

NORTHERN IRELAND

LIFE AFTER GP TRAINING



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General Practice Handbook August 2020 v4

Collaborative working





Foreword from GP Director

Dr Michele Stone

Congratulations, you are now a fully-fledged GP!

We hope you have enjoyed your time as a GP Trainee in our NI Specialty Training Scheme. The Covid-19 pandemic has caused many challenges in recent months, and you join the GP workforce at a time of change. I am proud of each and every one of you, and I feel that the future of General Practice is in safe hands.

NIMDTA has put together this booklet to provide some information and “signposting”. 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.nimdtahscni.net

You can find useful information on our [Twitter](#) and [Facebook](#) page.

During Covid-19 a new website has been created to support all those working in primary care in NI. This will include information for newly qualified GPs:
<https://www.gpni.co.uk/>

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 Michele Stone
Director of Postgraduate General Practice Education, NIMDTA

table of contents

01 Starting in a new Practice

03 Indemnity

04 Out of Hours

05 GP Jobs

06 & 07 Appraisal, Revalidation & PMPL

08 & 09 Health & Wellbeing

10 & 11 Flexible Working & Taking a Break

12 & 13 RCGP, BMA & LMC

14 - 18 GP Federations: Contacts, Projects, Elective Care & PBL

19 & 20 Prescribing & Drugs

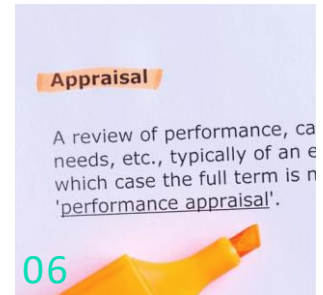
21 QI & CPD



03



19



06



08



05



21



14

STARTING WORK IN A NEW PRACTICE



You MUST provide the following evidence:

- GMC Licence to Practice 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. During Covid-19 all practices have had to change their working patterns and this should be explained to you before you commence work e.g. video consultations.

Passwords

You will need passwords for:

- Computer patient system eg.
- EMIS, Vision, Healthy
- Docman/Apollo
- Adastra for OOH or Covid
- Centre
- 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.

WHO TO CONTACT

HSCB Revalidation

GPrevalidation@hscni.net

NIMDTA CPD

gpcpd.nimdta@hscni.net

NIMDTA Appraisal

gpappraisal.nimdta@hscni.net

RCGP

NICouncil@rcgp.org.uk

BMA

bmanorthernireland@bma.org.uk

HSC Pensions

gplocums@hscni.net

NI PMPL Applications

ProfessionalSupportTeam@hscni.net

USEFUL WEBSITES

NIMDTA www.nimdta.gov.uk

GPNI www.gpni.co.uk/

Dept of Health www.dhsspsni.gov.uk

BMA www.bma.org.uk

GMC www.gmc-uk.org/

RCGP www.rcgp.org.uk

E-LfH www.e-lfh.org.uk/home

HSC <http://online.hscni.net/>

FSU <https://fsu-ni.com/>

Computer systems

GPNI website has links to EMIS/Vision/Accuryx

<https://www.gpni.co.uk/category/practice/clinical-systems/>

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.

OUT OF HOURS WORK

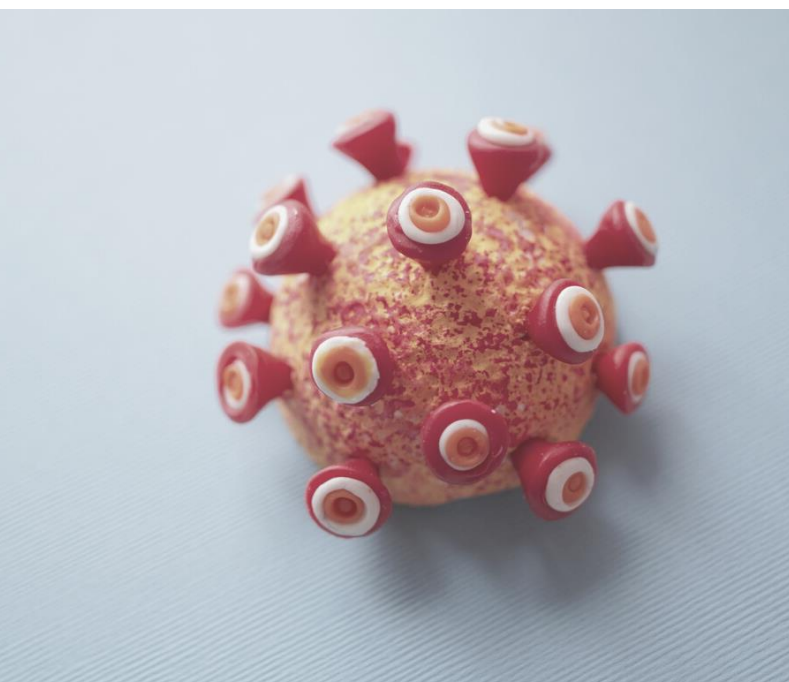
OOH providers do not currently all give the same level of indemnity. It is important to check what cover (if any) is being provided by them and then speak to your indemnity provider to see what additional cover is needed.

COVID CENTRE WORK

Check with the Centre lead for guidance and notify your provider of this specific work.

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

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.

You can register to book OOH shifts in the Covid centres in Belfast and the South East by clicking on this link www.easterncovidrota.org.uk/newuser.php

BELFAST HSC TRUST

Jobs are advertised when available on www.hscrecruit.com

DALRIADA URGENT CARE

Apply on www.dalriadaurgentcare.org.uk

SOUTHERN HSC TRUST

Apply on www.saucs.org.uk

WESTERN URGENT CARE

Apply on www.westernurgentcare.org.uk

SOUTH EASTERN HSC TRUST

Jobs are advertised when available on www.hscrecruit.com

You can go directly to the website via the following hyperlink:
<http://www.gpoutofhours.hscni.net/working-in-gp-out-of-hours/>



GP JOBS

& NETWORKING WITH
COLLEAGUES



Jobs in General Practice across NI will now be advertised on the HSCNI website <https://jobs.hscni.net/>

A sessional database is available from August 2020 to allow GPs to “opt in” to hear about work opportunities in their area: <https://gpni.typeform.com/to/Jrt5y>

GP Federations advertise GP jobs on <https://www.nijobs.com/> or <https://www.nijobfinder.co.uk/>



There are several popular closed Facebook Groups in NI:

GP Survival NI

The Future of General Practice in Northern Ireland

Sessional GPs Northern Ireland

There is also a Facebook page hosted by NIMDTA @GPTrainingNI

It provides updates on courses happening in NI as well as information for those interested in post graduate teaching.

GPNI WEBSITE

Covid19 information for
Primary Care

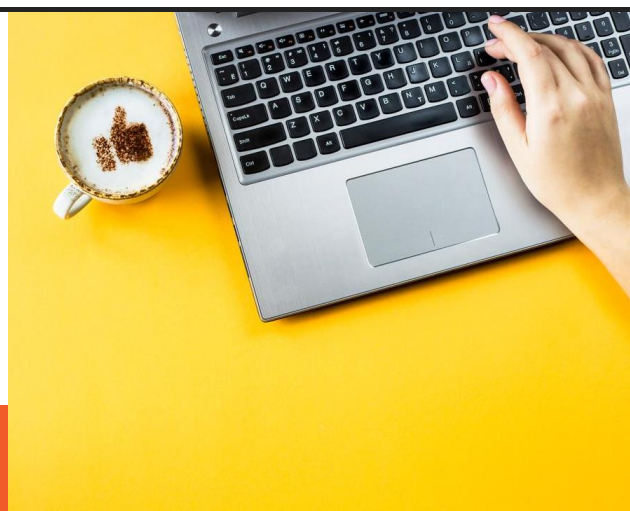


GPNI have brought together a large multi-disciplinary working group to generate and collate the most up to date and relevant information for Northern Ireland Primary Care: <https://www.gpni.co.uk/>

You will find important updates regarding the ongoing COVID-19 pandemic along with primary care specific guidance. There are also a range of educational webinar videos which you can access at any time. Our weekly live webinars are currently on Thursdays 1-2pm. If you sign up to the mailing list, you will hear about this each week and receive a link to register.

We are creating a sessional page which will provide specific updates for those working in this role.

APPRAISAL & REVALIDATION



Due to Covid19, appraisals and revalidation are temporarily suspended (accurate at 22/7/2020).

In March 2020 the GMC issued a pause in revalidation running initially until 30th September 2020. This has now been extended to March 2021.

The Responsible Officer for GPs in Northern Ireland wrote to all GPs to advise them of this, and of the temporary suspension of GP appraisals. It is possible that this may be extended depending on the pandemic situation.

Once the GMC re-instates revalidation GP appraisals will resume.

Given the current uncertainties it is not possible to be more specific at this time about how the arrangements for GP appraisal will work on an individual basis other than to emphasise that no GP will be disadvantaged because of the suspension of revalidation or appraisal.

Please check NIMDTA website for latest updates:

<https://www.nimdtg.gov.uk/general-practice/gp-appraisal/>

It is important that you continue to record your learning.

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.

Don't forget as a SESSIONAL GP you can claim £300 for your appraisal:

<http://www.nimdtg.gov.uk/general-practice/gp-appraisal/gp-organising-appraisal/>

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>

RCGP produce useful guidance on appraisal and revalidation for members.

<http://www.rcgp.org.uk/revalidation.aspx>

NORTHERN IRELAND PERFORMERS LIST (NIPMPL)



As a fully qualified GP you are entered on the GMCs GP register.

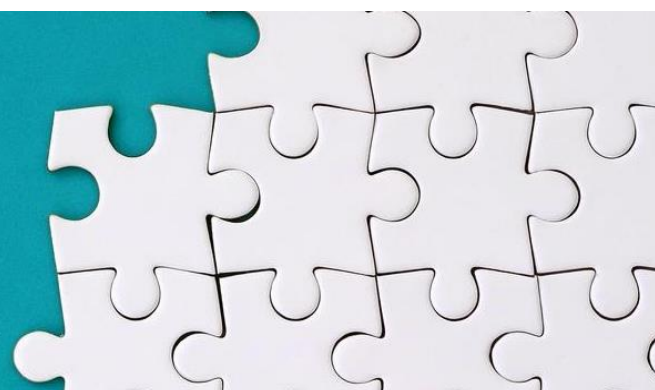
You have full inclusion on the Northern Ireland Performers List. This enables you to work in all areas of general practice in hours and out of hours without supervision.

Your designated body has changed to **The Health& Social Care Board**.
Your Responsible Officer is now **Dr Margaret O'Brien**.

This situation remains unchanged even if you have another role e.g. working for a Trust even if you do more hours for that employer.

A requirement of being included in the Performers List is that you undertake appraisal annually through NIMDTA (further details included in this booklet).

If you wish to work abroad or have a break from practising please contact gprevalidation@hscni.net for advice regarding coming off the Performers List and assistance with reapplying on return to N. Ireland.





HEALTH & WELLBEING

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

During Covid19 this has been highlighted more than ever.

You will find a range of resources on GPNI website <https://www.gpni.co.uk/wellbeing/>

The link below takes you to an excellent short YouTube video:

<https://www.gpni.co.uk/coping-with-growing-gp-pressures-dr-stephen-harte/>

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.

The BMA wellbeing support services are open to all doctors and medical students. They're confidential and free of charge. Call 0330 123 1245 and you will have the choice of speaking to a counsellor or taking the details of a doctor who you can contact for peer support.

<https://www.bma.org.uk/advice/work-life-support/your-wellbeing/sources-of-support>

GP MENTORING SCHEME

In an effort to support GPs the NI GP mentoring scheme was launched in 2018.

It is intended to help GPs to address challenges they are facing. All of the mentors in the scheme are GPs with a broad range of experience. This is a free service.

Areas that GPs could find useful to discuss with a mentor include:

- Current work problems
- Team relationships and leadership issues
- Performance issues
- Decision making
- Time management issues
- Work-life balance



Information about the GP mentors is contained within the biography section of the mentoring site at:

<https://www.nimdtg.gov.uk/general-practice/gp-mentoring/>

Since the onset of the Covid pandemic mentoring has been available via a variety of non-face-to-face modalities.

UNWELL OR STRESSED?

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

BELFAST HSC TRUST

2nd Floor
McKinney House
Stockman's Lane, Belfast
Telephone: 028 95040401
Email:
occupationalhealth@belfasttrust.hscni.net

NORTHERN HSC TRUST

Angela Higgins
Occupational Health Services
Manager
Willow House, Antrim Area
Hospital
BT41 2RL
Telephone: 028 94 424403
Email:
occhealth.referrals@northerntrust.hscni.net

SOUTHERN HSC TRUST

Occupational Health Service
Pinewood Villa, Lower Longstone
Loughgall Road
Armagh
Telephone: 028 37412473
Email:
occupational.health@southerntrust.hscni.net

SOUTH EASTERN HSC TRUST

Occupational Health Departments Home 3, Ulster Hospital Dundonald, BT16 1RH 028 9056 1300 Email: OH.Secretary@setrust.hscni.net	Bernagh House, Downshire Hospital, Ardglass Road, Downpatrick, BT30 6RA 02844 513943 Email: OccupationalHealth.Dsh@setrust.hscni.net	Laganside House, Lagan Valley Hospital, Lisburn, BT28 1JP 028 92 501255 Email: OccHealth.Lvh@setrust.hscni.net
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WESTERN URGENT CARE

Dr Rodney Gamble Occupational Health Department Altnagelvin Area Hospital Glenshane Road Londonderry BT47 6SB Telephone:02871611407 Ext:214420/214421/214422 Email: occupational.health@westerntrust.hscni.net	Dr Clive Burges Southwest Acute Hospital 14 Irvinestown Road Enniskillen BT74 6DN 028 6638 2342 Email: clive.burges@westerntrust.hscni.net
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Interested in flexible working or thinking of reducing hours?



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 three 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. You can also use cover for PBL event or Covid Centre.

There is flexibility to take on additional GP work in or out of hours.

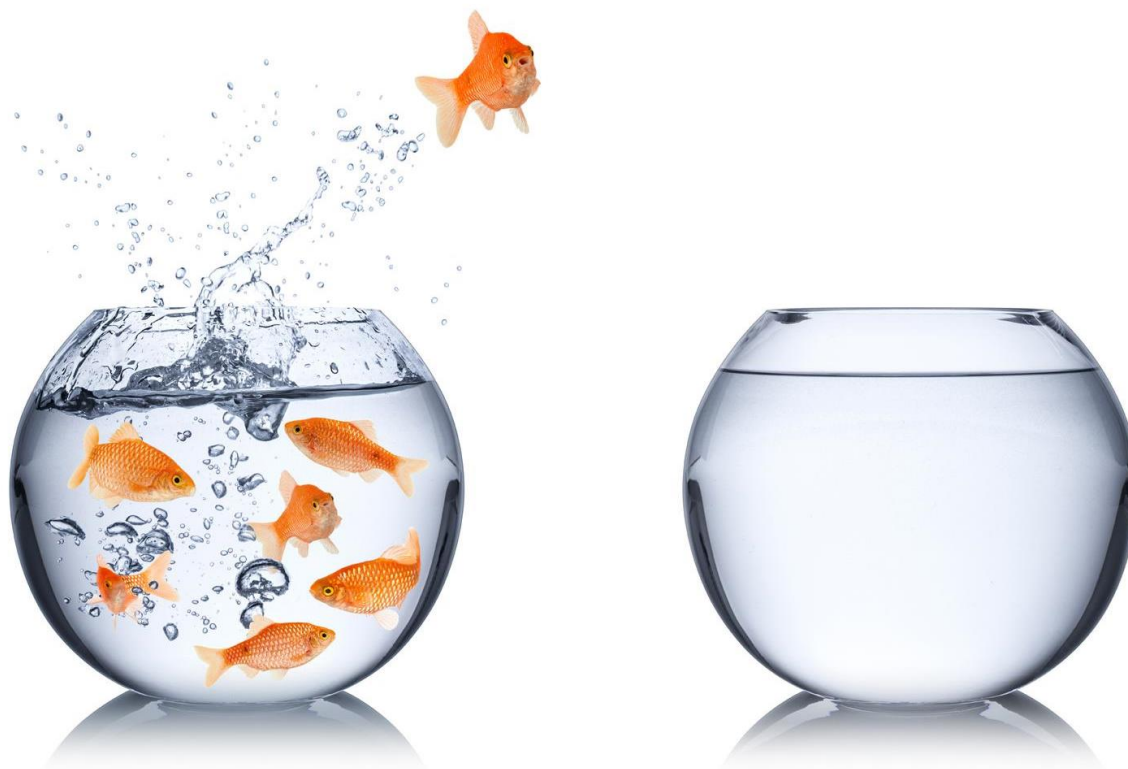
The current scheme is open to applications.

You can find more information on the website at the link below:

<https://www.nimda.gov.uk/general-practice/ir-and-retention-schemes/gp-retainer-scheme/>

Please 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:

- 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.
- Contact HSCB to request removal from NIPMPL.
- Cancel your medical indemnity.
- 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.
2. Apply to NIPMPL using application form. Please see 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.

<https://www.nimda.gov.uk/general-practice/ir-and-retention-schemes/gp-returner-scheme/>

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



ROYAL COLLEGE OF GENERAL PRACTITIONERS (RCGP)

The Royal College of General Practitioners actively supports GPs, trainees, medical students and patients in Northern Ireland. The team, based in Belfast, supports the Chair and the GP Officer team in delivering a programme of events, strategic policy development, political and stakeholder engagement and local lobbying on behalf of general practice.

There are a wide range of online CPD resources available for members and this has broadened with the Covid19 resource hub open to all www.elearning.rcgp.org.uk/. Currently "Face to Face" CPD courses are suspended due to Covid19. Future events will be publicised on bit.ly/NICourses. Where a charge is applicable, RCGP members receive a concessional rate.

For more information on how you get involved in the College in Northern Ireland, and on the support and events offered locally, please contact NICouncil@rcgp.org.uk

GPs in their first five years after completing training are supported and recognised by the College through specific events and First5 Committees. The Northern Ireland First5 representative, Dr Nicola Topping can be contacted on nicolatopping3@gmail.com and the local committee are keen to hear how they can best support you in NI.

Unfortunately Covid19 has resulted in the New Members Ceremony being postponed. At this point it is hoped that it can still take place in Spring 2021.



British Medical Association (BMA)

The BMA can provide the following services:-

- Employer advisory service for example, guidance in relation to managing disciplinary, sickness absence, grievance and performance
- Provision of template documents such as staff handbook and related policies and procedures, including contracts of employment
- Carry out 'health checks' in relation to all employment documentation, 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 1233 or email: support@bma.org.uk.

BMJ Learning & BMJ Best Practice

Keep up to date with practice-changing developments with one of the world's largest and trusted online CPD providers for doctors and medical students. Access BMJ Learning for free as part of your BMA membership. Simply visit : <https://www.bma.org.uk/learning-and-development>

Free access to BMJ Best Practice has been given to all doctors in Northern Ireland during the covid-19 pandemic. As lockdown restrictions are eased, free access for all will naturally come to an end. However, BMA (NI) intends to make BMJ best practice available as a specific membership benefit for doctors training for or working in general practice. Please email BMANorthernIreland@bma.org.uk for further details on this.

LMC

The NI Local Medical Committees represent all GPs. If you want to know more about the LMC in your area or get involved then contact your rep below <https://www.nilmc.org>

Northern Secretary Dr Allen McCullough
northernsecretary@nilmc.org

Eastern Secretary Dr Michael McKenna
easternsecretary@nilmc.org

Western Secretary Dr Paul Molloy
westernsecretary@nilmc.org

Southern Secretary Dr Frances O'Hagan
southernsecretary@nilmc.org



GP FEDERATIONS



The Northern Ireland GP Federation Model includes 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.

<https://fsu-ni.com/>

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

Belfast: North, West

anthony.houston@easternfsu.co.uk

Belfast: South, East

michael.carlin@easternfsu.co.uk

South East: North Down, Ards, Down
RECRUITMENT PENDING

South East: Lisburn

Eileen.brannigan@easternfsu.co.uk

Western: Derry, South West

Rachel.forbes@westernfsu.co.uk

**Southern: Armagh & Dungannon,
Craigavon, Newry & District**

alison.foster@southernfsu.co.uk

**Northern: Causeway, East Antrim, Mid
Ulster, Antrim & Ballymena.**

Julie.wilson@northernfsu.co.uk

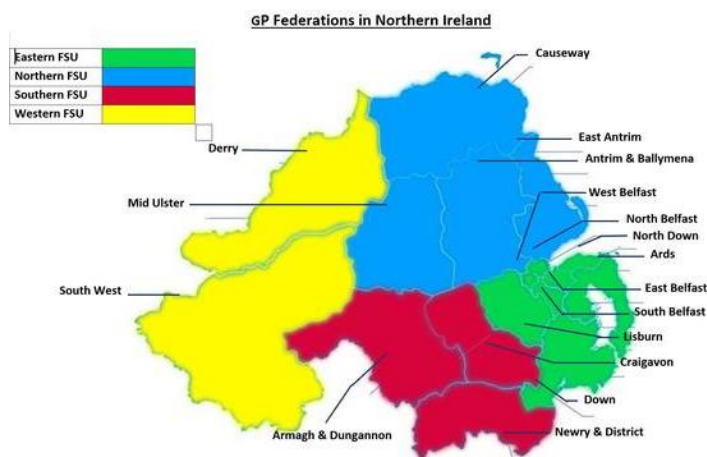
If you are working in a particular region, then you can find out more about what your local Federation is doing by emailing them at the address above.

Each Federation has a GP Chair. The current doctors in these posts are listed below.

- **North Belfast** - Dr Carla Devlin
- **South Belfast** - Dr Ursula Mason
- **East Belfast** - Dr J Crothers
- **West Belfast** - Dr G O'Neill & Dr J Dugan
- **Down** - Dr Lloyd Gilpin
- **Lisburn** - Dr Michael Crawford
- **North Down** - Dr Patrina Bell
- **Ards** - Dr Gareth Hiscocks
- **Derry/Limavady** - Dr Martin McCloskey
- **South West** - Dr Paul Bradley
- **Antrim/Ballymena** - Dr Paddy Magowan
- **East Antrim** - Dr Ian Lalsingh
- **Causeway** - Dr Johnny Burns
- **Mid Ulster** - Dr Philip Whitehead
- **Craigavon** - Dr Arnie McDowell
- **Newry/District** - Dr Tayo Idowu
- **Armagh/Dungannon** - Dr Frances O'Hagan

A sessional database is available to allow GPs to "opt in" to hear about work opportunities in their areas. To register click on the link below:

<https://gpni.typeform.com/to/Jrt5y>



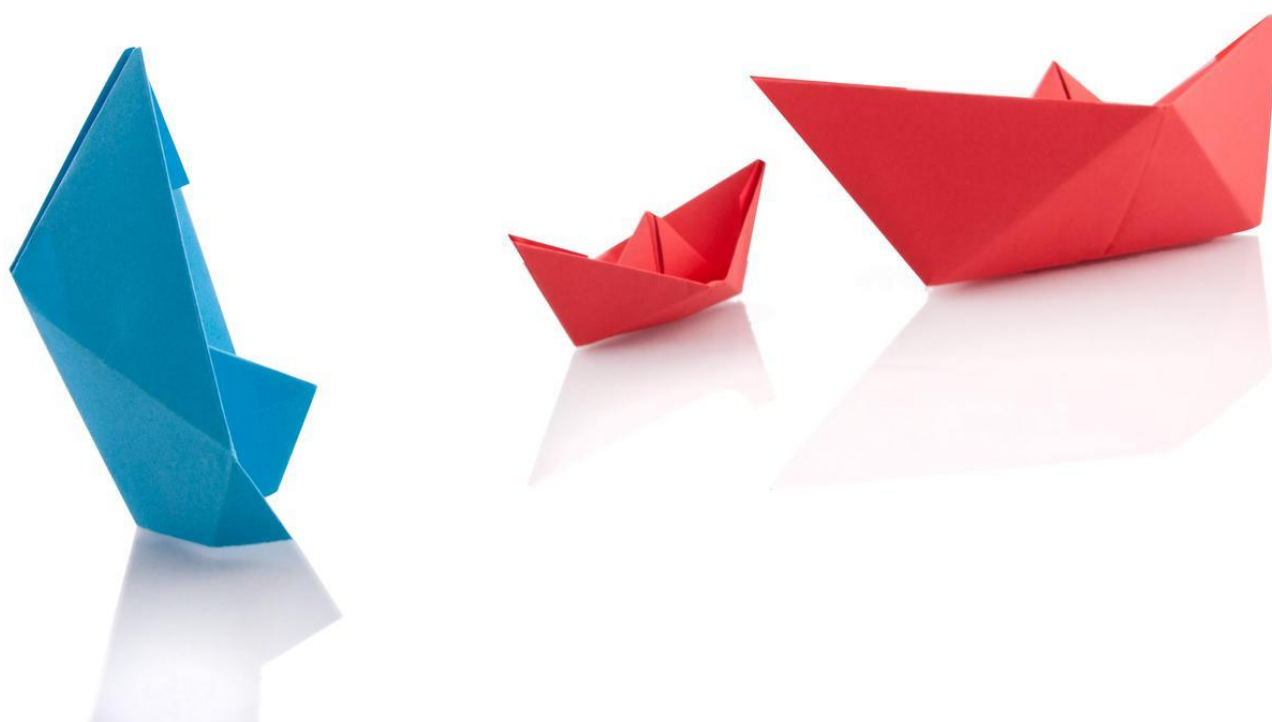
Federation Led GP Improvement & Crisis Response (GPICRT)

The Department of Health have agreed that it would be helpful to establish a Federation led General Practice Crisis Rescue Team that incorporates:

- Expert General Practice managerial support at short notice for practices at high risk or in a crisis.
- Improved access to clinical GP cover at short notice for practices at high risk or in a crisis.
- An organisational structure to facilitate managed support to GP Practices

We want to hear from GPs who are within 6/12 months of completing their specialist training or GPs who are considering reducing their clinical commitments but have not left the GMC register.

Contact: lisa.stewart@easternfsu.co.uk



GP FEDERATION PROJECTS

PRIMARY CARE SUBDEANERY

The Department of Health, (DoH), has funded a pilot to assess the feasibility of an organisational structure to manage and develop education and training in Primary Care.

The pilot began in January 2020.

It was decided that the pilot would adopt a 'Quality Improvement' methodology, implementing PDSA cycles to test and inform short cycles of change in the delivery of undergraduate medical student teaching in Primary Care. The pilot was set up in two federations, one urban and one rural, North Belfast and South West GP federations respectively.

GENERAL PRACTICE PHARMACY

General Practice Pharmacists (GPPs) work within general practice as an integral part of the primary care team. Every GP practice in NI avails of the services of a GPP through membership of a GP Federation. Although GPPs have a well defined and wide ranging remit, the GPP role within a practice will vary according to practice need and priorities but in most practices the GPP will be involved in:

- Clinical medication review
- Medicines reconciliation of hospital letters / discharge information
- Medicines related queries – from patients and healthcare professionals
- Prescription requests, queries and re-authorisations
- Patient facing clinics eg review of long term conditions, complex medicine regimes
- Managing and monitoring high risk drugs
- Prescribing system review and improvement
- Clinical audit



GP Federation Elective Care Services



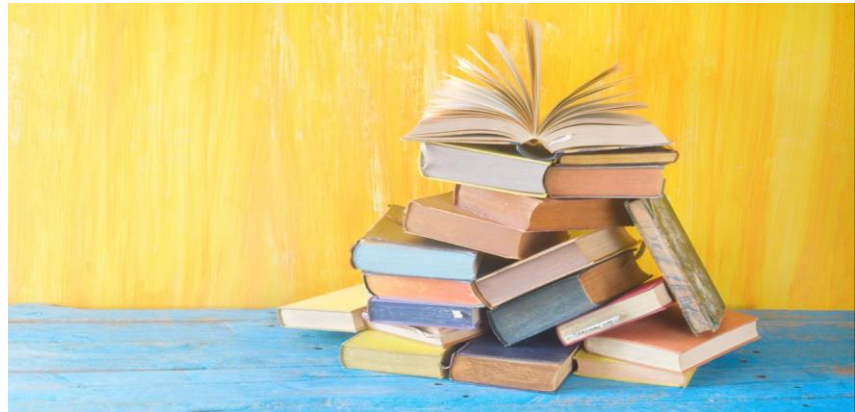
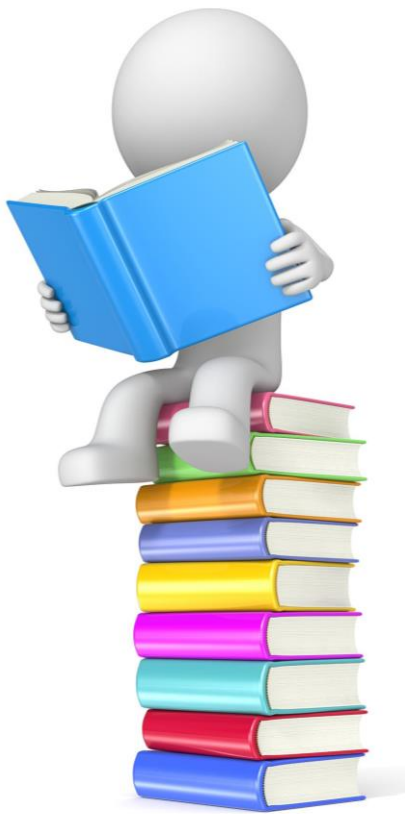
Improving waiting times for elective care has been a key priority for several years. To facilitate the primary care elective transformation agenda, a range of pathways have been designed by GP Federations and the Health and Social Care Board and delivered by federations in a primary care setting. Initially focusing on Dermatology, MSK, Gynaecology and Vasectomy, these pathways facilitate patients being managed more appropriately in primary care without the need to refer to secondary care.

The service is delivered in local practices at a federation level by GPs with enhanced skills in their chosen area and nursing and HCA support. Beyond primary care capacity they support an improved approach to demand management via peer support, peer review, peer education, self-management and self-directed care at a population level within federations. Since November 2018 over 10,000 patients have been seen in a GP Elective Care Clinic.

The priorities of the service are:

- Allow a greater number of patients with common conditions to be managed within primary care setting thus improving patient experience.
- Deliver high quality care, good outcomes (service, clinical and patient outcomes) clinically effective and cost-effective interventions and enhanced patient safety
- Improve capacity within primary care and investigation services by providing an alternative service. Patients being seen in a timely fashion by a primary care clinician in their own practice or a neighbouring practice and follow up within primary care as appropriate.
- To improve the skill base across Federations and will enhance the quality of referrals to secondary care
- To have Up skilled and supported GPs so that patient care is provided in Primary Care, whenever clinically appropriate
- Understand and reduce inappropriate referrals through best practice education and support to Primary Care.
- Continue to develop locally agreed pathways between GPs and, where required, local Consultants.
- Enhance GP Practice peer support and education across high volume conditions.

If you would be interested in upskilling in an elective care specialty, contact Dr Siobhán McEntee siobhan@easternfsu.co.uk



PRACTICE BASED LEARNING (PBL) FEDERATION SCHEME

The PBL Scheme aims to deliver high quality educational programmes for federation members (including sessional GPs), up-skilling the full multidisciplinary practice team in a conducive and constructive environment. Integrating learning and practice in this way will be facilitating direct improvements in patient care.

Practice based learning events will be designed to facilitate better care for patients by providing usable, practical information to practicing GPs and team members. A direct consequence of this integrated approach will be the creation of a forum, within each federation, for exchange of ideas and for sharing best practice.

Federation Education Aims

- To support Continuing Professional Development by producing a high quality educational programme for federation members, and relevant others, that facilitates the ongoing personal development of GPs, and other primary care workers
- To support health care professionals fulfilling the requirements of appraisal and (where relevant) revalidation.
- To involve the practice team and promote implementation of any learning by delivery of the programme within protected practice time, in an environment where the practice team can get access to high quality education relevant to their role.
- To facilitate networking by serving as a forum to allow sharing of examples of good practice.
- To facilitate dissemination of local guidelines, clinical pathways or other federation projects.

HOW TO GET INVOLVED IN PBL

Each practice manager will get a notification about forthcoming PBLs. If you wish to receive information directly, please contact Ruth Fitzsimons, Regional Events and Communications Manager: ruth.fitzsimons@easternfsu.co.uk

****WATCH THIS SPACE****

FSU is developing the an FSU- education website that is planning to launch in early Autumn

<https://pbl.fsu-ni.com>



KEEPING UP TO DATE ON PRESCRIBING

The Northern Ireland Formulary can be found at: <https://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
- Prescribing Stop List

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 whole- sale 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'.

A local NI GP has created an App to assist with keeping a record of stock medication in your bag and expiry dates.

It is called Ampoule and can be downloaded for £1.99 via the App store.

My Drugs

Q Search

	Aspirin 75mg Tablet ABC123	0 Jan 2020 42 days	>
	Amoxicillin 500mg Capsule ABC123	21 Dec 2019 11 days	>
	Salbutamol 100µg Inhaler	2 Mar 2020 14 weeks	>
	Morphine 10mg/ml Ampoule ABC123	5 x 1ml	>
	Hydrocortisone 1% Cream ABC123	1 Sep 2019 Expired!	>
	Sodium chloride... Infusion ABC123	1 x 500ml Jun 2020 27 weeks	>

6 items 1 2

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 A5 sized CD registers and they can be ordered by emailing NICouncil@rcgp.org.uk or ring 020 3188 7722

The cost is £15 for members and £18 for non-members.



QI for GPs

Quality improvement is something that GPs and practices do on a regular basis, though often not in a formal way, and often not recognising it.

The EQUIP programme within GP training gives you an excellent “grounding” in QI and its value. RCGPNI have established a Quality Improvement Forum. The aim is to bring together GPs with an interest in improving quality in practice or Federations.

You can find free resources at the link below
<https://www.gpni.co.uk/quality-improvement-in-primary-care/>

We hope NI will have its own GP Primary Care QI website to share our improvement stories later this year. If you want more information about how to get involved, please email Louise.sands@hscni.net

You could also join the Q Community. More information at this link: <https://qi.hscni.net/q-community/>

Educational Resources

Due to Covid19 many courses have been suspended.

You will find excellent webinars and educational resources using local speakers on the GPNI website <https://www.gpni.co.uk/>

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. At present all meetings are virtual.

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.nimdtg.gov.uk/general-practice/gp-cpd/gp-cpd-resources/>

END

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