

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

Candidate Information Pack

Lead Practice Nurse

Welcome to the Practice

Thank you for your interest in joining Culverhay Surgery as our next Lead Practice Nurse. We are pleased to be recruiting for this important leadership role as our current Lead Nurse prepares for her retirement in March 2027, following a long and valued contribution to the practice. This is an exciting opportunity to build on the strong foundations she has established, lead our dedicated nursing team, and help shape the continued development of our nursing services.

This information pack aims to provide you with a clear and comprehensive overview of our practice, our team, the Lead Nurse role, and the opportunities available to the successful candidate.

The Lead Nurse will play a pivotal managerial and clinical role in supporting the delivery of high-quality, consistent and safe clinical care across our three semi-rural sites in Gloucestershire.

Overview of Our Three Sites

Culverhay Surgery began as a single-site practice in Wotton-under-Edge. The organisation subsequently expanded to incorporate our Berkeley site in 2021 and our Frampton-on-Severn site in 2023. We now look after over 18,000 patients, and employ 86 members of staff.

Although we operate across three physical locations, we function as one integrated practice, with:

- A unified patient list whereby patients can book appointments and be seen at any site.
- A shared management and leadership structure.
- Fully integrated SystemOne.
- Staff working across sites where appropriate.
- Shared clinical policies, processes and governance arrangements.
- A strong emphasis on collaboration and resilience across the organisation.

Our three sites work closely together as one surgery in three locations. This model provides significant benefits, including greater workforce resilience, shared expertise and the ability to develop services across a larger patient population. It also creates unique leadership challenges, particularly around clinical standardisation,



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

communication, workforce planning and recognising differences between individual sites and patient populations.

Our Mission Statement

Culverhay Surgery aims to provide high quality health care in a responsive, supportive, courteous and cost-effective manner.

We will:

- Provide a service which puts patient welfare and continuity of care at the heart of all we do.
 - Work within the framework of NHS Primary Care Services to provide professional medical, nursing and other services which meet the identified needs of patients.
 - Promote best practice through utilising specialist expertise within the practice team and externally, while encouraging the continuous professional development of all members of the practice team.
 - Nurture a culture which is innovative, supportive, forward-looking and adaptable.
-

About Our Practice

Located on the edge of the beautiful Cotswolds, Culverhay Surgery is a three-site, semi-rural GP practice serving a diverse population in South Gloucestershire, and is easily accessible from Bristol, Bath, Gloucester, and Cheltenham. Wotton and Frampton are both dispensing sites.

Our services support a diverse population of just over 18,000 patients across three sites, with a broadly balanced gender profile (49.3% male; 50.7% female). 76% of patients are aged 0–65, with 12.4% aged 66–75 and 11.5% aged 76 and over. This diverse age profile requires nursing leadership that can respond effectively to a wide range of clinical, developmental and age-related needs.

We consistently achieve high QOF points and meet our PCN targets, reflecting our commitment to delivering high-quality patient care, effective teamwork and continuous improvement across the practice.



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

Practice Structure and Staffing

Partners

Our practice is led by a four-partner leadership framework comprising three GP Clinical Partners and one Managing Partner.

Caroline Pearmain – Managing Partner

Caroline joined Culverhay Surgery as Practice Manager in September 2013, and joined the partnership as Managing Partner in April 2020.

Prior to joining Culverhay, Caroline worked in practice management for more than 20 years at practices in South Gloucestershire.

Richard Probert – GP / Senior Clinical Partner

Dr Probert has been a GP Partner at Culverhay Surgery for more than 25 years. He has specialist interest in minor ops and joint injections. He is also safeguarding lead and a GP trainer.

Dr Probert is also a director of GDoc. He is also the neighbourhood representative for Stroud and Berkeley Vale on the newly established Gloucestershire GP Collaborative Board.

James Gough – GP / Clinical Partner

Dr Gough graduated from Cardiff University in 2013. He joined the practice as salaried GP in 2021 after completing his GP training at Culverhay. He joined the partnership in 2023. James enjoys all aspects of general practice, working 4 sessions per week across our sites. James is a clinical supervisor and is the medicines management clinical lead for the practice.

Benedict Mackenzie – GP / Clinical Partner

Dr Ben Mackenzie graduated from Bristol University in 2014. Ben joined the practice as a salaried GP in 2023 after undertaking some of his GP training at Culverhay. Ben joined the partnership in 2025. He enjoys all aspects of general practice, working 6 sessions across our sites.

Our Clinical Team

- 3 GP partners, 13 salaried GPs and 1 GP registrar.
- 7 practice nurses, 1 nurse associate and 5 healthcare assistants.
- 1 paramedic.
- 1 clinical pharmacist and 5 pharmacy technicians.
- 4 frailty healthcare assistants.



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

Administrative and Management Teams

The Lead Nurse will work closely with the wider administrative and management team, including the:

- Managing Partner.
- Deputy Practice Manager.
- Operations Managers.
- Lead Secretary.
- Dispensary teams
- Reception teams.
- Care Coordinators.

Many members of staff work across sites, while others have a preferred base.

We are committed to personal and professional development, internal progression and supporting our staff to develop their careers. Many existing members of the team have been supported through additional qualifications and career progression.

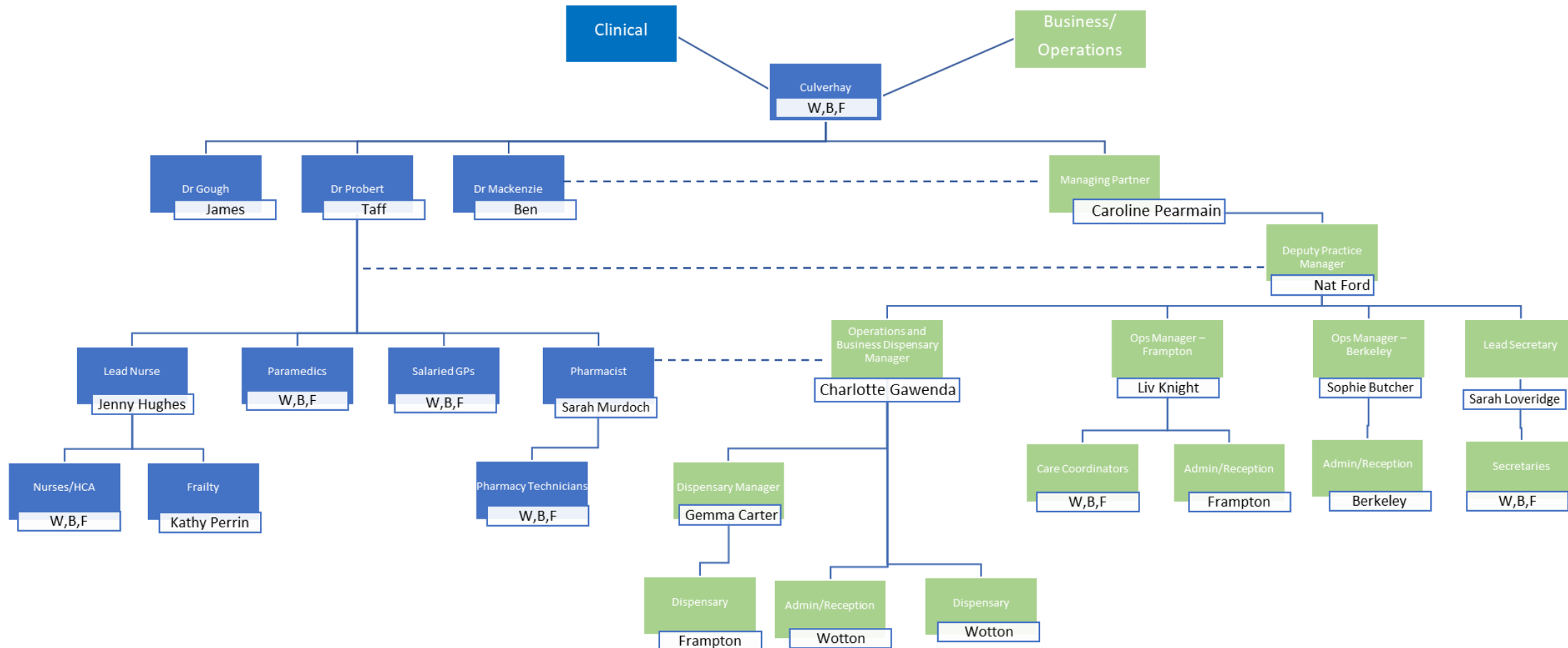


Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com



CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

Training Practice

As a registered training practice, we are committed to supporting and developing the next generation of healthcare professionals. We provide training and learning opportunities for undergraduate students from the University of Bristol and GP registrars, while our Lead Nurse coordinates and supervises student nurses from the University of the West of England and the University of Gloucestershire. We greatly value this role in education and development and would expect the successful candidate to share our enthusiasm and commitment to supporting clinicians in training.

Primary Care Network

Culverhay Surgery is part of the Berkeley Vale Primary Care Network (BVPCN) alongside:

- The Chipping Surgery, Wotton-under-Edge.
- Cam and Uley Family Practice.
- May Lane Surgery, Dursley.

The four practices work closely together on:

- Collaborative network projects.
- Staff training.
- Workforce initiatives.
- Operational support.
- Sharing learning and good practice.

This proactive network supports the care we deliver and helps ensure that local community integration and continuity of care remain central to our approach.

About the Role

Managing the nursing care of more than 18,000 patients across three sites, alongside leading a nursing team of 13, requires a strong clinical strategist, an inspiring people leader, and a highly organised, detail-focused completer-finisher. As a dynamic practice, led by four partners we view our Lead Nurse as a core member of our operational and clinical leadership team.

We are looking for a Lead Nurse who will play an active role within our leadership team, combining strategic thinking with effective operational delivery. The successful candidate will be visible, approachable and trusted, with strong communication skills,



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

a clear sense of ownership and accountability, and the confidence to use data to inform decisions, challenge constructively and support the development of others.

The successful candidate will lead by example, maintaining a visible presence across all three sites and building strong, collaborative relationships with staff, management and GP Partners. They will uphold high clinical standards, proactively address issues, support staff through change, and identify opportunities for improvement rather than simply responding to problems as they arise.

You will work directly with our Partners and management team to design, standardise and deliver a high-standard nursing care model across our entire practice.

The role provides an opportunity for a nurse leader to have genuine influence over:

- Clinical quality and patient safety.
- Nursing workforce development.
- Service development and innovation.
- Staff wellbeing and professional development.
- Quality improvement and audit.
- Consistency of clinical standards across all three sites.
- Clinical governance.

Role Purpose and Key Objectives

The Lead Nurse will provide strategic and operational leadership to our nursing and frailty teams, ensuring that patients receive safe, effective, evidence-based and consistently high-quality care.

Key objectives include:

- Providing visible and effective clinical nurse leadership across all three sites.
- Promote evidence-based nursing practice.
- Supporting and developing the nursing workforce.
- Ensuring high standards of clinical governance and patient safety.
- Promoting consistency of clinical practice while recognising site-specific needs.
- Leading workforce planning and professional development.
- Provide clinical mentorship, supervision and professional support.
- Identify opportunities for service improvement.
- Ensure nursing practice reflects current guidance and professional standards.
- Supporting effective use of clinical data, templates and recall systems.
- Driving quality improvement and service innovation.
- Supporting the practice to meet its regulatory and governance responsibilities.

Key Responsibilities

Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com



CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

Long-Term Condition Management and QOF

The Lead Nurse will work closely with Operations Managers and the wider team to monitor QOF and LTC performance, identify gaps in clinical activity, and support proactive recall systems. They will help improve the completion and recording of chronic disease reviews, ensuring accurate clinical data and maximising opportunities to improve patient outcomes and overall practice performance. Including:

- Consistent use of clinical templates.
- Appropriate clinical coding.
- Evidence-based reviews.
- Recall systems.
- Quality monitoring.
- Staff competency.
- QOF-related activity.

Staff Development and Training

The Lead Nurse will support the ongoing professional development of the nursing team through appraisals, CPD, training, competency assessment, mentorship and opportunities for further qualifications, while promoting a supportive learning environment for nurse students.

Infection Prevention and Control

The Lead Nurse will oversee infection prevention and control within the practice, ensuring that all relevant policies, procedures and guidelines are consistently followed and that the practice remains compliant with current standards and regulations. This includes:

- Monitoring infection prevention standards.
- Ensuring regular IPC audits are carried out at all sites.
- Ensuring hand hygiene and PPE standards.
- Staff training.
- Action planning following audits or incidents.

Safeguarding

The Lead Nurse will support high standards of safeguarding practice within the nursing team and work closely with the practice's safeguarding leads. The Lead Nurse will also support the team with training, supervision and ongoing learning, helping to maintain a strong culture of safeguarding and ensure that the welfare and safety of patients remains a key priority in all aspects of care.

Patient Experience



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

Patient experience is central to our approach. The Lead Nurse will support the practice in listening and responding constructively to patient feedback and concerns, identifying themes and using patient experience to inform service development, while ensuring that nursing care remains responsive, supportive, respectful and courteous.

Clinical Governance and Quality

The Lead Nurse will provide clinical leadership, ensuring high standards of patient safety, evidence-based practice, governance, risk management, clinical audit and quality improvement, while promoting learning from incidents and complaints.

Medicines Management

Working closely with the clinical pharmacist and pharmacy team, the Lead Nurse will oversee medicines safety, vaccine management and cold-chain compliance, emergency medicines, staff competency, clinical governance, and appropriate audit and monitoring.

CQC Readiness

The Lead Nurse will support sustained CQC compliance within the nursing service by ensuring robust systems for vaccine cold-chain management, emergency equipment, clinical documentation, staff competencies, clinical governance, audit, risk management, infection prevention and control, and learning from incidents and complaints. Good governance will be embedded in everyday practice to ensure ongoing safety, quality and regulatory compliance.

Audit and Improvement

The Lead Nurse will coordinate clinical audits, identify variations in practice and opportunities for improvement, support quality improvement initiatives, monitor outcomes and share learning across all three sites.

Complaints, Incidents and Learning

The Lead Nurse will support the investigation and review of clinical incidents, significant events and nursing-related complaints, ensuring learning is identified, improvement actions implemented and learning shared across the nursing team.

Communication and Collaboration

Strong communication and leadership will be essential to ensure consistent clinical standards across all three sites while recognising and responding to their individual operational needs. This will include managing different team dynamics and patient demographics, coordinating staffing and workforce requirements, maintaining effective communication across locations, and ensuring that all sites remain equally supported, connected, and aligned.



CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

The Candidate Journey

Recruitment Timeline

- Closing date for applications: Midnight Wednesday 11th November 2026
- Interview: Thursday 26th November 2026
- Proposed start date: 1st March 2027

The interview will consist of a panel interview with the practice partners and key members of staff, followed by a presentation. The presentation topic will be confirmed in your interview invitation. You will have the opportunity to meet members of our practice nursing and frailty teams.

Terms and Conditions

Salary

Band 8a equivalent.

Hours

30 – 37 hours over 4-5 days Monday to Friday.

Annual Leave

5 weeks plus pro-rated bank holidays.

Pension

Eligible staff will have access to the NHS Pension Scheme, subject to the relevant terms and eligibility requirements.

Contract Type

Permanent

How to Apply

Please complete the application form, which you can download from the practice website or from the advert on the NHS Jobs website. Please note we will not be accepting CV applications.



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain

www.culverhaysurgery.com

CULVERHAY SURGERY

Wotton, Berkeley, and Frampton

Contact Us

We welcome informal conversations with prospective candidates who would like to learn more about the role or visit the practice before applying. Please contact:

Caroline Pearmain
Managing Partner
c.pearmain@nhs.net



Partners Dr. R. Probert, Dr. J. Gough, Dr B. Mackenzie & Mrs Caroline Pearmain
www.culverhaysurgery.com