

Is your practice a good place to work?

Complete the table below to see in what areas your practice is performing well as a place of employment and see which areas need improvement.

<p>Image and reputation</p> <ul style="list-style-type: none"> • Comments from existing staff and patients • Standard of premises and working environment • Atmosphere and congeniality 	<p>Comments</p> <ul style="list-style-type: none"> • Ask your staff to provide comments relating to these areas and ask them to give a score out of 10
<p>Training and education opportunities</p> <ul style="list-style-type: none"> • Induction programme available? • Mentor/assessor available? • Clinical supervision available? • Learning resources available within the practice? • Staff willing to teach in-house? • Protected time for continuing professional development (CPD)? 	<p>Comments</p> <ul style="list-style-type: none"> • Use Tool – Induction – evaluation by a GPN to determine how effective this is • How often are meetings with mentors arranged? • Is this during working hours? • Is there a staff library and internet access? • Are tutorials and seminars arranged? • Is there a study-leave policy? (see Tool – Policy on study leave)
<p>Employment conditions</p> <ul style="list-style-type: none"> • Level of pay and benefits – are they linked to the <i>Agenda for Change</i>? 	<p>Comments</p> <ul style="list-style-type: none"> • See Unit: Employment of general practice nurses
<p>Good human resource practices</p> <ul style="list-style-type: none"> • Flexible working • Robust contractual agreement • Clearly identified line manager to provide support 	<p>Comments</p> <ul style="list-style-type: none"> • Is the job description reviewed regularly? • Is clinical and professional support available?
<p>Individual performance review</p> <ul style="list-style-type: none"> • Annual appraisal? • Personal development plan? • Goals and action plans for staff with difficulties? 	<p>Comments</p> <ul style="list-style-type: none"> • Is this conducted by an appropriate person with training? • See Tool – How to give constructive feedback: being an effective appraiser • See Tool – Creating a personal development plan • See Tool – Documentation for appraisals – using an action plan
<p>Promotion and development opportunities</p> <ul style="list-style-type: none"> • Are there opportunities to progress? • Is career development actively encouraged? • Is CPD supported with funding and time? 	<p>Comments:</p> <ul style="list-style-type: none"> • See Tool – Development programme for GPNs
<p>Communication</p> <ul style="list-style-type: none"> • Does the practice have regular team meetings involving general practice nurses (GPNs)? • Does the practice involve GPNs in developing strategies? 	<p>Comments:</p>