="mailto:gpcpd.nimdta@hscni.net">gpcpd.nimdta@hscni.net</a></td>
</tr>
<tr>
<td>NIMDTA Appraisal</td>
<td><a href="mailto:gpappraisal.nimdta@hscni.net">gpappraisal.nimdta@hscni.net</a></td>
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<tr>
<td>RCGP</td>
<td><a href="mailto:NICouncil@rcgp.org.uk">NICouncil@rcgp.org.uk</a></td>
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<tr>
<td>BMA</td>
<td><a href="mailto:bmanorthernireland@bma.org.uk">bmanorthernireland@bma.org.uk</a></td>
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<tr>
<td>NISDA</td>
<td><a href="mailto:nisdachair@gmail.com">nisdachair@gmail.com</a></td>
</tr>
<tr>
<td>HSC Pensions</td>
<td><a href="mailto:gplocums@hscni.net">gplocums@hscni.net</a></td>
</tr>
<tr>
<td>NI PMPL Applications</td>
<td><a href="mailto:ProfessionalSupportTeam@hscni.net">ProfessionalSupportTeam@hscni.net</a></td>
</tr>
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Useful links

- NIMDTA: [www.nimdta.gov.uk](http://www.nimdta.gov.uk)
- Dept of Health: [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)
- BMA: [www.bma.org.uk](http://www.bma.org.uk)
- GMC: [www.gmc-uk.org](http://www.gmc-uk.org)
- RCGP: [www.rcgp.org.uk](http://www.rcgp.org.uk)
- NHS: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)
- Computer systems: Youtube Vision Tutorial
  Youtube EMIS Web Tutorial
  Docman Demonstration *(Demo starts at approx 3m 30sec)*
When you start work in a new practice

You MUST provide the following evidence:

- GMC licence to practise as a GP
- Inclusion on the NI Primary Medical Performers list
- Medical Indemnity for GP practice
- Hepatitis titre currently satisfactory
- Ensure your motor car insurance is valid for home visits and carrying drugs

You should expect the practice to:

- Advise where to locate Practice Policies, Procedures & Protocols
- Complete your relevant HSC Pension form on request

Many practices will have a locum guide in an electronic format and will send this to you on request before your first session.

Passwords

You will need Passwords for:

- Computer patient system eg. EMIS, Vision
- Docman/Apollo
- Adastra for OOH
- CCG
- ECR

Managing Finance and Pensions

HSC Pension Service manage your Pension contributions.

They require doctors to make payments towards their pension via direct debit.

To ask for the relevant forms and sign up for the direct debit process email: gplocums@hscni.net

As a sessional doctor, it is important to keep accurate accounts for tax purposes. An accountant familiar with GP work will be able to guide you through your tax return.

If you are entering a GP partnership, then the practice should have an accountant to guide you through the process.
Medical Indemnity for GPs

In Hours work
You are required to have Indemnity for all ‘in hours’ work you do. Providers differ in how they cost this, and it is worth obtaining several quotes particularly if you are changing the way you work.

OOH work
OOH providers do not all give the same level of indemnity. It is important to check what cover (if any) is being provided by them and then speak to your indemnity provider to see what additional cover is needed.

Other roles
Don’t forget to notify your indemnity provider of all other work you do, as this may influence your premium and, more importantly, you may not be covered.

Out of Hours (OOH) work

If you are registered as a GP on the Northern Ireland Primary Medical Performers List (PMPL) then you can apply to work in one of the 5 GP Out of Hours provider organisations below.

GP Out-of-Hours services operate from 6pm each weekday evening and 24 hours on Saturdays, Sundays and public holidays.

<table>
<thead>
<tr>
<th>Out of Hours Organisations</th>
<th>Web link for recruitment</th>
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<tbody>
<tr>
<td>Belfast HSC Trust</td>
<td>Jobs are advertised when available on <a href="http://www.hscrrecruit.com">www.hscrrecruit.com</a></td>
</tr>
<tr>
<td>Dalriada Urgent Care</td>
<td>Apply on <a href="http://www.dalriadaurgentcare.org.uk">www.dalriadaurgentcare.org.uk</a></td>
</tr>
<tr>
<td>Southern HSC Trust</td>
<td>Apply on <a href="http://www.saucs.org.uk">www.saucs.org.uk</a></td>
</tr>
<tr>
<td>South Eastern HSC Trust</td>
<td>Jobs are advertised when available on <a href="http://www.hscrrecruit.com">www.hscrrecruit.com</a></td>
</tr>
<tr>
<td>Western Urgent Care</td>
<td>Apply on <a href="http://www.westernurgentcare.org.uk">www.westernurgentcare.org.uk</a></td>
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</table>

You can go directly to the website via the following hyperlink: [http://www.gpoutofhours.hscni.net/](http://www.gpoutofhours.hscni.net/)
Keeping up-to-date on Prescribing

The Northern Ireland Formulary can be found at: niformulary.hscni.net

For updates on prescribing, there are a range of regular newsletters that can be found on this website. These include:

Cost Effective Choices
Generic Prescribing
Medicines Management
OTC Medicines

Stock Medication

As a sessional GP, ‘stock’ medication can be ordered from a practice that you work in using a HS21S stock order form.

Authorisation for this should be given by the GP whose name appears on the form. The form should be signed by you. All drugs should be ordered as a complete pack, as supply against a stock requisition is regarded as a wholesale transaction and pharmacies can only supply original and complete packs in this case.

The GP whose name is on the stock order requisition form retains the bottom copy of the triplicate stock order form for 2 years and the top two copies are sent to the pharmacy. It is good practice for locums to take a photocopy of each stock order form that they use, for their own records.

It is the responsibility of an individual doctor to ensure that all medications carried are appropriately stored and ‘in date’.
Controlled Drugs

In each practice that you work in, ensure that you are familiar with the CD SOP and have signed and dated the latest version.

GPs ordering CDs should collect their own CD stock from the pharmacy and personally update the register. In exceptional circumstances a member of staff from the practice may have to collect the CD stock from the pharmacy, in these cases signed approval from the GP is needed.

A separate page must be used in the CD register in respect of each strength and form of the Schedule 2 CD and the head of each such page must specify the class of drug, its form and its strength. Any errors/corrections in the register should not be scored out. Marginal footnotes that are dated and initialled should be made.

Each time a supply of a Schedule 2 CD is made add your own name under the column heading ‘Authority to Possess’ in the register.

You do not have to store the CD register separately from the CD stock. However separate storage is recommended as it is easier to manage if the CDs are stolen.

When diamorphine/morphine injections are carried it is good practice to carry naloxone.

CDs held in doctors’ bags/personal stock should be for immediate treatment of a patient(s) and when a patient’s needs cannot be met by giving a prescription. This means that mainly injectable CDs will be needed, however other CDs such as rectal diazepam may also be required. Normally only one strength of each CD should be kept in a doctor’s bag to minimise the risk of confusion, error and inappropriate administration.

CDs should be stored in their original pack. This also prevents vials from damage if stored loosely in the doctor’s bag. GPs should return all out-of-date or obsolete CD stock to a community pharmacy for destruction. During the time between expiring and destruction, expired CDs should be kept separate to prevent use in error.

Do not accept patient returns of CDs but ask the patient or patient’s family to return these as soon as possible to the pharmacy. The exception is when there is a safety issue/concern about potential misuse of medication that is no longer required. In this case a note of the CDs taken for disposal should be made in the CD register and you should return these as soon as possible to the pharmacy.

All incidents involving CDs must be recorded and investigated in line with existing procedures for reporting and managing clinical or medication incidents. This includes events such as significant prescribing events, theft, breakage or unexplained discrepancies. The Accountable Officer (AO) for the Board must be notified of the incident as soon as possible without compromising the steps needed to ensure patient safety. The AO can be notified directly or via your Pharmacy Adviser.

RCGPNI can supply CD registers and they can be ordered by emailing NICouncil@rcgp.org.uk The cost is £12.30 for members and £14.30 for non-members.
Appraisal and revalidation are mandatory for all categories of doctor, including sessional/locum doctors. The lack of fixed base and supporting staff can make fulfilling the requirements of appraisal for sessional doctors more challenging but by no means insurmountable. There is an excellent handbook for sessionals to assist with appraisal preparation which can be found on the NIMDTA website:


The Scottish Online Appraisal resource SOAR has also a lot of information:

http://www.appraisal.nes.scot.nhs.uk/i-want-access-to/toolkits.aspx

http://www.appraisal.nes.scot.nhs.uk/i-want-access-to/toolkits/sessional-gp.aspx

General Practice can be very rewarding, and at times very stressful. It is important to recognise your own health needs as you treat others.

Every doctor should have his or her own GP, and this should ideally be someone outside the practice. It is difficult to approach anyone with problems of a personal nature, but particularly difficult if your doctor is your business partner.

RCGP produce useful guidance on appraisal and revalidation for members.

http://www.rcgp.org.uk/revalidation.aspx
Have you considered Small Group Learning (SGL) but don’t know where to start?

Professional isolation can occur amongst sessional doctors. Due to a lack of regular contact with any one practice team there are fewer opportunities for learning through discussion.

Regular participation in a small group enhances learning and reduces isolation. A small learning group provides a doctor with a number of peers for companionship, support, debriefing, communal learning and sharing of problems and solutions.

As well as supporting education, such groups allow informal mentoring between members and a forum for feedback and reflection.

NIMDTA can assist you by sharing your details with GPs in your area who are also interested in SGL. We will facilitate the set-up process for your first year, leaving you up and running!

Please complete the Interest Form [http://www.nimdta.gov.uk/general-practice/gp-cpd/small-group-learning/](http://www.nimdta.gov.uk/general-practice/gp-cpd/small-group-learning/) and return to gpcpd.nimdta@hscni.net

We will add your details to our SGL database and be in touch.
The Doctors’ Support Network provides peer support for doctors and medical students with mental health concerns
http://dsn.org.uk/support-for-doctors

The BMA provides a list of organisations, services and websites which can offer help and support for a range of difficulties you might experience
https://www.bma.org.uk/advice/work-life-support/your-wellbeing/sources-of-support
They also provide a telephone support service
BMA Counselling (24-hours a day, seven days a week) and the Doctors Advisor Service call 0330 123 1245

Any GP can access occupational health services by contacting the relevant Trust depending on where they work.

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<thead>
<tr>
<th>Address &amp; phone number</th>
<th>Email</th>
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<tbody>
<tr>
<td>Belfast HSC Occupational Health Service; Musgrave Park Hospital</td>
<td>Telephone: 028 95040401 <a href="mailto:occupationalhealth-sm@belfasttrust.hscni.net">occupationalhealth-sm@belfasttrust.hscni.net</a></td>
</tr>
<tr>
<td>2nd Floor, McKinney House Stockman’s Lane, Belfast</td>
<td></td>
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<tr>
<td>Southern Health and Social Care Trust</td>
<td>Telephone: 028 37412473 <a href="mailto:occupation-al.health@southerntrust.hscni.net">occupation-al.health@southerntrust.hscni.net</a></td>
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<tr>
<td>Occupational Health Service</td>
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<tr>
<td>Pinewood Villa, Lower Longstone, Loughgall Road, Armagh</td>
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</tr>
<tr>
<td>South Eastern Health and Social Care Trust</td>
<td>Telephone: 028 9056 1300 <a href="mailto:OH.Secretary@setrust.hscni.net">OH.Secretary@setrust.hscni.net</a></td>
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<tr>
<td>Occupational Health Departments</td>
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<tr>
<td>Home 3, Ulster Hospital Dundonald, BT16 1RH</td>
<td></td>
</tr>
<tr>
<td>Bernagh House, Downshire Hospital, Ardglass Road, Downpatrick, BT30 6RA</td>
<td>Telephone 02844 513943 <a href="mailto:OccupationalHealth.Dsh@setrust.hscni.net">OccupationalHealth.Dsh@setrust.hscni.net</a></td>
</tr>
<tr>
<td>Laganside House, Lagan Valley Hospital, Lisburn, BT28 1JP</td>
<td>Telephone 028 92 501255 <a href="mailto:OccHealth.Lvh@setrust.hscni.net">OccHealth.Lvh@setrust.hscni.net</a></td>
</tr>
<tr>
<td>Northern Health and Social Care Trust; Antrim Hospital</td>
<td>Telephone: 028 94 424403 <a href="mailto:occhealth.referrals@northerntrust.hscni.net">occhealth.referrals@northerntrust.hscni.net</a></td>
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<tr>
<td>Angela Higgins</td>
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<tr>
<td>Occupational Health Services Manager</td>
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<tr>
<td>Willow House, Antrim Area Hospital, BT41 2RL</td>
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<tr>
<td>Western Health and Social Care Trust; Altnagelvin Area Hospital</td>
<td>Telephone:02871611407 Ext:214420/214421/214422 <a href="mailto:occupation-al.health@westerntrust.hscni.net">occupation-al.health@westerntrust.hscni.net</a></td>
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<tr>
<td>Dr Rodney Gamble</td>
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<tr>
<td>Occupational Health Department</td>
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<tr>
<td>Altnagelvin Area Hospital ,Glenshane Road, Londonderry, BT47 6SB</td>
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Safeguarding Requirements for GPs

Over a three-year period, professionals should receive refresher training equivalent to a minimum of 6 hours at Level 3 (this equates to a minimum of 2 hours pa). Training, education and learning opportunities should be multi-disciplinary and inter-agency, and delivered internally and externally.

It should include personal reflection and scenario-based discussion, drawing on case studies, serious case reviews, lessons from research and audit, as well as communicating with children about what is happening. This should be appropriate to the speciality and roles of the participants.

Organisations should consider encompassing safeguarding/child protection learning within regular multi-professional and/or multi-agency staff meetings, vulnerable child and family meetings, clinical updating, clinical audit, reviews of critical incidents and significant unexpected events and peer discussions.

CPD and Educational resources

NIMDTA provide a small number of courses throughout the year. There are also courses provided by RCGP NI open to both members and non-members.

GP Federation PBL events are open to GPs working in that area regardless of whether they are a principal or not.

For a range of educational resources and educational links look on the NIMDTA website under the GP section. There are also some presentations from recent CPD events.

http://www.nimdta.gov.uk/general-practice/gp-cpd/gp-cpd-resources/

There are a number of excellent online learning providers including eLearning For Health. (e-LfH) which is free.

http://www.nimdta.gov.uk/general-practice/gp-cpd/e-lfh/
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 include an average size of circa 100,000 patients with 20 practices. Federation boundaries are in line with the current boundaries for Integrated Care Partnerships. Each Federation has been established as a Community Interest Company and is limited by Guarantee in the not-for-profit sector.

Currently there are 17 Federations incorporated covering 1.8 million of a patient population. They are located in:

- Belfast: North, South, East, West  
  maria@federationsupportunit.co.uk
- South East: North Down, Down, Lisburn, Ards  
  Caitriona@federationsupportunit.co.uk
- Western: Derry, South West  
  Joanne.Cassidy@hscni.net
- Southern: Armagh & Dungannon, Craigavon, Newry & District  
  alison.foster@southernfsu.co.uk
- Northern: Causeway, East Antrim, Mid Ulster, Antrim & Ballymena. To be appointed. In the interim contact Joanne Cassidy in the Western Area.

If you are working in a particular region, then you can find out more about what your local Federation is doing by emailing them at the addresses above.

The Northern Ireland Sessional Doctors Association (NISDA) acts as a peer support, advocacy and education group for Sessional GPs. NISDA shares information through its Facebook page. They also send representatives to advocate for all sessional doctors in Northern Ireland (Locum, salaried, retainer, returner, or out-of-hours) to BMA, RCGP, HSCB, NIMDTA and other bodies.

If you require any further information please do not hesitate to contact Mary McCloskey  nisdachair@gmail.com  or via Facebook page: NISDA-Northern Ireland Sessional Doctors Association.
The BMA can provide the following services:

- Employer advisory service for example, guidance in relation to managing a disciplinary, sickness absence, grievances and performance.
- Provision of template documents such as staff handbook and related policies and procedures, contracts of employment and carry out health checks on staff handbooks, policies and procedures.
- Training to GPs and Practice Managers in relation to managing staff and partnership issues.
- Salaried GP model contract and handbook.
- Partnership guidance and drafting service (drafting service via BMA law).
- Mediation service for partners in dispute.
- Locum GP Handbook.

Contact details for Individual employment advice: 0300 123 123 3 or email: support@bma.org.uk.
Elective Care Reform

There are opportunities opening up for GPs who have an enhanced skill /interest in areas such minor surgery, dermatology, gynae -LARC provision ,musculoskeletal medicine including joint injections  and vasectomy services .
There will also be opportunities  for those wanting to learn new skills!

These services will be provided in most Federations and will be “rolling out” in September 2018.

Transformation plans will ensure that patients can be managed by their GPs and other primary care providers without the need to be referred to hospital or clinic.

For more information contact  Dr Siobhán McEntee siobhan.mcentee@hscni.net

Are you needing flexible working or

The GP Retention Scheme (formerly the GP Retainer Scheme) is a package of support resources aimed at GPs who may be considering leaving the profession, to remain in clinical practice.

There are many reasons why this might happen including

Require greater flexibility in order to undertake other work either within or outside of general practice
OR
Personal reasons – such as caring responsibilities for family members (children or adults) or personal health reasons

Places on the scheme are for up to two years and you receive a fully funded CPD programme and a Mentor in practice. The scheme requires you to work :-

• 4 sessions per week in the practice
• 1 OOH session per month.
There is flexibility to take on additional GP work in or out of hours.

For more information, contact Louise.Sands@hscni.net
Are you considering taking a break from General Practice?

Checklist for doctors planning to take a break from GP work in NI?

1. If you plan to be away from NI NHS GP practice for less than one year, then it may be beneficial to have your appraisal before you go.
2. Contact HSCB to request removal from NIPMPL.
3. Cancel your medical indemnity.
4. Notify the GMC. This is particularly important if your revalidation date falls during the time you are outside of the UK.

What to do when you want to return to GP work in NI?

1. Apply to GMC medical register for return of your GP Licence to Practice.
2. Apply to NIPMPL using application form. Link below...
   http://www.hscbusiness.hscni.net/services/1813.htm

Have you been out of NHS GP workforce for 2 years or more? #GPReturner

You will need to complete the Returner scheme before re-joining GP practice. The first steps are the same as above. The scheme will give you all the support you need to ensure you are familiar with the changes that have occurred in GP Practice since you left. You will be asked to complete a learning needs assessment (LNA) and also a practice placement. For more information follow the link below.

If you have been away less than 10 years (in an equivalent health care setting as a GP) you can submit supporting evidence using the “Portfolio route” to RCGP within the Returner scheme. This can be done before you leave your current post. This replaces the learning needs assessment (LNA) and if successful, you can move directly to a practice placement.

For more information, contact Louise.Sands@hscni.net
The RCGPNI New Members’ & Awards Ceremony is the ideal setting to share your achievement with colleagues, family and friends. Professor Mayur Lakhani, President of the RCGP and Dr Grainne Doran, Chair RCGPNI will be hosting the event, accompanied by a number of senior College Officers from all over the UK. If you would like more details on the event please contact Michelle.Newell@rcgp.org.uk