

# Guide to Submitting a Vacancy on the GPNI Careers Website

Before you start,  
please have the following information available (most is obvious!)

1. What is the **nature of the job role** you are advertising (you can choose from a drop-down menu)?
2. What is the **name of your GP practice**?
3. What is the **practice address**?
4. What is your **GP Federation area**?
5. What is the **closing date** for job applications?
6. What specific information do you want to add about the **job role**?
  1. Number of sessions
  2. New or replacement role
  3. Preferred experience
  4. Specifics of role eg range of tasks/activities that will be expected to do
7. What information do you want to share about **your practice**?
  1. Size of practice
  2. Number of GPs
  3. Breakdown of staff in practice/MDT
  4. Patient population
  5. Interests eg teaching/training/enhanced services, skills such as MSK, derm, Sexual health
8. Who is the **contact person** (and their role) for applicants?
9. What is the **email address of the contact person** in the practice?
10. What is the **phone number** for the contact person?
11. What is the practice **website address**?

You are consenting for your data to be shared on the GPNI Careers website.  
<https://www.gpnicareers.co.uk/>.

Your data will be deleted from the website once the job application window has closed.  
The information you submit will be anonymized and used as part of the Jobs Board evaluation.

Dr Louise Sands  
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For any queries, please contact [gpcpd.nimdta@hscni.net](mailto:gpcpd.nimdta@hscni.net)