



Competency Standards

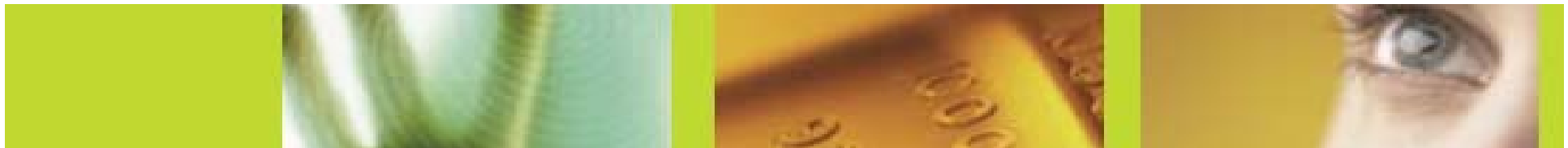
for nurses in general practice

australian nursing federation

Victoria Gilmore

Projects

- Develop competency standards for nurses in general practice;
- Develop a tool-kit to assist with implementation of the competency standards for nurses in general practice.

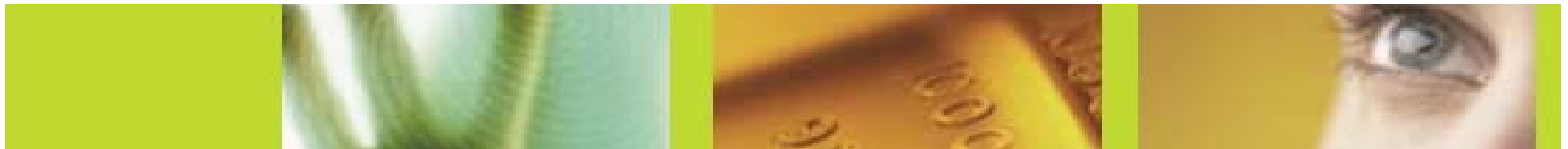


Acknowledgements

Department of Health and Ageing;

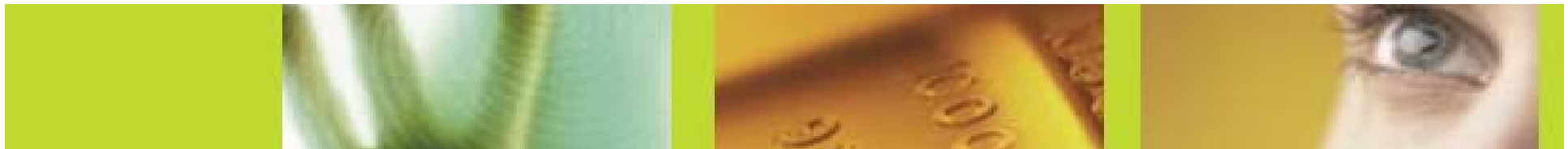
University of South Australia and Royal College of
Nursing Australia

➤ Marie Heartfield and Terri Gibson



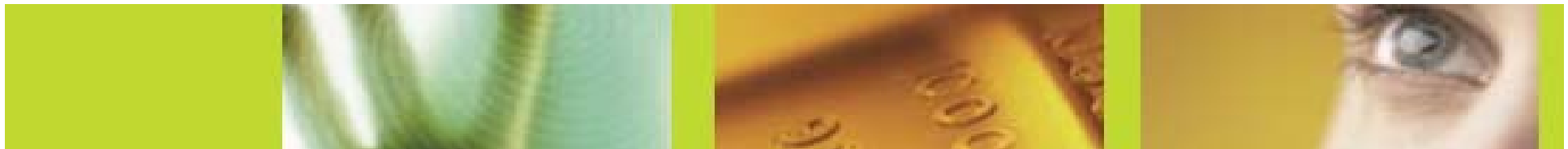
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1. Nurses use competency standards as their professional framework against which to measure performance and prepare a professional development plan so that competence is maintained and enhanced;



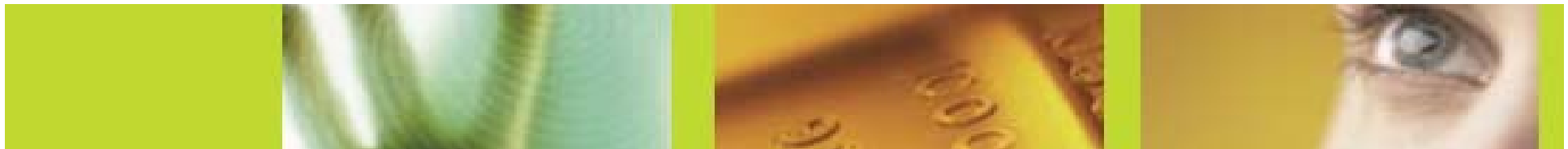
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2. Nurse regulatory authorities in each state and territory use competency standards to determine the eligibility of people applying for a licence to practice as a nurse and to assess nurses required to demonstrate continuing competence;



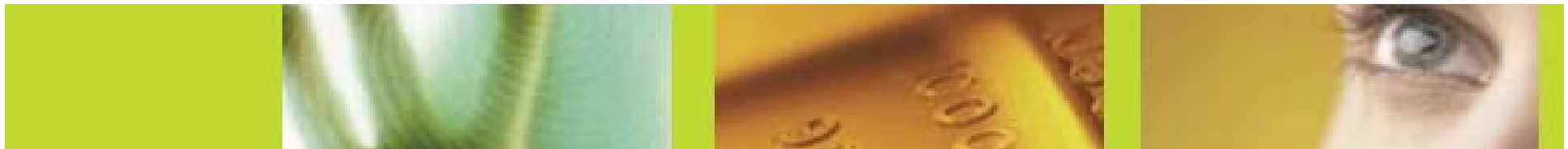
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3. Employers use competency standards for position description and performance assessment purposes; and



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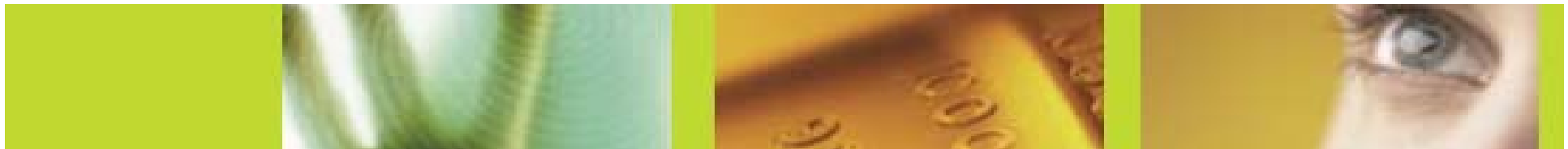
4. Education providers in both the higher education and vocational education settings use competency standards as the framework for course development purposes.



Competency standards for nurses in general practice

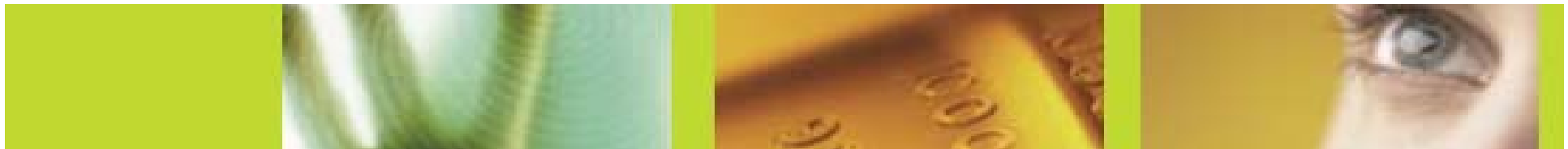
Registered nurse

- ANMC national competency standards for the registered nurse;
- Competency standards for the registered nurse in general practice;
- *Competency standards for the advanced registered nurse;*
- *Competency standards for the nurse practitioner (in development).*



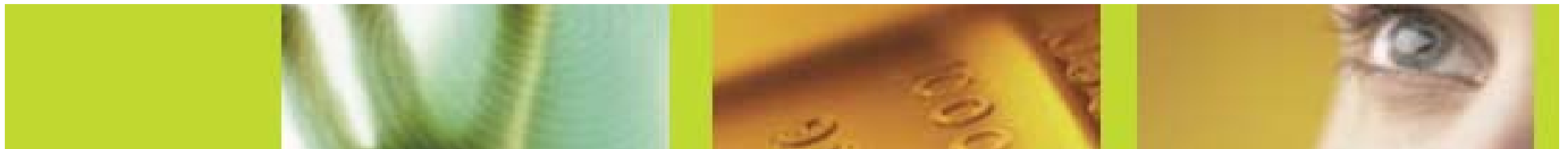
Enrolled nurses (RN Division 2 in Victoria)

- ANMC national competency standards for the enrolled nurse;
- Competency standards for the enrolled nurse in general practice;
- *Competency standards for the advanced enrolled nurse.*

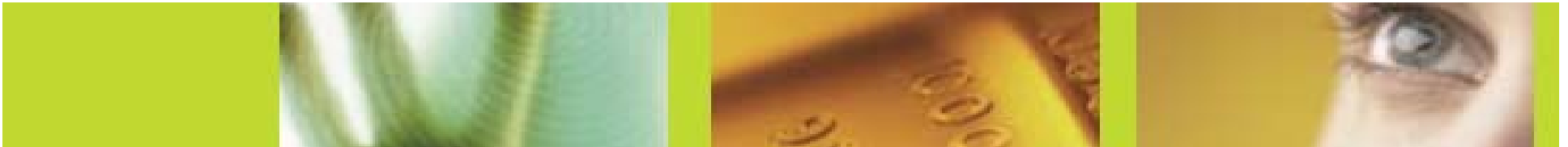


Aim of the Tool-kit

Assist with the implementation of the competency standards



www.anf.org.au/nurses_gp



Competency Standards

for nurses in general practice



This website has been developed to help you start using the competency standards for nurses in general practice.

The competencies provide a useful framework that reflect nursing practice in the general practice setting.

The project to develop competency standards for nurses in general practice was funded by the Australian Government Department of Health and Ageing and managed by the Australian Nursing Federation.

A project team from the University of South Australia and Royal College of Nursing Australia developed the competency standards.

- [Introduction to the competency standards website](#)
- [Resources for registered nurses in general practice](#)
- [Resources for enrolled nurses in general practice](#)
- [Resources for general practitioners](#)
- [Resources for practice managers](#)

Competency Standards

for nurses in general practice



Online help

The resources on this website are provided as web pages, Microsoft Word files and/or Adobe Acrobat PDF files.

 **Web pages** are viewed in the web browser and contain links to other resources and websites.

 **Microsoft Word files** enable you to download the resource to your computer. You can alter the resource, save it to your computer's hard disk and print the resource.

If you do not have Microsoft Word installed on your computer the file is also supplied as a PDF file

 **Adobe Acrobat PDF files** enable you to view and print the resource. You cannot alter the resource but you can save it to your computer's hard disk and print the resource.

To view and print Adobe Acrobat PDF files you need Acrobat Reader (version 5 or greater) installed on your computer. This software is available free of charge by clicking the icon below.



Other Services

Online help

- › Home page
- › About the project
- › Online evaluation
- › Acknowledgements

Competency Standards

for nurses in general practice



Resources for registered nurses

- | | |
|--|---|
| › Tool-kit introduction |  View PDF File |
| › Competency standards for nurses in general practice |  View PDF File |
| › Competency standards for the registered nurse in general practice |  View PDF File |
| › Role statement for the registered nurse in general practice |  View PDF File |
| › Using the competency standards for professional development purposes |  View PDF File
 View Web Page |
| › Self-assessment for the registered nurse in general practice |  View Word File
 View PDF File |
| › Professional development plan (registered nurse) |  View PDF File |
| › Template for a professional development plan |  View Word File
 View PDF File |

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Resources for enrolled nurses

- | | |
|--|---|
| › Tool-kit introduction |  View PDF File |
| › Competency standards for nurses in general practice |  View PDF File |
| › Competency standards for the enrolled nurse in general practice |  View PDF File |
| › Role statement for enrolled nurses in general practice |  View PDF File |
| › Using the competency standards for professional development purposes |  View PDF File
 View Web Page |
| › Self-assessment for the enrolled nurse in general practice |  View Word File
 View PDF File |
| › Professional development plan (enrolled nurse) |  View PDF File |
| › Template for a professional development plan |  View Word File
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Resources for practice managers

- | | |
|---|-------------------------------|
| ✧ Tool-kit introduction | View PDF File |
| ✧ Competency standards for nurses in general practice | View PDF File |
| ✧ Competency standards for the registered nurse in general practice | View PDF File |
| Competency standards for the enrolled nurse in general practice | View PDF File |
| ✧ Role statement for the registered nurse in general practice | View PDF File |
| ✧ Role statement for enrolled nurses in general practice | View PDF File |
| ✧ Sample job description for a registered nurse in general practice | View PDF File |
| ✧ Sample job description for an enrolled nurse in general practice | View PDF File |

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- ✧ [Acknowledgements](#)

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Resources for general practitioners

- | | |
|---|---|
| › Tool-kit introduction |  View PDF File |
| › Competency standards for nurses in general practice |  View PDF File |
| › Competency standards for the registered nurse in general practice |  View PDF File |
| Competency standards for the enrolled nurse in general practice |  View PDF File |
| › Role statement for the registered nurse in general practice |  View PDF File |
| › Role statement for enrolled nurses in general practice |  View PDF File |

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Competency Standards

for nurses in general practice

Using the competency standards for professional development purposes

Checklist

Step 1	Self-assessment	Yes ☐ No ☐
Step 2	Professional development plan	Yes ☐ No ☐
Step 3	Professional portfolio	Yes ☐ No ☐
Step 4	Reflection on nursing practice	Yes ☐ No ☐
Step 5a	Peer assessment	Yes ☐ No ☐
Step 5b	Employer assessment	Yes ☐ No ☐
Step 5c	Review of professional development plan	Yes ☐ No ☐
Step 6	Evaluation	Yes ☐ No ☐

Step 1. Self assessment

Complete the self assessment against the national competency standards for registered or enrolled nurses¹ and the competency standards for registered or enrolled nurses in general practice.

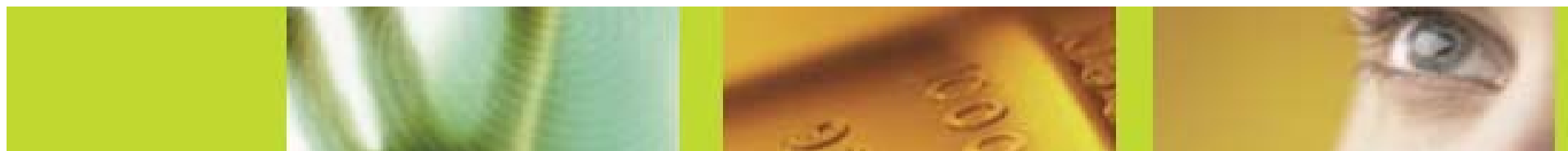
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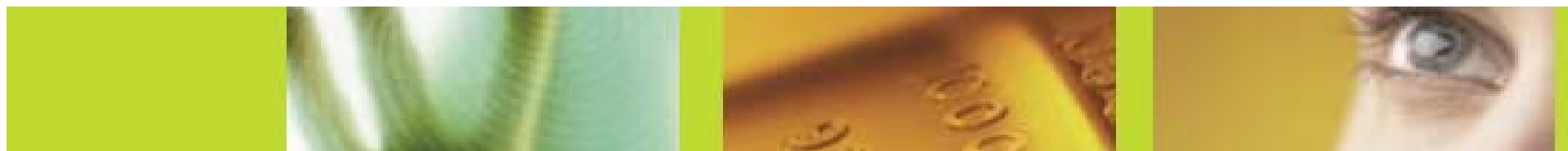
Self-assessment for the registered nurse in general practice

Professional practice Registered nurses in general practice contribute to the development of health care in the general practice setting. They do this by engaging with developments in general practice and the nursing profession and applying this knowledge to the care of individuals and groups and the development of nursing in general practice. This includes understanding professional, legal and ethical standards as they apply to nursing within a primary health care setting.	Are you confident that you meet this unit of competency?	
1.1 I practice based on primary, preventative care or early intervention health care approaches. Examples may include: • I integrate the principles of primary health care and primary care into nursing practice; • I understand how the geographic, cultural and socio-economic characteristics of the local community may impact on health of individuals; • I respect individual and group rights to make their own health care decisions.	Yes ☐	No ☐



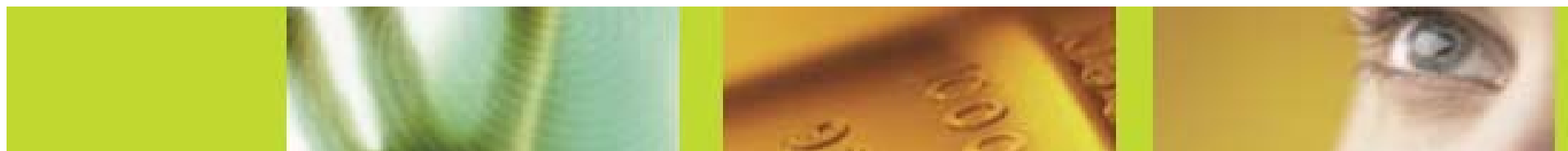
Self-assessment for the enrolled nurse in general practice

Management of care		Are you confident that you meet this element of competency?	
Competency Unit 7 I manage nursing care of individuals and groups within the scope of enrolled nursing practice.	Element 7.1 I implement planned nursing care to achieve identified outcomes.	Yes ☐	No ☐
	Element 7.2 I recognise and report changes in the health and functional status of individuals/groups to the registered nurse.	Yes ☐	No ☐
	Element 7.3 I ensure communication; reporting and documentation are timely and accurate.	Yes ☐	No ☐
	Element 7.4 I organise my workload to facilitate planned nursing care for individuals and groups.	Yes ☐	No ☐



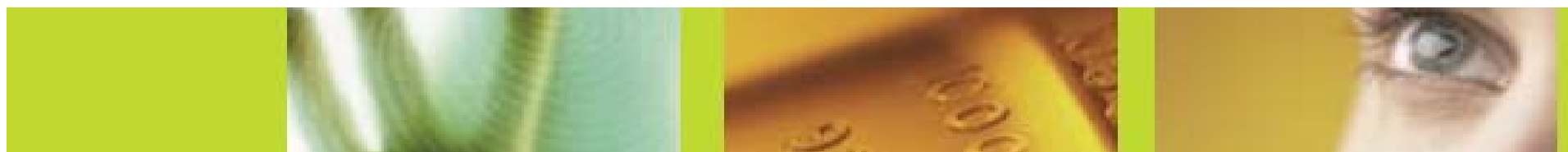
Professional development plan (registered nurse)

Date	Units of competency 'I need to do further work to consistently meet this unit of competency'	Professional development activity	Evaluation
Self assessment 1 July 2004 Review 15 January 2005	Core competency unit 1 I function in accordance with legislation and common law affecting nursing practice.	This is a high priority for me as I am out-of-date. Review the legislation relevant to nursing in [state/territory]. Buy a book on law and nursing and review a chapter every month. Attend a seminar/workshop on nursing and the law or health law.	I have copies of the legislation and other relevant documents and I have reviewed them. I have purchased a text-book and I have reviewed chapters on negligence and vicarious liability, and consent to treatment but I need to finish reviewing the book. I have booked into the ANF Branch's seminar on nursing and the law.
Self assessment 1 July 2004 Review 15 January 2005	Core competency unit 7 Carries out a comprehensive and accurate nursing assessment of individuals and groups in a variety of settings.	This is also high priority. Develop improved mental health assessment skills by: A. Looking at the resources available including text-books, short courses and journal articles; B. Reflecting on current skills when assessing patients; C. Raising the issue through the professional nursing organisation and the local network of nurses working in general practice; D. Discussing a potential plan of action with the employer/ general practitioner; E. Consulting the mental health liaison team in the area about any assistance they can offer.	I have reviewed resources that are available and I am reflecting on my mental health assessment skills but I would like to arrange to work with an expert mental health nurse so I am planning to speak to my employer about this during January.



Professional development plan (enrolled nurse)

Date	Units of competency 'I need to do further work to consistently meet this unit of competency'	Professional development activity	Evaluation
Self assessment 1 July 2004 Review 15 January 2005	Core competency unit 1 Functions in accordance with legislation, policies and procedures affecting nursing practice.	This is a high priority for me as I am out-of-date. Review the legislation relevant to nursing in [state/territory]. Buy a book on law and nursing and review a chapter every month. Attend a seminar/workshop on nursing and the law or health law.	I have copies of the legislation and other relevant documents and I have reviewed them. I have purchased a text-book and I have reviewed chapters on negligence and vicarious liability, and consent to treatment but I need to finish reviewing the book. I have booked into the ANF Branch's seminar on nursing and the law.
Self assessment 1 July 2004 Review 15 January 2005	Core competency unit 5 Demonstrates critical thinking in the conduct of enrolled nursing practice.	Complete self-assessment against the competency standards so that I can identify my strengths and weaknesses. Discuss my nursing practice and my role within the general practice with the supervising registered nurse.	I have completed the self-assessment and I have prepared this professional development plan. The registered nurse and I have started having a short meeting on the day where we are both working to discuss clinical issues and to consider areas where I can expand my knowledge and skills. The registered nurse and I have plans to discuss my role with the general practitioners within the next 3 months.

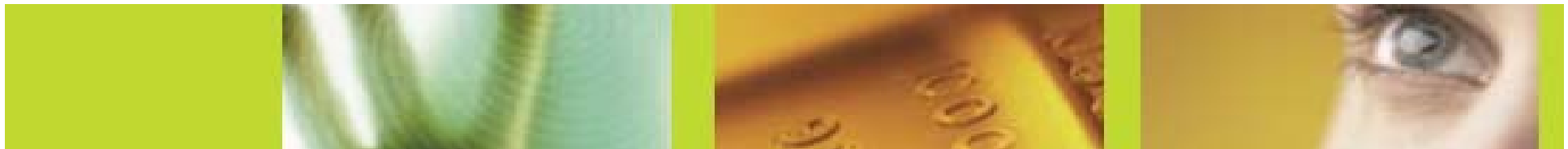


What is a professional portfolio?

A professional portfolio is a comprehensive record of your professional roles.

It is updated on an annual basis at the minimum.

A professional portfolio is a confidential document although you can use copies of some of the information when applying for a new position or a pay increase, applying to undertake some further education, or when audited by the nurse regulatory authority for the purposes of continuing competence.

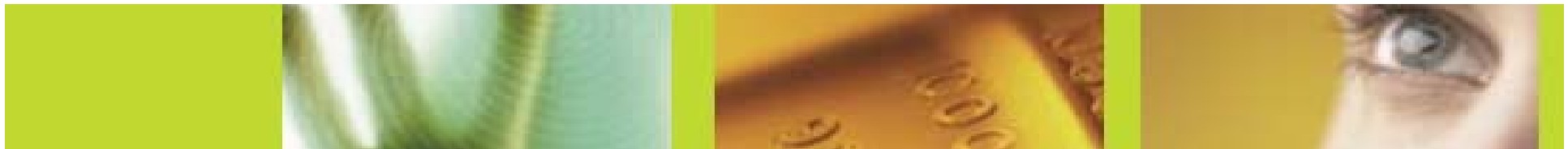


Registered nurse in general practice

Competency unit 2.3

In collaboration with the general practice team conducts diagnostic activities.

- For example:
- Include a list of diagnostic activities that you are competent to conduct;
- Keep a record of any competency assessment activities that you have completed;
- Refer to continuing education programs that you have completed to support diagnostic testing activities.



Competency Standards

for nurses in general practice

Resources for registered nurses in general practice

Core competency unit 1

Functions in accordance with legislation and common law affecting nursing practice.

- Nurse regulatory authorities which have links to the legislation relevant to nurses
[View directory](#)
- Australian Nursing and Midwifery Council's Code of Professional Conduct for Nurses in Australia
[Visit website](#)

Use contemporary textbooks to provide an overview of the law relating to nursing such as:

- Staunton P and Chiarella M 2003 Nursing and the law 5th edition Churchill Livingstone Sydney; and
- Wallace M 2001 Health care and the law 3rd edition The Law Book Company Sydney

Core competency unit 2

Conducts nursing practice in a way that can be ethically justified.

- Australian Nursing and Midwifery Council's Code of Ethics
[Visit website](#)
- Privacy principles which apply to health service providers
[Visit website](#)

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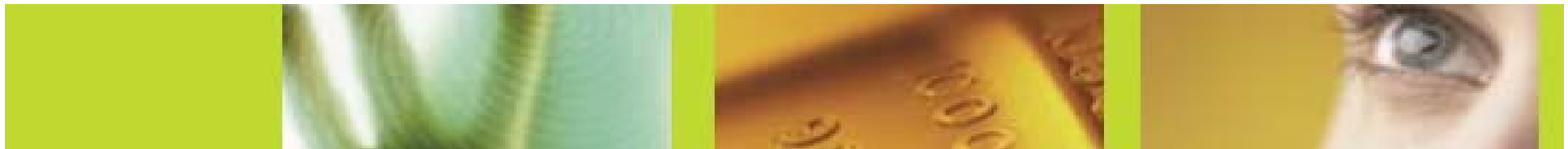
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General Practitioners

- Sample job descriptions and performance assessment tools;
- Assistance to review the scope of nursing practice for nurses employed in your general practice;
- Glossary of terms used in nursing.



Performance assessment

STEP ONE

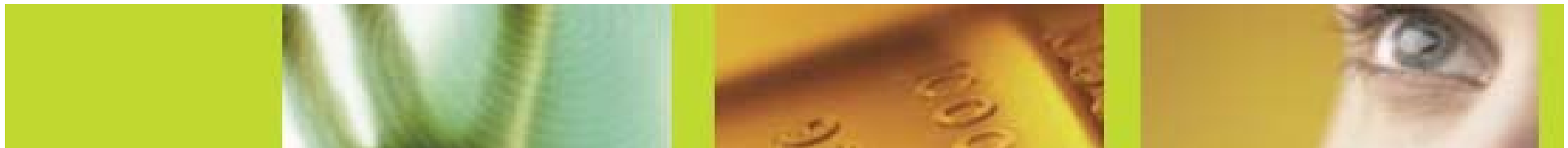
- The registered nurse undertakes a self assessment against the elements and prepares a professional development plan for discussion with the employer/supervisor.

STEP TWO

- The employer/supervisor completes the assessment and discusses the assessment and the professional development plan with the registered nurse.

STEP THREE

- The registered nurse and the employer/supervisor, following negotiation, agree on the professional development plan that will be supported by the employer/supervisor and the necessary plans are made eg organise further education, arrange clinical supervision etc.



Performance management tool for registered nurses in general practice

5. Provides evidence based information, resources and education to assist individuals, groups and families to make health care decisions.

Self-assessment

AGREE	1	2	3	4	5	DISAGREE
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Comments

Employer assessment

AGREE	1	2	3	4	5	DISAGREE
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Comments

15. Monitors local, community and population health developments and resources for integration into the care of individuals and groups.

Self-assessment

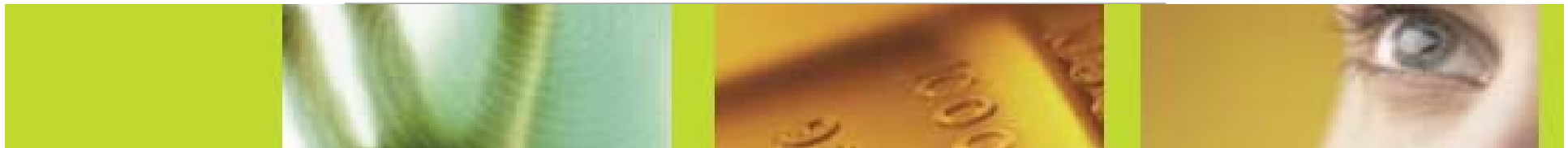
AGREE	1	2	3	4	5	DISAGREE
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Comments

Employer assessment

AGREE	1	2	3	4	5	DISAGREE
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Comments

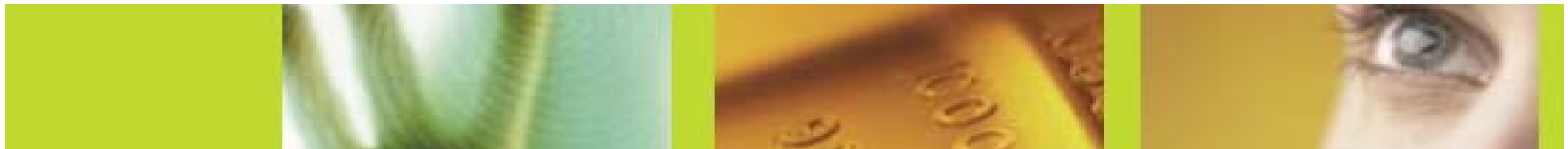


Scope of nursing practice

Queensland Nursing Council 2005 The scope of practice framework for nurses and midwives QNC Brisbane

The scope of nursing and midwifery practice is that which nurses and midwives are educated, competent and authorised to perform. The actual scope of an individual nurse's or midwife's practice is influenced by the:

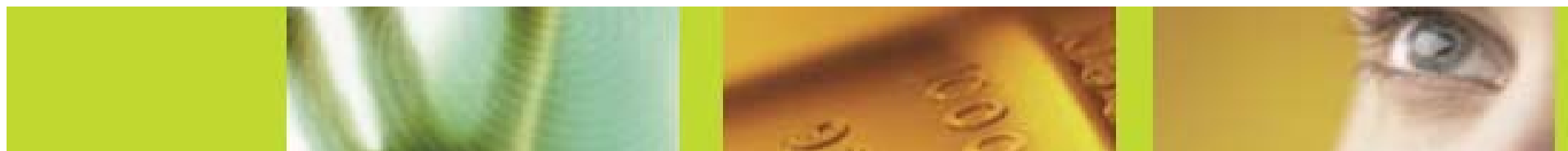
- context in which they practice;
- client's health needs;
- level of competence, education and qualifications of the individual nurse or midwife;
- service provider's policies.



Scope of nursing practice

1. Improved management of people with chronic diseases by involving the registered nurse in the assessment and management of people with diabetes

Assess the needs of the patients accessing the general practice	Assess the situation	Assess the risks and benefits	Assess the supports	Plan	Implement	Evaluate
Improve the care provided to people with diabetes as there are increasing numbers of people presenting with diabetes	General practitioner has kept up-to-date with the medical management of diabetes The registered nurse is keen to take on this responsibility but has not been involved with patients with diabetes for several years and acknowledges that she needs to update her knowledge and skills The Division has access to a diabetes nurse educator who is running a series of education sessions for nurses There are resources available from Diabetes Australia, the Australian Diabetes Society and from the Australian Government Department of Health and Ageing Management of people with diabetes is a usual nursing role and there are no new legal issues associated with this expansion of the registered nurse's scope of practice	Improved health outcomes for people with diabetes Better assessment of people identified as at high risk of developing diabetes Reduced workload for the general practitioners Increased income for the general practice Less time for registered nurse to undertake other duties in the general practice Lost time during the education period	Registered nurse attends the Division's education program and any other local courses Arrangements are made for the nurse to work with the diabetes educator once a week for 4 weeks The general practitioner and the nurse will prepare guidelines for the management of people with diabetes in the general practice including preventive health strategies and health promotion activities The registered nurse will contact the diabetes nurse educator at least once a month to review the nursing care being provided to patients in the general practice with diabetes	Registered nurse will: • assess patients and draft management plans in consultation with the general practitioner • provide education sessions for the patient including their self-management activities • keep up-to-date about the local resources available for people with diabetes including services and support groups • manage the recall register for patients with diabetes • organise health promotion materials in the waiting areas and in the general practice newsletter • provide an assessment and education service for patients identified as at a high risk of developing diabetes • monitor the information that is released about diabetes and bring it to the attention of the general practice team	Registered nurse is: • assessing patients and drafting management plans in consultation with the general practitioner • providing education sessions for the patient including their self-management activities • keeping up-to-date about the local resources available for people with diabetes including services and support groups • managing the recall register for patients with diabetes • organising health promotion materials in the waiting areas and in the general practice newsletter • providing an assessment and education service for patients identified as at a high risk of developing diabetes • monitoring the information that is released about diabetes and bringing it to the attention of the general practice team	AT 6 MONTHS People with diabetes are returning for follow-up as planned People with diabetes report greater confidence in their self-management strategies [number] of patients at high risk of diabetes have been assessed with [number] identified as having diabetes Registered nurse continues to review patient care with the diabetes educator every month Registered nurse is planning to complete the diabetes educators course this year Workload for the registered nurse is satisfactory Income has increased



Sample job description for a registered nurse in general practice

Competency standards can be used as a framework for a job description for a nurse working in general practice. Note that not all the units of competency are included in this sample job description although nurses have a professional responsibility to meet all the units. The order of the units have been re-arranged and some examples have been changed to meet the needs of the specific general practice

Title

Registered nurse (registered nurse division 1 in Victoria)

Position profile

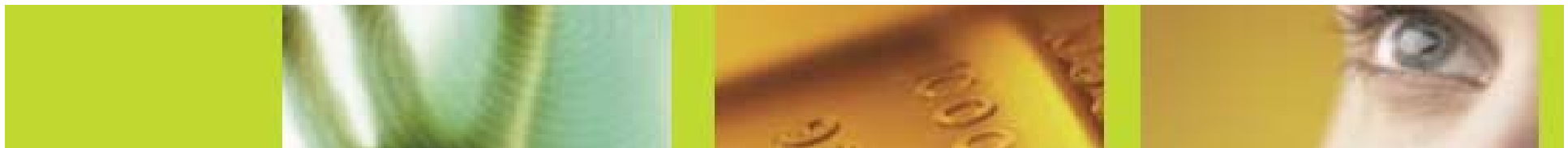
Providing nursing care to patients presenting at the general practice

Performance appraisal

3 months after commencement and every 12 months thereafter

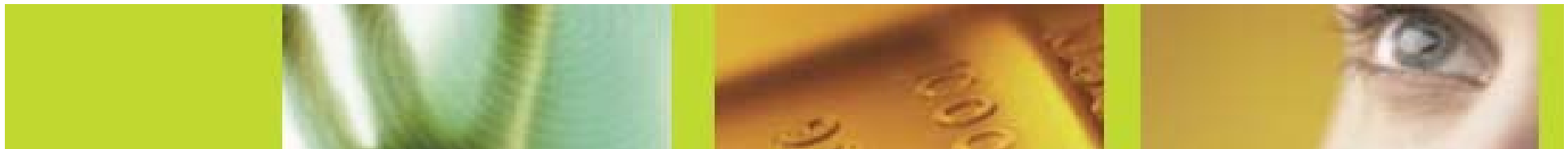
Key criteria

- Registered nurse licensed to practice in [state/territory];
- Experience working in a primary health care setting;
- Experience working with older people and people with chronic illnesses;
- Able to work as part of a small team;
- Excellent communication skills with patients, their families and with the other members of the general practice team.



Position descriptions

3. Conducts diagnostic activities in collaboration with the general practice team.
 - Demonstrates proficiency in health assessment skills;
 - Checks diagnostic results against client symptoms and previous results.



Competency Standards

for nurses in general practice



Online evaluation

This site was developed to assist with the implementation of the competency standards for nurses in general practice.

Your feedback is valuable and will assist with the evaluation of the tool-kit for implementation of the competency standards for nurses in general practice.

Please complete this online survey which will only take you approximately 5 minutes to complete.

Q1. I found out about this website from:

Information sent to the general practice

Specify if necessary:

Q2. I found the information on the website useful:

1 - Strongly Agree

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