

Oldwood Surgery & Battle Health Centre

Newly Qualified Salaried GP (ARRS) Recruitment Pack

June 2025

Introduction

We are a two Partner semi-rural practice of approximately 6300 patients, with two sites based in Robertsbridge and Battle, East Sussex.

We are looking for a newly qualified (within 2 years of completion of CCT and not having had any previous substantive posts), enthusiastic, forward-thinking GP to join our Rural Rother practices at Oldwood Surgery in Robertsbridge and Battle Health Centre in Battle, East Sussex.

We would like the successful candidate to start as soon as possible.

We are a friendly, supportive and forward-thinking team, striving to provide the best quality care to our patients.

We have a strong and supportive PPG, high patient satisfaction, a Good CQC rating (aiming for Outstanding) and achieved 100% in QOF last year and have been ranked 3rd in Sussex as voted for by our patients.

We are finalising exciting plans for a new surgery in Robertsbridge, expected to be operational in the next two years. This will enable us to expand our services and we would consider any special interests you would like to develop.

About us

- Work-life balance a priority
- 2 GP Partners and 3 Salaried GP's, a cohesive group, who support and encourage each other through the diverse nature of General Practice
- 3 Practice nurses, 1 phlebotomist
- Experienced and friendly administrative team
- Part dispensing practice
- Comprehensive enhanced services including dermatology GPSI and minor surgery (with aspirations to support additional enhanced service/GPSI work as may be desired by the successful applicant)
- EMIS web patient administration system
- Competitive salary £10,000 - £10,500 per session, based on experience
- 6 weeks holiday plus pro rata bank holidays & 1 week study leave
- Supportive of personal development
- Aspirations to be a training practice in the new surgery

Our Mission is to:

Deliver the highest standard of quality integrated care that meets the needs of the individual and helps prevent ill health, improve wellbeing and be responsive to the needs of the local community.

We will do this by working in partnership with our PPG, Primary Care Network, community health and social care colleagues and within the best use of NHS resources.

Primary Care Network

We are part of Rural Rother PCN and have close working relationships with the six GP practices in the network. Our Quality & Improvement Group of GPs meet quarterly and our Practice Managers meet weekly.

Our Website

Find out more about us by viewing our website: [Oldwood Surgery & Battle Health Centre](#)

Should you wish to discuss this job opportunity further, please contact Dr Andrew Sewell andrew.sewell2@nhs.net or Dr Lorna Davey ldavey@nhs.net

Applications should be submitted with an up to date CV and covering letter which confirms you meet the eligibility criteria. Applications should be marked for the attention of Dr Andrew Sewell and Dr Lorna Davey and emailed to sxicb-esx.oldwood@nhs.net.

Role overview (Advert)

We are looking for newly qualified (within 2 years of completion of CCT and not having had any previous substantive posts), enthusiastic, forward-thinking GP to join our Rural Rother practices at Oldwood Surgery in Robertsbridge and Battle Health Centre in Battle, East Sussex. You will be required to work 2-3 sessions per week (Monday – Wednesday AM's).

You will be required to work at both practice sites and undertake duties governed by the GMS contract and Direct and Local Enhanced Services including:

- Face to face and telephone consultations
- Patient Home visits and Nursing/Care Home visits
- Checking and signing repeat prescriptions
- Administration - dealing with queries, patient test results, referral letters NHS/private, tasks, emails and other paperwork and correspondence in a timely manner

- Cover all clinical management of patients as appropriate, including initiating investigations, reviewing results, making referrals to secondary care or to other providers as appropriate
- Develop care and treatment plans in consultation with patients needs and wishes and in line with current practice disease management protocols, as well as wider guidance such as that from NICE

This role will support our existing team of 2 GP Partners, 3 Salaried GP's, 3 Practice Nurses and 1 Phlebotomist. You will also work alongside a range of local providers from primary care, community services, social care and the voluntary sector to offer more personalised, coordinated health and social care to the local patient population. They currently include Clinical Pharmacists and Pharmacy Technicians, ANP's, Physiotherapists, Mental Health and Wellbeing Coaches, Social Prescribers and Care Coordinators.

Detailed job description and main responsibilities

GENERAL

- Recording clear and contemporaneous I.T. based consultation notes to agreed standards
- Provide safe, evidence-based, cost-effective, individualised patient care within the surgery, patient's own home or other environment where patient care is carried out
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly referring patients to other services/agencies in a timely manner, utilising Practice, PCN and local guidelines
- To recognise the need for and be able to perform and interpret investigatory procedures, including laboratory and radiology
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Ensure appropriate follow up of patients
- Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self-care
- Support the delivery of anticipatory care plans
- Recognise and work within your own competence and in accordance with professional codes of conduct, maintaining accurate and contemporaneous health records
- Independently prescribe for patients within your scope of practice
- Prescribing in accordance with locally agreed or national guidelines
- Compiling and issuing computer-generated acute and repeat prescriptions
- Review medications following the appropriate policies, NICE/local clinical guidelines and local care pathways
- To maintain an awareness of developments in clinical practice
- Awareness of and compliance with all relevant practice policies/guidelines e.g. prescribing, confidentiality, data protection, health and safety and QOF standards
- Be aware of your duties and responsibilities regarding current legislation and adhere to our policies and procedures on Safeguarding Children and Safeguarding Adults

CONFIDENTIALITY

- You will have access to confidential information relating to patients and their Carers, practice staff and other healthcare workers. Patients entrust us with, or allow us to

gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately

- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

HEALTH AND SAFETY

- The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in our Health & Safety Policy, to include:
 - Using personal security systems within the workplace according to Practice guidelines
 - Identifying the risks involved in work activities and undertaking such activities in a way that manages and reduces those risks
 - Making effective use of training to update knowledge and skills
 - Using appropriate infection control procedures, including maintaining a tidy and safe work area free from hazards. This includes effective hand hygiene
 - Provide advice on the correct and safe management of the specimen's process, including collection, labelling, handling, use of correct containers, storage and transport arrangements
 - Correct use of personal protective equipment (PPE) in both routine and extraordinary circumstances
 - Managing directly all incidents of accidental exposure according to Practice policy and guidelines
 - Safe use of sharps, storage and disposal, reporting any potential risks identified

EQUALITY AND DIVERSITY

- The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:
 - Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
 - Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
 - Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights

TRAINING, PERSONAL/PROFESSIONAL DEVELOPMENT

- Training will be monitored and allocated in accordance with Practice requirements. Relevant personal development will be encouraged and supported by the Practice
- You will be expected to take personal responsibility for maintaining a record of own personal and/or professional development
- Undertake mandatory and statutory training as required and attend courses/ study days as deemed appropriate/necessary by the Practice
- Continually review clinical practice, responding to National policies and initiatives where appropriate
- Participation in an annual individual performance review / internal appraisal and annual external GP appraisal including taking responsibility for maintaining a record of own personal and/or professional development

- Provide leadership and education for members of the multi-disciplinary team, providing guidance and support when necessary
- Assess own performance and take accountability for own actions, either directly or under supervision

QUALITY

- The post-holder will strive to maintain quality within the practice, and will:
 - Contribute to the achievement of the highest possible quality standards such as those detailed by their regulatory body and the CQC
 - Monitor the safety and effectiveness of own clinical practice through quality assurance strategies such as the use of audit, mentor feedback, case review and peer review
 - Implement improvements where necessary/appropriate
 - Understanding of the audit process and of clinical risk management
 - Alert other team members to issues of Clinical Governance, quality and risk
 - Participate in Complaints, Significant Event and/or near miss analysis reviews
 - Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
 - Effectively manage own time, workload and resources
 - Work in partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
 - To accept delegated responsibility for a specific area (or areas) of QOF work
 - Collect data for audit purposes

COMMUNICATION

- Excellent communication skills (written and oral), when dealing with patients and other team members
- The ability to make clear decisions with confidence and communicate these effectively
- Demonstrate sensitive communication styles to ensure patients and carers are fully informed and consent to treatment
- Recognise people's needs for alternative methods of communication and respond accordingly
- Use developed communication, negotiation and conflict management skills recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background etc.

MANAGING RISK

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients. This includes the escalation of clinical concerns or appropriate referrals where the management of a clinical situation requires it, or it falls outside of clinical competence
- Monitor work areas and practices to ensure they are safe and free from hazards, and conform to health, safety and security legislation, policies, procedures and guidelines.
- Apply infection control measures within the practice according to local and national guidelines and in accordance with the practice policies

PERSON SPECIFICATION

Newly Qualified Salaried GP (ARRS, within 2 years)

SKILLS

Essential

- Excellent communication skills (written and oral) including recording of accurate clinical notes.
- Strong IT skills and competent in the use of Microsoft Office and Outlook
- Effective time management (Planning, Organising and Prioritising), with excellent problem solving and analytical skills
- Ability to work autonomously, and as part of a multi-disciplinary team
- Ability to listen and empathise whilst being honest and caring
- Ability to follow clinical policy and procedure with and understanding of the audit process

Desirable

- Knowledge of General Practice Clinical Systems i.e. Emis/Docman/Engage Consult

PERSONAL QUALITIES, ATTRIBUTES & ABILITIES

Essential

- Polite and confident, flexible and cooperative
- Motivated, forward thinker with ability to use own judgement and common sense
- Problem solver with the ability to process information accurately and effectively, interpreting data as required
- High levels of integrity
- Sensitive and empathetic in distressing situations
- Ability to work under pressure / in stressful situations
- Effectively able to communicate and understand the needs of the patient
- Commitment to ongoing professional development
- Punctual and committed to supporting the team effort
- Observance of strict confidentiality

EXPERIENCE

Essential

- Experience of working in urgent care and/or a primary care environment
- Experience of dealing with a range of clinical conditions
- Experience of providing home visits
- Proven ability to evaluate the safety and effectiveness of own clinical practice.
- Understanding of evidence-based practice
- Evidence of working autonomously, with some support and supervision

Desirable

- Experience in Triage
- Knowledge of Quality and Outcomes Framework

- Knowledge of Public Health issues in the local area
- Awareness of issues within the wider health arena
- Knowledge of health-promotion strategies

OTHER REQUIREMENTS

Essential

- Disclosure Barring Service (DBS) check
- Full UK driving licence with access to own vehicle
- Within 2 years of CCT qualification completion

CLINICAL KNOWLEDGE AND SKILLS

Essential

- Ability to effectively triage, assess and diagnose
- Requesting pathology tests and processing the results, advising patients accordingly
- Assessing and managing acute deteriorations/exacerbations of Long-Term Conditions
- Understand the importance of evidence-based practice
- Ability to assess and manage patient risk effectively and safely
- Broad knowledge of clinical governance
- Ability to work within own scope of practice and understanding when to refer to GPs

Desirable

- Knowledge of public health issues in the local area
- Knowledge of health promotion strategies

**** Please Note ****

From April 2022 all NHS workers in England with face to face contact with patients are required to be fully vaccinated against COVID-19 along with various other diseases. Only those with medical exemptions will be excluded from this requirement. Please consider this mandatory requirement when applying for this position.

In event of exceptionally high levels of response, we reserve the right to close the post before the date stated in order to prevent the number of applications received being unmanageable. You are advised to submit your completed application form as soon as possible to have the best chance of being considered.