 **General Practitioner Trainer- Midlands**

**Job Specification & Terms and Conditions**

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| **Job Title**    **Reference number** | General Practitioner Trainer (Independent Contract Agreement) Midlands GP Scheme 2025  HSEMID10a |
| **Grade Code** | 152X |
| **Region** | Midland’s |
| **HSE Area** | CHO 8 |
| **Staff Category** | Medical / Dental |
| **Contract Type** | Independent Contractor Agreement |
| **Internal/External** | External |
| **Location of Post** | Midlands – Counties Laois, Offaly, Longford, Westmeath.    A panel may be formed as a result of this campaign forGeneral Practitioner Trainer Midlands, Counties Laois, Offaly, Longford, Westmeath from which current and future independent contractor vacancies will be filled. |
| **Informal Enquiries** | Contact: Olive Slevin, Business Manager  Email: [gptu.office@hse.ie](mailto:gptu.office@hse.ie) |
| **Closing Date** | **24th April 2025 at 12:00noon** (applications after this deadline will not be considered) |
| **Proposed Interview Date** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Details of Service** | GP Training Schemes provide postgraduate teaching to General Practitioner Trainees over a four-year training period.  Successful General Practitioners will be involved in this teaching, along with organisation & administrative duties associated with the GP scheme and ICGP.  The GP registrar will experience comprehensive general practice exposure in a quality-assured regulated working environment led by a competent GP trainer who will provide teaching, appropriate clinical supervision and mentoring.  The GP registrar’s experience in the training practice is fundamental to their development as a competent GP. It provides the opportunity to practice a wide range of skills in the setting of General Practice. Early exposure to the general practice setting during the first two years of training is considered essential to the formative development of trainees. They learn to appreciate the needs and demands of general practice and how it differs from hospital practice, taking into account the many facets of health and illness in the community – physical,  psychological and social. It helps establish the principles of primary care and the high standard of care delivered by the general practitioner.  The relationship between the trainer and registrar is considered central to a satisfactory educational experience. This model is a form of apprenticeship, a continuum of learning where knowledge, skills and attitudes are honed in the areas of medical practice, continuing education and life as a GP  The Trainer and Registrar should practice contemporaneously out of the same premises for a minimum of 6 sessions per week. |
| **Eligibility Criteria** | **General Practitioner Trainers must at the latest date of application must be:**  Registered with the Medical Council and on the specialist register in General Practice (or equivalent body)  **AND**  Membership of the ICGP (or equivalent body)  **AND**  Vocationally Trained (or hold certificate of equivalent experience)  **AND**  A Principal in a GP Practice (A Principal is considered to be either a GMS contract holder in a single-handed practice, or a partner within a GMS practice). A principal in a GMS practice with authority to oversee the Registrar development and workload.  **AND**  Applicants must have a minimum of 3 years full-time general practice experience (or part-time equivalent / flexible working conditions), two years of which must be in general practice. |
| **Post Specific Requirements** | * Must have executive power over the supervision, level of responsibility and workload of the Registrar. * Successful applicants must meet the criteria of passing a practice premises inspection prior to any contract being issued. * Evidence of continuous professional development, e.g. attendance at continuing medical education groups, post graduate meetings, education workshops. * The GP Training Programme values the opportunity for trainees to engage with marginalised groups and patients from areas of deprivation. Applicants with expertise and whose practice reflects the needs of these service users are especially welcome. * Higher Professional Qualification (desirable). * Evidence of sufficient teaching experience over the last five years.   Shortlisting will apply to all applications received. |

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| **Essential requirements specific to the post are outlined below :** |  |
| **Qualifications** | * Be on the Specialist Register under the General Practice division. * MICGP in good standing * A principal in a GMS practice. * Must be a GMS contract holder or possess the training and qualifications necessary to hold a GMS contract. * Must have executive power over the supervision, level of responsibility and workload of the Trainee. |
| **Experience** | A minimum of three years full-time general practice experience, two of which must be in Irish General Practice  (min 8 GP clinical sessions or part-time equivalent after graduation from the training scheme) |
| **Knowledge and skills** | * Understanding of GP training including aims and objectives. Knowledge of structure and future plans of GP training in Ireland. * Have or be prepared to develop the following:   An ability to assess GP Registrars learning needs and maintain a log to reflect the teaching during the protected time of 2 hours per week. Ability to evaluate a GP Registrars progress and give feedback  A range of practical teaching skills and willingness to attend teaching skills courses.  A willingness to submit to assessment including peer reviews and maintain documentary evidence for submission to the Directing Team.  Demonstrated competence in audit. |
| **Professional Development** | Evidence of continuous professional development, e.g. attendance at continuing medical education groups, post graduate meetings, education workshops. |
| **Multi-Disciplinary Approach to Care** | Co- Operation with all branches of the medical and social services including public health nurses, social workers, physiotherapists, area medical officers, community welfare officers. |
| **Equipment & Environment** | Designated room with access to adequate clinical equipment in order that the GP Registrar can practise at the same time as their Trainer in the same premises.  Evidence of the use of recognised practice guidelines in the treatment of patients with chronic disease.  Evidence of a systematic approach to incoming clinical information such as correspondence and clinical investigations    A written protocol for repeat prescription management with a strong emphasis on safety.    Access to educational and reference resources as recommended by the training scheme. (replacing former library requirements)    A computerised records system. (Chapter 5 of Criteria for Postgraduate Training Programmes Document 2016)    Provision for the Registrar to have experience of out of hour’s cover of not less than 120 hours per year under the supervision of his/her Trainer or nominated suitably qualified GP.    Provision for the exposure of the Registrar to practice administration, practice business meetings and business methods including appointment systems, the General Medical Services, disease registers, accounting systems.    A workload (including out of hours work) that is appropriate to the registrar experience and learning needs. |
| **Desirable Qualities & Skills** | * Excellent interpersonal & Communication Skills * Motivation * Leadership Skills * Training Skills * Organisational Skills * Planning Skills * Flexibility * Innovative approach to projects * Computer skills * Presentation skill * Negotiation skills * Delegation skills |
| **Other requirements of the post** | The minimum ICGP requirement of 2 hours one-to-one teaching with the GP Registrar/Protected time to perform other trainer duties.    A willingness to enable and encourage the GP Registrar to attend appropriate courses outside the practice according to the ICGP educational Leave policy.  The GP must hold appropriate medical indemnity |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria, post specific requirements and skills and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in an applicant not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation |
| **Code of Practice** | CPL will run this campaign on behalf of The Health Service Executive in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |

\*Principal: Defined as either a GMS contract holder or a legal partner in practice. Must have executive power over the workload, level of responsibility and supervision of the trainee.

\*Flexible working conditions: Defined as a minimum of 6 sessions per week shared between you and the Registrar out of the same premises.