APPLICANT GUIDE

BACKGROUND INFORMATION ON THE SESSIONAL GENERAL PRACTICE NURSING EDUCATION ADVISOR ROLE

Since 2011 NHS Education for Scotland (NES) has employed a National Co-ordinator for General Practice Nursing (GPN) to support a co-ordinated national learning and development network with sessional GPN Education Advisors based in Health Board areas. The term ‘general practice nursing’ incorporates all aspects of work undertaken by registered nurses employed in general practice.

We are seeking one nurse for each Board area: Dumfries & Galloway, Greater Glasgow & Clyde, Lothian and Western Isles. Current and previous education advisors describe the role as being very valuable for their own clinical practice as well as motivating.

What does the GPN Learning and Development Network do?

Aims to:
• Support the local development and delivery of education for general practice nurses.
• Contribute towards national NES work to advance the role of general practice nursing.

Objectives are to:
• Support the national GPN Programme
• Improve access across Scotland to learning and development relevant for GPN
• Support GPN to develop and promote priority national strategies.

What are the key responsibilities of a NES General Practice Nursing Education Advisor?

Within a dynamic and supportive team of nurses from across Scotland support development of learning and development for nurses employed in general practice. Support local and national networks to deliver education to GPN.

More detailed information is in the job description and person specification (see page 5).

How does this role link to other NHS Education for Scotland programmes?

The national co-ordinator is linked into various education programmes both in NES and nationally. There are links to the NES Scottish Practice Management Development
Network and other parts of NES such as Nursing Midwifery and Allied Health Professionals (NMAHP) which has well established programmes of education (e.g. Flying Start, Effective Practitioner, The Modernising Nursing Careers and Midwifery 2020).

**What are the session reimbursement arrangements?**

The Health Board areas have a GPN Education Advisor for 1-3 sessions per month depending on the size of the Board. Sessional reimbursed gross payment at £83.36 / session (4 hours) will be paid to the general practice employer on receipt of invoices. GG&C and Lothian Board areas are normally 3 sessions / month, Dumfries & Galloway is normally 2 sessions / month, and Western Isles is normally 1 session / month.

**APPLICATION PROCESS**

Application Forms must be received by the closing date Wednesday 22nd July, 2015 at 12 midday. Please email to MedicalPracticeNurse@nes.scot.nhs.uk or posted to Elizabeth Cook, NES, 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW

In your personal statement please refer to the criteria in the person specification (see page 8). Please limit your personal statement to a maximum of 700 words.

In addition please include with the Application Form

- A supporting letter from your employing general practice recognizing your ability to provide sessions for NES
- Supporting letter from your professional GPN lead or an experienced practice nurse / GP / manager in your Health Board area that you are a suitable applicant for this post.

**INTERVIEWS**

If you are short-listed you will be invited for interview on 3rd August 15 in NES Offices, 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW and notified of the time via email after the closing date, 23rd July 2015. Please check your e-mails regularly including your junk mail folder to see if you have been short listed for interview.

**Interview Format**

As part of the interview, you will be asked to discuss the challenges and opportunities for developing a local NHS Education for Scotland GPN learning network in your Health Board area. You will be advised at the interview when you should expect to hear the outcome. Post interview feedback will be available to all short listed applicants on request.

**Supporting documentation**

In addition to the required documentation to support any statements made in your Application, it is mandatory that you also bring the following documents (original plus one copy) to the interview if you are invited to attend:

- Original proof of identity. Please note, only a passport will be accepted
- Two documents to provide evidence of address
• Evidence of all qualifications listed on your application form, including official translations if the original is not in English
• If required, evidence of eligibility to take up employment in the UK if applicable.

FREQUENTLY ASKED QUESTIONS (FAQs)

What key skills are required for the role?
We are looking for experienced, motivated and enthusiastic nurses employed in general practice. Leadership, good communication, interpersonal, organisational and facilitation skills are needed. NES GPN Education Advisors are expected to work within a national and regional co-ordinated network with limited autonomy.

How much travel is expected in the role of a NES GPN Education Advisor?
It is expected that some travel will be required within the Health Board location or for travelling to a central location for meetings with other NES GPN Education Advisors at least annually. Travel and subsistence is additionally reimbursed according to NES policy.

What support will be available from NES for this role?
There will be an induction and on-going development programme. NES provides support to set and achieve individual outcomes within the small number of sessions available.

I do not have a professional General Practice Nurse lead /advisor in my Health Board or CHP who should send a supportive letter?
Another general practice nurse, preferably in your locality is required. This maybe someone you have taught / mentored or worked on a project / sat on a committee with.

Why is reimbursement through the main employer being used?
1. It is important to have nurses who are currently employed in general practice to undertake these roles thus the payment process should be transparent and standardised.
2. NES uses this format with GPs and Practice Managers. There is a nationally agreed standard NES reimbursement rate for Practice Nurse and Practice Manager time given to NES work. The payment is by submission of a completed claim form to NES for reimbursement to the employing practice. The gross rate is £83.36 / session. The practice arranges payment to the nurse for any additional hours worked as a result of undertaking NES sessions. However the nurse can expect tax to be calculated and subtracted from the NES gross payment.
3. NES, as part of NHS, uses KSF and so the role has been evaluated at level 6.
4. Reimbursement allows more flexibility for everyone e.g. some months nurses can do more or less sessions depending on need of local nurses, NES, and the general practice. Travel and subsistence costs are provided according to NES policy.

Will I be asked to do more than the allocated sessions?
On occasion the GPN Education Advisor may be asked to undertake more sessions / month than allocated to their Health Board area e.g. to attend funded central events. There is some additional funding for the occasional requested extra session by the GPN Education Advisor e.g. to attend a meeting or hold a local event. The NES GPN Education Advisor can decide when to undertake their sessions / month.
# DESCRIPTION OF ROLE

## 1. JOB DETAILS

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<thead>
<tr>
<th>JOB REFERENCE</th>
<th>NES General Practice Nurse Education Advisor</th>
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<tbody>
<tr>
<td>JOB TITLE</td>
<td>Sessional employment by NHS Education for Scotland (Medical Directorate) and hosted in General Practices</td>
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<tr>
<td>DEPARTMENT AND LOCATION</td>
<td>National Co-ordinator for General Practice Nursing</td>
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## 2. JOB PURPOSE

The General Practice Nursing (GPN) Education Advisor is a sessional NES role for the learning and Development Network for General Practice Nursing in the Continuing Professional work stream of the Medical Directorate. This provides a career opportunity for highly experienced and motivated individual general practice nurses.

The main purpose of the post is to:

**Advance the role of general practice nursing in Scotland by supporting a coordinated national network to provide access to quality, accessible and locally relevant information, support, education and representation for general practice nursing. Access to education supporting key national priorities will be given precedence.**

1 - 3 sessions / month are allocated for GPN Education Advisors located in each NHS Territorial Health Board to support the development of a Scottish network linking local practice nurses, either through existing or new networks, to the National GPN Co-ordinator at NES.

The principle aims of this sessional role are to:

- Contribute towards maintaining a coordinated national education network, led by the NES National GPN Co-ordinator to support development and delivery of education for general practice nurses.
- Support the NES National GPN Co-ordinator, commensurate with their professional expertise, to advance the role of general practice nursing through education initiatives to enhance the provision of safe, person centred and effective care.
- Communicate to the NES National Co-ordinator for GPN the learning and development needs of practice nurses in their NHS Health Board location.
3. DIMENSIONS
NES is a special Health Board sponsored by the HR Directorate of the Scottish Government Health Department employing over 500 staff across Scotland in Regional Offices. NES corporate departments provide financial and human resource provision, access to expertise in education resources, IT and the Knowledge Network. The Continuing Professional Development work stream of the Medical Directorate, under the leadership of the NES National General Practice Nurse Co-ordinator, funds sessional practice nurses to form a national learning and development network to support national developments in general practice nursing.

The purpose of the network is to cascade information to General Practice Nurses in Scotland and, importantly, to receive communication to discern their educational needs. The General Practice Nurse Education Advisor will be an integral part of this network, linking with NES, the Health Boards and General Practice Nurses. Education Advisors are experienced practice nurses currently employed within a General Practice located within NHS Health Boards in Scotland and reimbursed for sessions undertaken for the NHS Education for Scotland.

4. ORGANISATION CHART
When undertaking sessions for NES the GPN Education Advisors will report to and receive direction, management and leadership from the NES National Co-ordinator for General Practice Nursing.
5. ROLE OF THE DEPARTMENT
The Medical Directorate of NES supports doctors in training across one postgraduate geographical deanery, with some 33 recognised subspecialty programmes. It places great emphasis on the importance of inter-professional approaches to the delivery of education and training. GPs work in primary healthcare teams and many of the recent GP-led initiatives in Scotland involve other members of the primary healthcare team. This includes the successful national network models for Practice Managers in the Scottish Practice Managers Development Network and the NES Co-ordinated Learning and Development Network.

6. KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS

- Support the NES National Co-ordinator for GPN to maintain a co-ordinated network at national level in Scotland to encourage GPNs to deliver person centred, safe and effective practice.
- Within a support structure lead on the delivery of NES workstreams at a local level to practice nurses in their local Health Board.
- Working in partnership with local and national stakeholders, in particular with Health Board GPN professional leads, respond to local learning needs to promote and support the continuing professional development of existing, new and aspiring GPNs.
- Offer shared provision and facilitation of educational events supported by NES GPN co-ordinated network at national and local levels
- Create and maintain local databases (where appropriate) and reports to develop and gather information about key stakeholders for example local practice nurse networks.
- Supported by the National Coordinator for GPN promote, organize and deliver local education activities in line with NES policy and procedures.
- Work with the National Co-ordinator for GPN and GPN administrator to monitor and manage a budget for expenses related to the post.
- As part of a team provide advice to the NES National Co-ordinator for GPN to deliver a National GPN Training Scheme and other educational initiatives for practice nurses including programme design, delivery of education sessions, recruitment of trainees and trainers, and programme evaluation.
- Occasionally represent GPN on national committees. (Normally the NES National Co-ordinator for GPN will attend however when a GPN educator has particular knowledge and skills the NES National Co-ordinator for GPN may invite them, with the support of their local Professional Lead, to become the GPN representative on short term projects).

No Health Board GPN Professional Lead: Additional Responsibilities

- With cooperation from local General Practices and assistance from the National Coordinator for GPN maintain an effective local communication network to promote the work of NES GPN co-ordinated network.
- Establish an information link with the local primary care service within their local Health Board with the support of the NES National Co-ordinator for GPN.
- Provide development information and guidance to local practice nurse colleagues, this may include development of Personal Learning Plans, mentoring and appraisal.
7. USE OF PHYSICAL RESOURCES
Equipment, machinery and systems

- Regular use of computer.
- A working knowledge of the following software packages
  - Word
  - PowerPoint
  - Excel
- Regular travel to various local and national meetings
- Use of audiovisual equipment such as data projectors, laptop computers and overhead projectors.

8. ASSIGNMENT, GENERATION AND REVIEW OF WORK
This is a unique sessional post supported by the Medical Directorate within NES. The postholder is expected to work, with support from the National Co-ordinator for General Practice Nursing, to plan, prioritise, and set objectives within a regional co-ordinated General Practice Network.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS
The National Co-ordinator for General Practice Nursing will manage the GPN Education Advisors.

The postholder will be expected to communicate effectively with a wide range of health professionals including:

- National Co-ordinator for GPN and GPN administrator
- GPN Professional Leads (or Primary Care Lead Nurse)
- NES Local Practice Manager Co-ordinators
- Practice nurses, general practitioners, practice managers.

10. MOST CHALLENGING PARTS OF THE JOB
Responding to requests from local and regional stakeholders for learning and meet national strategic priorities.

Political awareness to be able to work operationally across organizational boundaries.

Working in a professional and collaborative way with a range of professional colleagues.

Establishing and maintaining visibility over large geographical area.

Providing autonomous educational support and guidance for the general practice nurse workforce in challenging and changing employment, workforce and regulatory contexts.

Managing time effectively to achieve required outcomes within the constraints of the role.

Providing annual reports on activity and impact related to key areas for the National Co-ordinator for General Practice Nursing.
11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

Physical
Travel locally across NHS Health Board and nationally.
Key board and IT skills
Moving presentation and teaching equipment.

Mental
Produce a comprehensive annual report.
Problem solve around educational general practice education issues.
Manage prolonged periods of concentration.
Communicate complex information to individuals and groups in relation to education and continuing professional development.

Emotional
Managing change.
Negotiation with stakeholders on complex and sensitive matters supported by the National Co-ordinator for GPN.

Working Conditions
Exposure to a variety of environmental settings including clinical areas in general practices and education/teaching venues.

12. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

- Registration with NMC
- Educated to first level degree
- A higher level qualification such as Postgraduate Diploma in education, clinical practice or leadership, or equivalent experience/qualification
- Experienced General Practice Nurse currently employed in Scotland
- Team Player
- Able to act autonomously
- Ability to support others in a rapidly changing health care environment
- Able to travel distances to meet with general practice nurses and other GPN Education Advisors.
- Experience in, and commitment to, teaching or facilitation of learning and development in general practice nursing
- Excellent communication, organization, leadership and interpersonal skills
- Working knowledge of research and education governance
- Critical appraisal skills with the ability to present and disseminate complex information
- IT skills
- Working knowledge of improvement and evaluation approaches
Title: NES Sessional General Practice Nursing (GPN) Education Advisor

Location: Sessional employment by NHS Education for Scotland (Medical Directorate) and hosted in Scottish General Practices

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<th>FACTORS</th>
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