

Developing an education and training plan

This tool will enable you to draw up an education and training plan for new or amended roles for general practice nurses (GPNs). It consists of two sections:

- an analysis of required skills
- a plan of education and training.

Education and training content

New role title:

- List the skills that the post holder will require in order to complete a week's work, as per your timetable, on the 'skills analysis' form (first column)
- Are there some skills you would expect prior to appointment? Note these for the person specification
- Analyse the education and training required by the typical post holder to enable them to achieve competence in these skills. List them on the 'skills analysis' form (second column)
- Convert education and training requirements to a draft education and training plan for the new role. Consider the overall job role as well as the individual's skills (using the training plan)
- How can you deliver their training (see further questions on the form)? The more you can do internally, the more local control you have
- However, how will you ensure the job is recognised? Is it transferable between organisations? External education, assessment and validation increases transferability. Can you work with neighbouring organisations to share costs and increase transferability?

Skills analysis

Skills required to deliver job role	Education and training required for each skill

Training plan			
Learning theme	Content	Learning method	Responsibility for action

Education and training delivery	
Questions to address	Solution
Who could provide the training? Where, when and how?	
What can you do on-the-job/in-house?	
Who is a suitable candidate to assess current competence and decide on further education/training needs?	
How can access to education and training be provided to the post holder?	
How will the education be funded?	
Does the education involve a new training programme, higher or further education, or a specialist qualification?	

Framework for practice nurse development and support

	Basic level	Evidence
Demonstrable knowledge, skills and expertise	Immunisations	<ul style="list-style-type: none"> • <i>On part of register</i> • <i>Knowledge of Nursing and Midwifery Council Code of Conduct</i> • <i>Knowledge of immunisation through study days, reading, exposure to practice, access to protocol</i> • <i>PN introductory module</i> • <i>National policy/local policy</i> • <i>Immunisation study half-day</i>
	Ear care	<ul style="list-style-type: none"> • <i>Knowledge of ear care (ear care study day)</i> • <i>Knowledge of services provided/protocols</i>
	Wound care	<ul style="list-style-type: none"> • <i>Knowledge of wound care assessment</i> • <i>Choice of dressing</i> • <i>Documentation</i> • <i>PN introductory module</i>
	General practice organisation	<ul style="list-style-type: none"> • <i>Knowledge of general practice</i> • <i>Personnel</i> • <i>Point of contact-practice nurse mentor</i> • <i>IT Skills – in-house training</i>
	Child protection	<ul style="list-style-type: none"> • <i>Knowledge of responsibilities of general practice staff – practice nurse introduction and discuss with mentor</i> • <i>National & local policy</i>
	Public health/infection control	<ul style="list-style-type: none"> • <i>Knowledge of infection control – practice nurse introduction module</i> • <i>In practice – documentation</i> • <i>Equipment – autoclave disposal of waste</i>

Framework for practice nurse development and support

	Intermediate level	Evidence
Demonstrable knowledge, skills and expertise	(As at basic level) Long-term illness management (eg asthma, diabetes, hypertension) On-going audit	<ul style="list-style-type: none"> • Post-registration course In speciality, plus on-going support: • Update reading, membership of interest group • Contribute to development of guidelines/ care programme for client group
	Wound management (eg leg ulcer management) On-going Audit	<ul style="list-style-type: none"> • Post registration tissue viability programme • Post registration leg ulcer management programme
	Travel clinic management including on-going audit	<ul style="list-style-type: none"> • Knowledge of requirement for foreign travel through education programme, reading relevant literature interest group
	Women's health <ul style="list-style-type: none"> • Family planning • Taking cervical smear • Menopause clinic 	<ul style="list-style-type: none"> • Post registration courses in Speciality • Post registration family planning • Plus on-going support: update reading, interest group
	Involved with training and education of nurses and other staff	<ul style="list-style-type: none"> • Mentorship training course or similar

Framework for practice nurse development and support

	Advanced level	Evidence
Demonstrable knowledge, skills and expertise	(As at intermediate level)	<ul style="list-style-type: none"> • BSc (Honours) Community Specialist Practice • MSc Advanced nursing practice • Royal College of Nursing, nurse practitioner course
	Demonstrates expertise to other staff Undertakes needs assessment, contributes to practice profile Contributes to practice management at meeting etc. Links with PCG/T board nurses	
	Liaison with other members of PHCT Develop clinical policies within nursing team Involved with training and education of new practice nurses and pre registration students Demonstrates research/innovation for improvements in service delivery Involved with practice nurse appraisals and future development	<ul style="list-style-type: none"> • Link with university • Link with local and national interest group • Keep up to date with human resource development plans