

Northern Ireland

mcta

Medical & Dental Training Agency

GP NI HANDBOOK



NORTHERN IRELAND

GP NI Handbook

General Practice Handbook June 2021

Collaborative working



Foreword from GP Director

Dr Michele Stone

Welcome To GP In Northern Ireland!

Some of you have just finished your GP training and are now starting out on your career. Some of you may be coming to NI for the first time, or returning after an absence. Whatever your circumstances, you are all very welcome and we hope you enjoy working here as much as we do.

Starting out can be a bit overwhelming.

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

Welcome from the GP Career Development Lead, NIMDTA

My name is Dr Louise Sands and my job in NIMDTA is to provide career guidance and educational support to GPs. If you have recently moved to work in Northern Ireland, or are changing roles (e.g.. CCT or move from GP partner to sessional), then please do get in touch if you have any questions by emailing gpcpd.nimdtahscni.net

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STARTING WORK IN A NEW PRACTICE



Required Evidence

You **MUST** provide the following evidence:

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

What To Expect From Your Practice

You should expect the Practice to:

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

Locum Guidance

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 e.g..
- EMIS, Vision, Healthy
- Docman/Apollo
- Adastra for OOH or Covid
- Centre
- CCG
- ECR

MANAGING FINANCE AND PENSIONS

The HSC Pension Service co-ordinate your Pension contributions. These payments are made via direct debit. If you are a new sessional, you can find useful guidance notes and documents at the link below. Updates are also provided on this webpage [Locum – HSC Pension Service \(hscni.net\)](http://Locum – HSC Pension Service (hscni.net))

The HSC Pension Service send a useful monthly email to all GP Locums. You can sign- up/unsubscribe to this mailing list at gplocums@hscni.net. The monthly email gives you details of the Direct Debit lift in relation to your HSC Pension Scheme deductions and will also contain important new information.

Only those complete submissions (A & B together) received by the cut-off date of 7th in any month will be included for checking and processing for the Direct Debit lift in that month. Direct Debit processing is always the 18th or the next banking day following the 18th if that date falls on a weekend or bank holiday. **Submissions received after 7th are not guaranteed to be processed in that month, however we will make every effort to include as many accurate submissions before we close down for banking in any month.**

For Practice work the A & B forms must be submitted together – as these cannot be processed separately. If forms have been sent back for correction and have not been returned by close down for the month the payment will not be processed until the next available processing date following receipt of corrected forms. If deductions to be collected do not appear through your bank account, please contact them.

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

GP Federation Support Unit

info@easternfsu.co.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/

RCGPNI www.rcgp.org.uk

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

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

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

NASGP www.nasgp.org.uk

HSCNI Email Enquiries – Contact 02895 362400

NORTHERN IRELAND PERFORMERS LIST (NIPMPL)

In order to work as a fully qualified GP in Northern Ireland, you must be on the GMCs GP Register, and have full inclusion on the Performers List.

Your designated body should be **The Health & Social Care Board**, and your Responsible Officer will be **Dr Margaret O'Brien**, unless:

1. You are also undergoing speciality training while working as a GP; or
2. You are also working as a GP elsewhere in the UK, in which case your designated body will be where you complete most of your work.

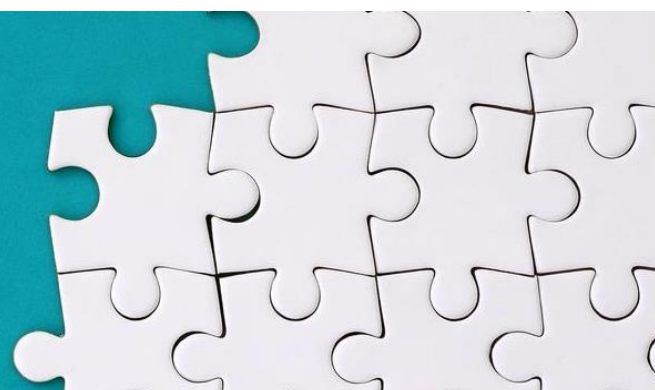
If either of these situations apply to you, or if for any other reason you are unsure who your designated body should be, please get in touch with gprevalidation@hscni.net for advice.

A requirement of being included in the Performers List is that you undertake appraisal annually. (Further details included on Page 4 of this booklet).

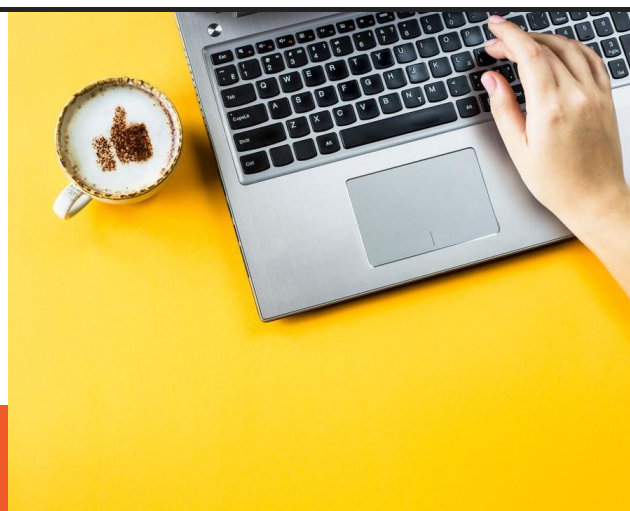
If you wish to work abroad, or have a break from practicing please contact gprevalidation@hscni.net for advice regarding coming off the Performers List, and assistance with re-applying on return to N Ireland.



General
Medical
Council



APPRAISAL & REVALIDATION



GP Appraisal was introduced in 2003 and has been managed and co-ordinated by NIMDTA since April 2006.

All GPs are required to undertake an appraisal annually as a condition of remaining on the Northern Ireland Performers List.

Appraisal is intended to be a formative process, giving GPs the opportunity to review their performance, chart continuing progress and identify any developmental needs.

GP Appraisal has the potential to develop the individual doctor and interface with the clinical governance agenda at a practice level, to improve the overall quality of GP care across the region.

Having been suspended for a time in 2020 due to the Covid pandemic, GP appraisal in Northern Ireland restarted in January 2021.

GPs who have recently completed their training should seek to appraise within 12 months of their CCT date.

Further information including when to apply, how to apply and what information and evidence is required for appraisal is available on the appraisal section of the NIMDTA website:

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

Please note that GPs who are sessional at the time of their appraisal can claim £300 for their 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>

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.



GP JOBS

& NETWORKING WITH
COLLEAGUES



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

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.

SESSIONAL DATABASE

Are you working as a sessional GP?

Do you want to share your email address with practices in a specific GP Federation area?

The sessional database was launched in Autumn 2020 as a way to support GPs looking for work in a particular area.

It is shared with practices on a quarterly basis and you can choose to opt out at any time
You only need to sign up once. To sign up click on the link - <https://gpni.typeform.com/to/Jrlt5y>

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.

It is important to check what indemnity cover is being provided by your OOH organisations and then speak to your indemnity provider to see whether or not you require any additional cover.

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 <https://jobs.hscni.net/Job/7312/out-of-hours-gp-with-western-urgent-care-limited>

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/>



GPNI WEBSITE



GPNI have brought together a multi-disciplinary working group to provide 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.

Below are some direct links to resources on the GPNI website you may find useful:

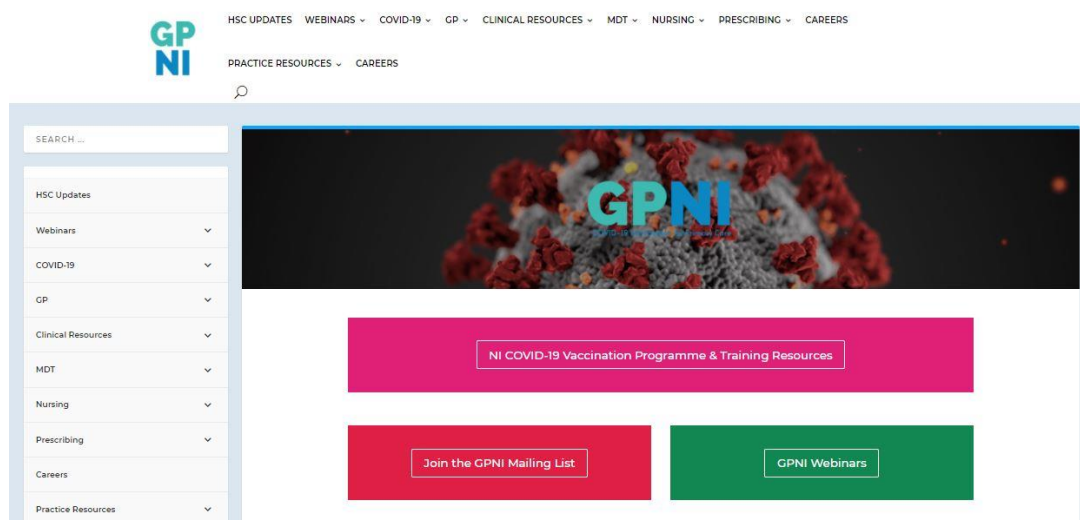
[GPNI Webinars Archives | GPNI](#)

[GPNI - Primary Care Mailing List \(typeform.com\)](#)

[Sessionals | GPNI](#)

COMPUTER SYSTEMS

Links to EMIS/Vision/Accuryx - <https://www.gpni.co.uk/category/practice/clinical-systems/>



GP Retention Scheme



The GP Retention Scheme (formerly the GP Retainer Scheme) is open to any GP in Northern Ireland.

It can be a really useful “stepping stone” between a sessional role and a permanent salaried or partnership role.

The scheme provides regular sessions in the same practice giving stability to the working week and the opportunity to be part of a practice team. The GP chooses the practice and sessions are arranged by mutual agreement.

Key facts

1. Places on the scheme are for up to three years
2. There is a fully funded CPD programme (6 sessions per year in protected time)
3. A Mentor in practice
4. Weekly commitment 4 session
5. OOH commitment is 1 session per month. (PBL cover or OOH in Covid Centre can be used)

There is flexibility to take on additional GP sessional work both “in” and “out of hours”.

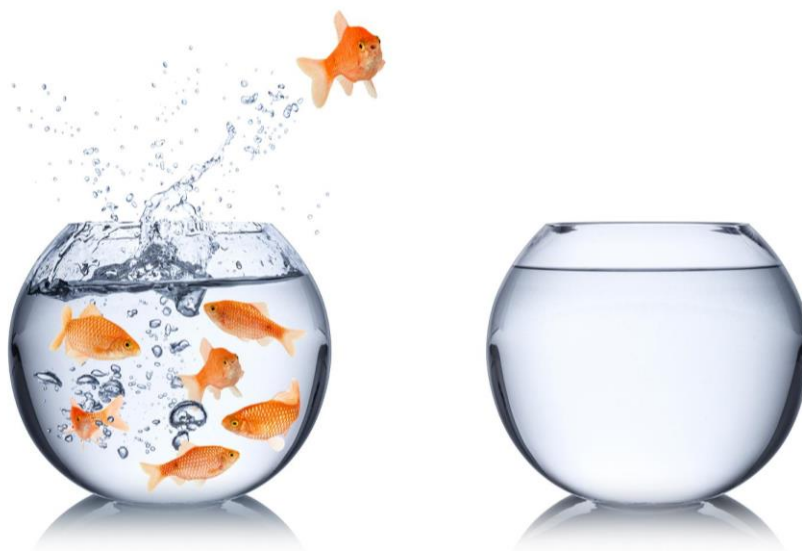
The scheme also supports GPs who may be wanting to reduce their clinical commitment but still want to remain in practice. This might be because they :-

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

The current scheme is open to applications.

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?

- 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.
- You can contact GPrevalidation@hscni.net at HSCB for advice on whether you should remove your name from the NIPMPL, and advice on appraisal timing and/or revalidation.
- If you would like to remove your name from the NIPMPL, this can be done by emailing BSO at ProfessionalSupportTeam@hscni.net.
- Discuss your circumstances with your medical indemnity provider.
- Notify the GMC. This is particularly important if your revalidation date falls during the time you are outside of the UK.
If you relinquish your licence to practice (LTP), you will not have to revalidate and can apply to the GMC to have this reinstated before you return.
Keeping your name on the GMC register is advisable if you wish to return to the UK to work as this will make arrangements on your return quicker and easier.

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

1. Apply to GMC for reinstatement of your LTP.
2. Apply to NIPMPL using application form. Please see link below.
<http://www.hscbusiness.hscni.net/services/1813.htm>.

If you have any questions or concerns please contact gprevalidation@hscni.net

HAVE YOU BEEN OUT OF NHS GP WORKFORCE FOR 2 YEARS OR MORE?



You will need to complete the Returner scheme before re-joining GP practice.

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 may be asked to complete a learning needs assessment (LNA) and also a practice placement.

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.

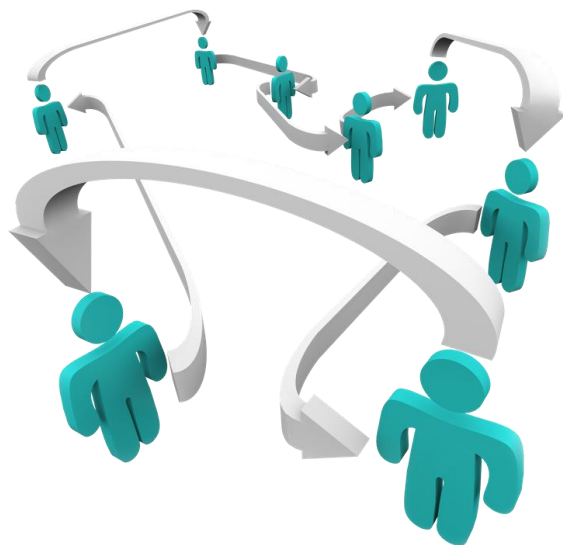
For more information follow the link below.

<http://www.nimda.gov.uk/general-practice/gp-career-development/gp-returner-scheme/>
or contact Louise.Sands@hscni.net

EMERGENCY RESPONSE PRACTITIONERS (ERPs) during the Covid-19 Pandemic

GPs who had been off the Medical Performers List (and the GMC Register) have been able to re-join the NHS workforce as a temporary GMC Emergency Registered Practitioner (ERP) via the Fast-Track Covid-19 approval process. It is unclear when this pathway will cease as the need relates to the pressures of the Pandemic on the NHS. If you are interested in this pathway please contact gprevalidation@hscni.net

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://easternfsu.com/>

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

Belfast: North, West

lucy.mccormick@easternfsu.co.uk

Belfast: South, East

elly.mcginn@easternfsu.co.uk

South East: North Down, Ards

caitriona.carr@easternfsu.co.uk

South East: Lisburn, Down

Rachel.Cairns@easternfsu.co.uk

Western: Derry, South West

Rachel.forbes@westernfsu.co.uk

Southern: Armagh & Dungannon, Craigavon, Newry & District

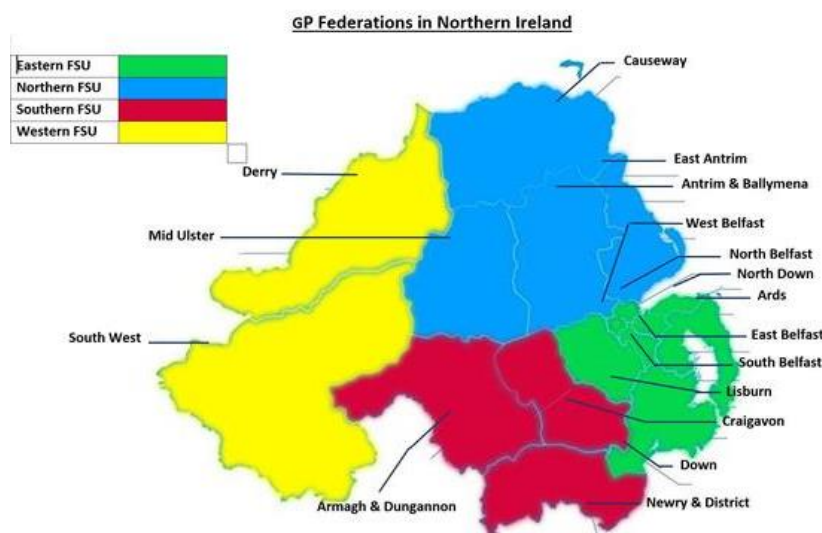
alison.foster@southernfsu.co.uk

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

Julie.wilson@northernfsu.co.uk

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 James Crothers
- **West Belfast** - Dr Joe Dugan
- **Down** - Dr Lloyd Gilpin
- **Lisburn** - Dr Michael Crawford
- **North Down** - Dr Patrina Bell
- **Ards** - Dr Gareth Hiscocks
- **Derry/Limavady** - Dr Stephen Lalsingh
- **South West** - Dr Paul Bradley
- **Antrim/Ballymena** - Dr Alan Lewis
- **East Antrim** - Dr Ian Lalsingh
- **Causeway** - Dr Johnny Burns
- **Mid Ulster** - Dr Laurence Diamond
- **Craigavon** - Dr Andrew McDonald
- **Newry/District** - Dr Tayo Idowu
- **Armagh/Dungannon** - Dr Deirdre Cleary



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 any of the address' above.

practice makes perfect



GPICRT

General Practice Improvement
& Crisis Response Team



Joining our GPICRT is an exciting opportunity for GPs who want to help with sustaining General Practice in NI. You could be working in a team of like-minded salaried GPs and gain experience to help you transition from trainee to long-term placement in General Practice.

You will gain experience in all types of practices – large partnerships, single-handed surgeries, urban, rural as well as remote working. You will get support from the Managerial Team and peers before deciding your future career path in General Practice.

The Managerial Team will organise your sessions and liaise with practices on your behalf. We will keep a diary for you, and you won't have to worry about paperwork as this is managed electronically through our online booking system.

Benefits:

- Paid sessions for personal development
- Annual leave / sickness leave
- Maternity / paternity leave
- HSC pensions scheme

If you would like any further information please contact Lisa:-

lisa.stewart@easternfsu.co.uk

GP Federation Elective Care Services



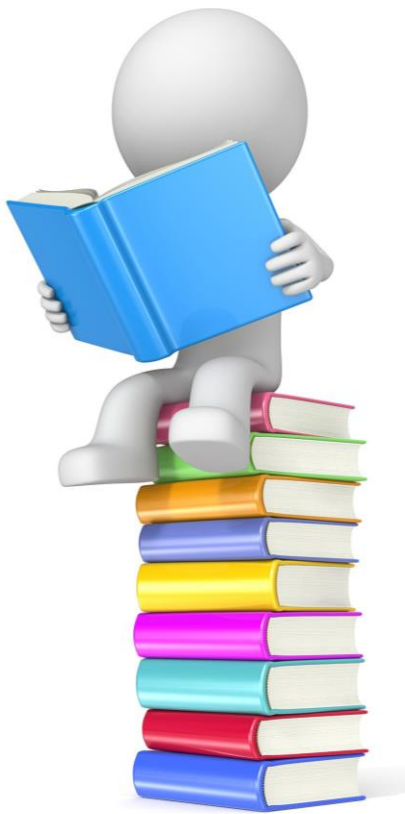
Improving waiting times for elective care has been a key priority for several years. To facilitate the primary care elective transformation agenda, a range of pathways have been designed by GP Federations and the Health and Social Care Board and delivered by federations in a primary care setting. Initially 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.mcentee@hscni.net or 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



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 provides an excellent “grounding” in QI and its value.
- NI now has its own GP Primary Care QI website. It provides resources and training materials and we hope will allow practices to share improvement stories. <https://qi.easternfsu.com/>
- If you want more information about how to get involved, please email Louise.sands@hscni.net
- 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 could also join the Q Community. More information at this link: <https://qi.hscni.net/q-community/>





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> or

<https://www.bma.org.uk/advice-and-support/your-wellbeing>

RCGPN also have some useful resources on their GP Wellbeing page - <https://www.rcgp.org.uk/wellbeing>

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.nimda.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.

You may also find the support resources on the NIMDTA website helpful:

<https://www.nimdtg.gov.uk/professional-support/mgt-of-trainees-req-support/useful-support-resources/>

BELFAST HSC TRUST

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

NORTHERN HSC TRUST

Angela Higgins
Head of occupational Health & Wellbeing Service, Willow House
Antrim Area Hospital
BT41 2RL
Telephone: 028 94 424403
Email:
occhealth.referrals@northerntrust.hscni.net

SOUTHERN HSC TRUST

Occupational Health Department
Pinewood Villa, Lower Longstone
Loughgall Road
Armagh,
BT61 7PR
Telephone: 028 37564800
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 HSC TRUST

Occupational Health Department
Altnagelvin Area Hospital
Glenshane Road
Londonderry
BT47 6SB
Telephone:02871611407
Ext:214420/214421/214422
Email: occupational.health@westerntrust.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 on the [RCGPNI website](#). 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 the RCGPNI First5 Network. If you're interested in learning more about the network or would like to get involved, please contact [Michelle Newell](#). The Northern Ireland First5 representative, Dr Jonathan Fee can be contacted on NICouncil@rcgp.org.uk, and the local network are keen to hear how they can best support you in NI. There are a wide range of First5 support resources available on the RCGP website.

The New Members' Ceremony is an opportunity for you to celebrate with friends and family the achievement of achieving membership of the college by completing MRCGP, MRCGP (INT) or MAP. Our Ceremony is taking place on Saturday 13 November 2021 at the Titanic Hotel in Belfast. Please contact [Michelle Newell](#) for more information.



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

British Medical Association (BMA)

Membership Benefits for those working in general practice in NI

One month's free membership – [join now](#) and remember you can [claim tax relief](#) on your subscription as well as subscriptions and fees to other professional bodies.

Free access to BMJ best practice – for all GPs & GP trainees who are BMA members *BMJ bp* uses the latest evidence-based research, guidelines, and expert opinion to offer step-by-step guidance on diagnosis, prognosis, treatment and prevention. [Click here](#) to access

Practice health checks – are your staff policies and procedures in need of an overhaul? If so, members can request a 1:1 'health check' by a member of our employment law team. Practice managers can also [contact us](#) for assistance with staffing issues

Free access to Clinical Key – a recent addition to our list of membership benefits, accessed via this [link](#). Our [digital library](#) continues to be expanded

Tax & national insurance – comprehensive guidance available via this [link](#) and guidance on **fees for insurance reports** available [here](#)

BMA law – offers [expert, cost effective legal advice](#) with a generous member discount. Operating on a not-for-profit basis, they assist with both personal and professional needs

Independent financial advice - whether you're seeking guidance on your savings and investments, or you're thinking about retirement, [Chase de Vere Medical](#) can help

BMJ learning – we have a huge variety of [CPD approved e-learning modules](#) to help build your portfolio, plus [career support](#) via a mixture of events and on-line learning

Salaried, sessional & locum GPs – [resources for you and your employers](#) including handbooks, model contracts, advice for negotiations and employment rights

Partnerships – having a signed [partnership agreement](#) is vital – make sure yours covers everything it needs to and learn the dangers of not having one. BMA law provide a [partnership drafting service](#).

Your wellbeing – our [counselling service](#) is open 24/7 every day of the year, available to members, non-members and their families. Confidential and free of charge, we also provide face to face counselling – call 0330 123 1245.

Contact us – BMANorthernIreland@bma.org.uk or 028 9026 9666



The National Association of Sessional GPs is the national voice for GP locums, here to help GP locums succeed in their working days and their working lives.

As locums ourselves, we understand the challenges. We champion, support and connect you to make your work as rewarding as possible, for everyone.

Run by GP locums, we have members across Wales, Northern Ireland, Scotland and England.

Membership includes full use of LocumDeck, exclusive to NASGP members.

Our locum system is the best way to secure work and manage work, while keeping you in control. Scheduling, invoicing, book-keeping, pensions* – it's all on LocumDeck.

Membership

- Free trial for three months.
- £12/month after three month free trial.
- Free for one year for RCGP members who qualified within last 12 months.

Find out more www.nasgp.org.uk/membership/

*Wales, Scotland and England – will add NI pension forms if requested.

Prescribing in General Practice

KEEPING UP TO DATE ON PRESCRIBING

The Northern Ireland Formulary can be found at: <https://niformulary.hscni.net/>

The website also contains a range of useful newsletters and resources including:

- Monthly medicines management newsletter
- Prescribing Stop List
- OTC medicines
- Cost Effective Choices
- Deprescribing

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 e.g. review of long term conditions, complex medicine regimes
- Managing and monitoring high risk drugs
- Prescribing system review and improvement
- Clinical audit



STOCK MEDICATION

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

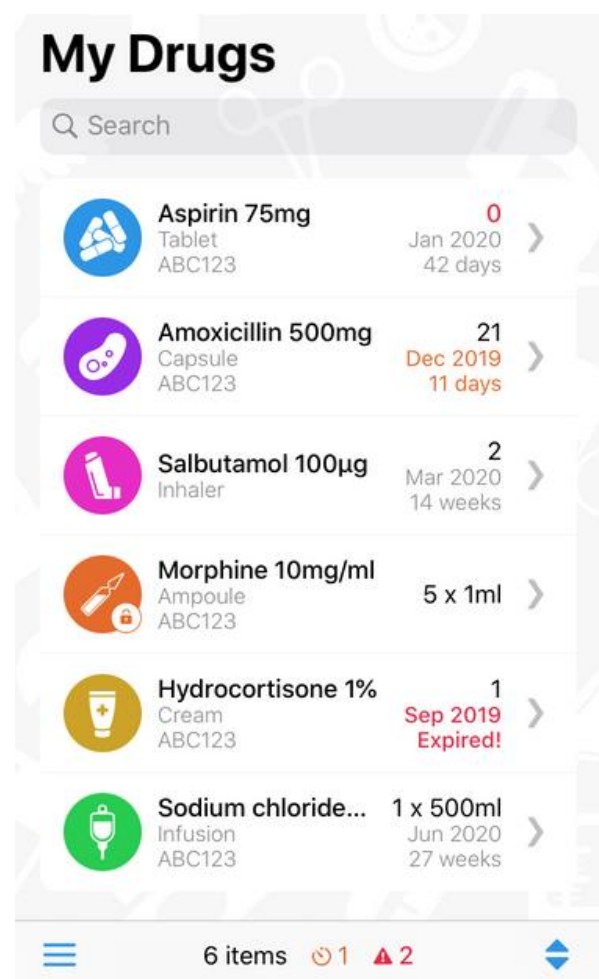
Authorisation for this should be given by the GP whose name appears on the form. The form should be signed by you. All drugs should be ordered as a complete pack, as supply against a stock requisition is regarded as a whole-sale transaction and pharmacies can only supply original and complete packs in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



CONTROLLED DRUGS

DO's

- Keep stock quantities to a minimum.
- Normally only a single strength of each CD should be kept in a doctor's bag to minimise the risk of confusion, error and inappropriate administration.
- Store CDs in their original pack. This also prevents vials from damage.
- 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.
- Each GP should prepare and must sign their own CD stock orders which should be for their personal clinical use. The GP signing the order is accountable for this stock.
- When ordering CDs, you should collect it in person from the pharmacy and for Schedule 2 CDs, personally update your register. In exceptional circumstances a member of practice staff may collect the CD stock, but signed approval from the GP is needed.
- When diamorphine/morphine injections are carried it is good practice to carry naloxone.

DON'Ts

- GPs should not order CDs and share among other GPs or store in a central location e.g. treatment room, for use by other staff. The only exception is CDs for emergency use (rectal diazepam or buccal midazolam) where protocols can be put in place to facilitate central storage in a secure emergency trolley/box. The GP who signed the stock order remains accountable for this stock.
- 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.

CD Register and Practice Governance

- CDs should be prescribed with caution and in line with legal requirements and recommended guidance for the therapeutic indication. CD prescribing must be monitored regularly to ensure it is safe and appropriate. Prescribers are responsible for the prescriptions they sign, and they must act in the patient's best interest.
- 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.
- Legislation requires both GP practices and individual GPs to have robust procedures in place for all aspects of CD management. This applies to all CDs (Schedule 2 e.g. morphine to Schedule 5 e.g. codeine). In each practice that you work in, ensure that you are familiar with the CD SOP and have signed and dated the latest version.
- 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. Instead, dated/initialled marginal footnotes should be made.
- 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.
- Keep up to date with HSCB guidance and Frequently Asked Questions on the safe management and use of controlled drugs in Primary Care on the Primary Care Intranet (<http://primarycare.hscni.net/pharmacy-and-medicines-management/non-clinical-resources/controlled-drugs/>)

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.

END

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