

Skills assessment using a rating scale

Introduction to the core competences for general practice nurses – adapted from work by Leeds primary care trust

Identification of the specific core competences required in the general practice nurse (GPN) role will equip the GPN with the relevant knowledge and skills to provide safe, effective practice. This assessment should be completed together with a senior GPN supervisor or mentor and is designed to follow on from, or accompany, a basic induction programme.

It is recommended that columns 1 and 2 should be completed within the first month where possible, column 3 over the next 3 months, column 4 within 6 months, and column 5 within 9 months of starting. Any outstanding core competences need to be completed as part of the continuous learning process.

Associated theoretical knowledge is usually best provided by an accredited course (See *Unit: Education and professional development of general practice nurses*). Prior knowledge or experience, or learning by other methods, should be recorded in a portfolio (learning log) and can be accepted if it is presented in the form of verifiable evidence.

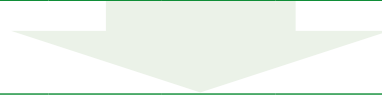
As the range of a GPN's work is highly variable, this tool represents a basic guide and can be modified according to the job description of an individual GPN and the requirements of the practice.

Here is an explanation of the rating levels in each column.

1. Not encountered yet
2. Observed only
3. Performed under supervision
4. Performed independently

Competence	Rating level					Signature of supervisor
	1	2	3	4	5	
1. General practice organisation						
Understands the profile of general practice and the streams for income generation						
Understands the roles and responsibilities of the members of the primary health care team with appropriate knowledge of who to refer to						

Competence	Rating level					Signature of supervisor
	1	2	3	4	5	
Demonstrates teamwork skills through working in a way that is complementary to others and contributing at team meetings						
Contributes to compilation of disease registers in general practice						
Awareness of confidentiality issues relating to general practice						
Contributes to practice development plans						
Awareness of primary care trust structure and professional leadership for GPNs						
Ability to use information technology (IT) within consultations and for audit purposes						
Understands the income sources in general practice and the importance of contributing to the <i>Quality and Outcomes Framework</i>						



2. Scope of professional practice						
Demonstrates clarity of role including defined parameters of practice, accountability and responsibility						
Participates in appropriate delegation of tasks with understanding of personal responsibilities						
Undertakes continuous personal development in order to provide evidence-based care						
Participates in clinical supervision activities						



3. Risk management						
Understands the current health and safety policies and own role and responsibilities						
Works in a manner that demonstrates personal safety						

Competence	Rating level					Signature of supervisor
	1	2	3	4	5	
Able to initiate correct procedures for dealing with complaints						
Records patient contact and interventions appropriately and reports critical incidents/significant events						
Demonstrates use of confidentiality in line with the <i>Nursing and Midwifery Council and Caldicott guidelines</i>						



4. Clinical effectiveness						
Demonstrates ability to reflect critically and learn from experience						
Contributes to the audit process						
Knows how to access IT and other information to improve practice						
Uses critical appraisal skills in determining the strength of evidence for practice						
Provides care that is evidence based						
Works according to protocols and guidelines in practice and contributes to their compilation						
Aware of national and local policies that influence the GPN role						



5. Child protection						
Understands personal role and responsibilities						
Aware of national and legal acts and policies						
Aware of local policies						
Referral when necessary to appropriate health professional						
Aware of general practice procedures within child protection						

Competence	Rating level					Signature of supervisor
	1	2	3	4	5	
6. Mental health						
Basic knowledge of mental health problems						
Able to identify 'at risk' patients						
Uses basic rating scales for mental health assessment as appropriate						
Initiates referral to appropriate health professionals						



7. Immunisation						
Able to advise patients on the immunisation programmes according to local and national guidelines						
Participates in specific training in order to administer medicines using patient group directions						
Able to recognise and initiate management of adverse reactions and anaphylaxis						
Demonstrates appropriate handling of children and gaining of consent						
Uses appropriate voluntary, social and health care agencies for further information						
Demonstrates safety in maintaining the cold chain						



8. Resuscitation						
Annual attendance at basic cardiopulmonary resuscitation (CPR) training						
Regular maintenance and checking of equipment						

Competence	Rating level					Signature of supervisor
	1	2	3	4	5	
9. Anaphylaxis procedures						
Undertaken specific training to administer adrenaline in emergency situations using patient group directions						
Familiar with the techniques of resuscitation for a patient with anaphylaxis						
Able to use basic emergency equipment						



10. Wound care						
Works according to local policies and procedures						
Determines and implements appropriate treatment for superficial wounds						
Assessment and removal of sutures						
Assessment and removal of clips						
Provides teaching and information on skin care to patients and junior staff						
Initiates appropriate referral to senior colleague, specialist nurse or GP						

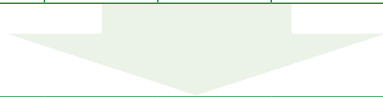


11. Infection control						
Awareness of and adherence to policies and procedures for decontamination, sterilisation, infection control and maintenance of equipment						
Protection of patient, self and other staff when dealing with bodily fluids						
Undertakes adequate hand-washing techniques						
Undertakes and teaches correct procedures for cleaning surfaces						
Undertakes and teaches safe processes for the collection, handling and disposal of waste						

Competence	Rating level					Signature of supervisor
	1	2	3	4	5	
Undertakes and teaches safe practice in receiving and handling specimens in the practice						



12. Venepuncture						
Received appropriate training in taking blood samples						
Uses the correct technique and equipment						
Correctly labels specimens and forms						
Knows systems for safely transporting specimens to the laboratory						
Aware of appropriate bottles to be used for common diagnostic tests						
Participates in safe system for relating results and reporting abnormal results						
Gives appropriate information to patients						



13. Long-term conditions management						
Asthma						
Understands pathophysiology and therapeutic management						
Understands and explains triggers and influence of lifestyle						
Undertakes history taking, reversibility tests and exercise tests						
Refers to appropriate health care professional as necessary						
Chronic obstructive pulmonary disease						
Understands pathophysiology and therapeutic management						
Understands contributory factors and advises patients accordingly						
Undertakes history taking, diagnostic and screening tests as required						

Competence	Rating level					Signature of supervisor
	1	2	3	4	5	
Refers to appropriate health care professional when needed						
Recognises emergency situations and initiates management according to local/practice guidelines						
Diabetes						
Understands pathophysiology and therapeutic management						
Understands and teaches patients and carers on contributory factors						
Undertakes history taking, diagnostic and screening tests to monitor condition						
Refers to appropriate health care professional when needed						
Recognises emergency situations and initiates management according to local/practice guidelines						
Hypertension						
Understands pathophysiology and therapeutic management						
Understands and teaches patients and carers contributory lifestyle factors						
Undertakes history taking, diagnostic and screening tests						
Refers to appropriate health care professional when needed						
Reviews medication according to practice guidelines						
Spirometry						
Undertakes spirometry after attending appropriate training programme						
Smoking cessation						
Undertakes consultations for smoking cessation support and guidance after attending appropriate training course						

Competence	Rating level					
	1	2	3	4	5	Signature of supervisor
Healthy eating						
Able to teach principles of healthier eating						
Supervises management of patients on weight-reducing diets providing advice and motivational support						
Relates meaning of body mass index (BMI) to patients and advises on appropriate physical exercise						